



SHIRE OF MENZIES

Ordinary Agenda

NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that an Ordinary Meeting of the Council will be held in the Council Chambers, 124 Shenton Street, Menzies on Thursday, 29 February 2024 commencing at 1:00 PM.


Glenda Teede
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Menzies for any act, omission or statement or intimation occurring during Council / Committee meetings or during formal / informal conversations with staff. The Shire of Menzies disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council / Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Menzies during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Menzies. The Shire of Menzies warns that anyone who has an application lodged with the Shire of Menzies must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Menzies in respect of the application.

DISCLOSURES OF INTEREST

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to a Proximity or Financial interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

Councillor Meeting Information

Shire of Menzies Council Meetings

Elected Members are bound by legislation to act with integrity and make decisions for the whole of the Shire.

Attending meetings

Elected Members have a duty to attend all the Council Meetings to ensure that electors are adequately represented. In recognition of this, under the *Local Government Act 1995* an Elected Member who is absent from three consecutive meetings of the Council without leave being granted by the Council, is automatically disqualified. If a member wishes to be absent for more than six consecutive ordinary meetings, Ministerial approval is necessary as well as the Council approval.

It should be noted that applications for leave of absence are usually supported but must be approved by the Council before, or at, the meeting(s) the Council Member is to be absent from. Leave of absence cannot be approved retrospectively.

Voting at meetings

If an Elected Member is present at a Council Meeting, he or she is required by law to vote on all matters before that meeting unless he or she has a financial interest in the matter. Agendas are delivered to the Elected Members within the required timeframes of the Local Government Act 1995, being a minimum of seventy-two (72) hours prior to the advertised commencement of the meeting. While late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Councillors are required to give due consideration to all matters contained in the agenda. Without adequate time for reading the agenda, it is extremely difficult for the Elected Members to make effective assessments of issues and provide constructive input to the Council debate and decision making. It is recommended that further information be requested if there is insufficient material available to make an informed decision.

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1 DECLARATION OF OPENING

The Shire President declared the meeting open at _____pm.

2 ANNOUNCEMENT OF VISITORS

3 MEMBERS OF THE PUBLIC PRESENT

4 RECORD OF ATTENDANCE

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

Staff: Ms G Teede, Chief Executive Officer
 Ms K Van Kuyl, Chief Financial Officer
 Mr R Stewart, Governance Officer
 Ms M Yulo-Uy, Executive Officer (Minutes)

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 PUBLIC QUESTION TIME

7 APPROVED LEAVE OF ABSENCE

8 DISCLOSURES OF INTEREST

9 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

10 CONFIRMATION/RECEIVAL OF MINUTES

10.1 Confirmation of Minutes - Ordinary Meeting 15 December 2023
(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 15 December 2023 be confirmed as a true and correct record.

COUNCIL DECISION:

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

12 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

OFFICER RECOMMENDATION

That the President's Report for the month of February 2024 be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13 REPORTS OF AUDIT AND RISK COMMITTEE

13.1 Mid-Year Budget Review Financial Year 2023/24

13.1	Mid-Year Budget Review Financial Year 2023/24
LOCATION	Not applicable
APPLICANT	Internal
DOCUMENT REF	NAM1240
DATE OF REPORT	14 February 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	2023-24 Budget Review Report [13.1.1 - 8 pages]

SUMMARY:

To consider the Shire of Menzies' financial position as at 31 January 2024 and performance for the period 1 July 2023 to 31 January 2024 in relation to the adopted Annual Budget and projections estimated for the remainder of the Financial Year (FY).

BACKGROUND:

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2023 to 31 January 2024 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2024 and is to be presented for the Council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

The material variance levels reported in the budget review are based upon management judgement where explanations are considered appropriate.

COMMENT:

The Audit and Risk Committee considered the budget review at its recent meeting and made recommendations to the Council, which are included in this report.

The budget review report includes at 'Note 4' in the attachment, a summary of predicted variances by nature and type activities contained within the statement of budget review.

Features of the budget review include:

Increase in operating revenue of interim rates levied, recreation and culture contribution, fees and charges, interest revenue and other revenue	\$108,000
Increase in operating revenue from fees and charges, recreation and culture contribution and other revenue from insurance claim	\$85,100
Increase from the operating expenditure considered within all reporting programs including adjustment to reclassify expenditure where required. Including employee costs, staff housing minor maintenance, consultant fees, library software system, heritage building maintenance, festivals and events, utilities	(\$132,200)
Reduce finance costs; unlikely external funds to be received until July 2024	\$26,085
Increase other expenditure, insurance expenditure, other expenditure in support to rates write off in progress for 33 properties	(\$22,500)
Reduce on loss on asset disposal and depreciation loss on of asset disposals	\$10,000
Reduction in Regional Road Group Projects capital grant, following unapproved project allocation from Main Road WA	\$380,666
Decrease of major capital projects; unlikely to be undertaken in this reporting period. e.g community building, old post office by increasing capital upgrade, 39 Mercer, 36 Mercer, 12A Walsh and Town Hall upgrade	\$1,090,000
Revision of capital fund allocation by reduce IT system cost and, CEO vehicle replacement and increase CCTV projects and TV/Radio equipment	(\$13,000)
Decrease infrastructure other; unlikely to be undertaken in this reporting period	\$1,000,762
Decrease of new borrowing, anticipated to be received until July 2024	(\$650,000)
Reduction in transfer from reserve for capital projects; e.g CEO vehicle, community building, old post office, niagra dam road, niagra dam and staff house	(\$2,105,265)
Variance in surplus or deficit at the start of the financial year upon receive of audited annual financial statement	\$49,057

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2024, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate. Required budget amendments which are proposed have been included in 'Note 4' of the attached budget review document for information, and also included in the recommendation to the budget review for the Council consideration.

Further budget amendments may be required to be presented to the Council at future meetings as projects are continually reviewed and monitored.

CONSULTATION:

Moore Australia, Consultants

STATUTORY AUTHORITY:

Local Government Act 1995 Section 6.8(1) (b) provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must –

- (1) Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year;
- (2) Consider the local government's financial position as at the date of the review;
- (3) Review the outcomes for the end of that financial year that are forecast in the budget.

(2) The review of an annual budget for financial year must be submitted to the council on or before 31 March in that financial year.

(3) A Council is to consider a review submitted to it and is to determine* whether to adopt the review, any parts of the review or any recommendation made in the review.

*Absolute majority required.

(4) Within 14 days after a council made a determination, a copy of review and determination is to be provided to the Department.

POLICY IMPLICATIONS:

There are no known policy implications arising from this report.

FINANCIAL IMPLICATIONS:

Authorisation of expenditure through budget amendments is recommended. Other specific financial implications are outlined in the body of this report.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
This item has been evaluated against the Shire of Menzies’ Risk Management Strategy and Risk Assessment Matrix	The perceived level of risk is high prior to treatment	Adoption of recommendations as presented will reduce the risk to low

STRATEGIC IMPLICATIONS:

The Shire’s Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome
4.2 An efficient and effective organisation.

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

Accordingly, the officer’s recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Absolute Majority

COMMITTEE RECOMMENDATION:

That:

1. The attached Mid-year Budget Review of Financial Year 2023/2024
2. The Budget amendments to the adopted Annual Budget of Financial Year 2023/2024, as contained in the attached ‘Note 4’ of Mid-year Budget Review of Financial Year 2023/24

be adopted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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SHIRE OF MENZIES
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF MENZIES
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 JANUARY 2024

		Budget v Actual			Estimated	Predicted	
		Adopted	Updated Budget	Year to Date	Year at End	Variance	
Note		Budget	Estimates	Actual	Amount	(a) - (b)	
		\$	\$	\$	\$	\$	
OPERATING ACTIVITIES							
Revenue from operating activities							
	General rates	4,141,746	4,141,746	4,233,049	4,241,746	100,000	▲
	Rates excluding general rates	194,064	194,064	191,155	194,064	0	
	Grants, subsidies and contributions	558,417	558,417	364,257	575,417	17,000	▲
	Fees and charges	240,205	240,205	166,366	300,805	60,600	▲
	Interest revenue	301,000	301,000	169,584	309,000	8,000	▲
	Other revenue	30,450	30,450	17,686	37,950	7,500	▲
	Profit on asset disposals	43,894	43,894	0	43,894	0	
		5,509,776	5,509,776	5,142,097	5,702,876	193,100	
Expenditure from operating activities							
	Employee costs	(2,896,464)	(2,896,464)	(1,308,824)	(2,922,964)	(26,500)	▼
	Materials and contracts	(2,627,425)	(2,627,425)	(1,086,587)	(2,728,125)	(100,700)	▼
	Utility charges	(110,200)	(110,200)	(59,992)	(115,200)	(5,000)	▼
	Depreciation	(2,140,427)	(2,140,427)	(1,124,406)	(2,150,427)	(10,000)	▼
	Finance costs	(26,085)	(26,085)	0	0	26,085	▲
	Insurance	(163,583)	(163,583)	(174,934)	(166,083)	(2,500)	▼
	Other expenditure	(601,711)	(601,711)	(108,971)	(621,711)	(20,000)	▼
	Loss on asset disposals	0	0	(2,730)	(2,730)	(2,730)	▼
		(8,565,895)	(8,565,895)	(3,866,444)	(8,707,240)	(141,345)	
	Non-cash amounts excluded from operating activities	2,093,989	2,093,989	1,127,136	2,106,719	12,730	▲
	Amount attributable to operating activities	(962,130)	(962,130)	2,402,789	(897,645)	64,485	
INVESTING ACTIVITIES							
Inflows from investing activities							
	Capital grants, subsidies and contributions	6,986,077	6,986,077	2,464,988	6,605,411	(380,666)	▼
	Proceeds from disposal of assets	80,000	80,000	3,500	80,000	0	
		7,066,077	7,066,077	2,468,488	6,685,411	(380,666)	
Outflows from investing activities							
	Purchase of land and buildings	(4,213,177)	(4,213,177)	(1,209,337)	(3,123,177)	1,090,000	▲
	Purchase of plant and equipment	(800,000)	(800,000)	(116,839)	(813,000)	(13,000)	▼
	Purchase and construction of infrastructure-roads	(7,574,541)	(7,574,541)	(2,925,398)	(6,703,541)	871,000	▲
	Purchase and construction of infrastructure-other	(2,373,287)	(2,373,287)	(19,195)	(1,372,525)	1,000,762	▲
		(14,961,005)	(14,961,005)	(4,270,769)	(12,012,243)	2,948,762	
	Amount attributable to investing activities	(7,894,928)	(7,894,928)	(1,802,281)	(5,326,832)	2,568,096	
FINANCING ACTIVITIES							
Cash inflows from financing activities							
	Proceeds from new borrowings	650,000	650,000	0	0	(650,000)	▼
	Transfers from reserve accounts	4,640,924	4,640,924	0	2,535,659	(2,105,265)	▼
		5,290,924	5,290,924	0	2,535,659	(2,755,265)	
Cash outflows from financing activities							
	Repayment of borrowings	(53,627)	(53,627)	0	0	53,627	▲
	Transfers to reserve accounts	(2,510,699)	(2,510,699)	(2,381,376)	(2,490,699)	20,000	▲
		(2,564,326)	(2,564,326)	(2,381,376)	(2,490,699)	73,627	
	Amount attributable to financing activities	2,726,598	2,726,598	(2,381,376)	44,960	(2,681,638)	
MOVEMENT IN SURPLUS OR DEFICIT							
	Surplus or deficit at the start of the financial year	6,130,460	6,130,460	6,179,517	6,179,517	49,057	▲
	Amount attributable to operating activities	(962,130)	(962,130)	2,402,789	(897,645)	64,485	
	Amount attributable to investing activities	(7,894,928)	(7,894,928)	(1,802,281)	(5,326,832)	2,568,096	
	Amount attributable to financing activities	2,726,598	2,726,598	(2,381,376)	44,960	(2,681,638)	
	Surplus or deficit after imposition of general rates	0	0	4,398,649	0	0	

**SHIRE OF MENZIES
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

1. BASIS OF PREPARATION

This budget review has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the Shire of Menzies to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 33A prescribes contents of the budget review.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and statement of financial activity, the budget review has 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Menzies controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimation of fair values of provisions

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**SHIRE OF MENZIES
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 31 JANUARY 2024**

2. SUMMARY GRAPHS - BUDGET REVIEW



This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF MENZIES
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024

3 NET CURRENT FUNDING POSITION
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 31 January 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
(a) Composition of estimated net current assets					
Current assets					
Cash and cash equivalents	17,795,819	0	0	2,611,924	444,313
Financial assets	0	9,644,611	9,644,611	14,156,212	11,551,496
Trade and other receivables	434,055	381,131	381,131	2,726,997	434,055
Inventories	17,234	16,438	16,438	17,234	17,234
Contract assets	813,398	0	0	302,771	0
	19,060,506	10,042,180	10,042,180	19,815,138	12,447,098
Less: current liabilities					
Trade and other payables	(237,659)	(397,569)	(397,569)	(361,067)	(237,659)
Contract liabilities	0	0	0	(110,944)	(50,000)
Capital grant/contribution liability	(868,495)	0	0	(788,265)	(654,587)
Borrowings	0	(53,627)	(53,627)	0	0
Employee related provisions	(161,180)	(207,824)	(207,824)	(161,180)	(161,180)
	(1,267,334)	(659,020)	(659,020)	(1,421,456)	(1,103,426)
Net current assets	17,793,172	9,383,160	9,383,160	18,393,682	11,343,672
Less: Total adjustments to net current assets	(11,613,655)	(9,383,160)	(9,383,160)	(13,995,032)	(11,343,672)
Closing funding surplus / (deficit)	6,179,517	0	0	4,398,650	0

(b) Non-cash amounts excluded from operating activities

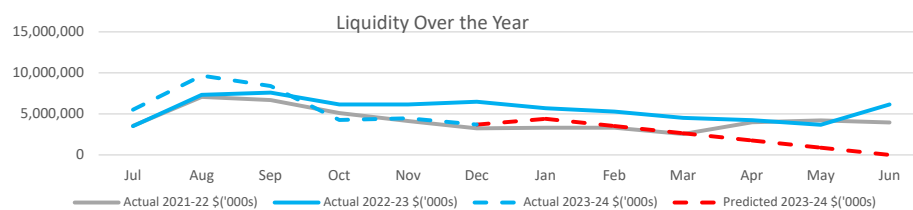
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 31 January 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	0	(43,894)	(43,894)	0	(43,894)
Less: Movement in liabilities associated with restricted cash	(44,927)	(2,544)	(2,544)	0	(2,544)
Add: Loss on disposal of assets	92,083	0	0	2,730	2,730
Add: Loss on revaluation of fixed assets	31,053	0	0	0	0
Add: Depreciation on assets	2,260,053	2,140,427	2,140,427	1,124,406	2,150,427
Non-cash movements in non-current assets and liabilities:					
Pensioner deferred rates	(506)	0	0	0	0
Employee benefit provisions	26,627	0	0	0	0
Non-cash amounts excluded from operating activities	2,364,383	2,093,989	2,093,989	1,127,136	2,106,719

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Audited Actual 30 June 2023	Adopted Budget 30 June 2024	Updated Budget Estimates 30 June 2024	Year to Date Actual 31 January 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
Adjustments to net current assets					
Less: Reserve accounts	(11,774,835)	(9,644,611)	(9,644,611)	(14,156,212)	(11,551,496)
Add: Current liabilities not expected to be cleared at end of year					
- Current portion of borrowings	0	53,627	53,627	0	0
- Employee benefit provisions	161,180	207,824	207,824	161,180	207,824
Total adjustments to net current assets	(11,613,655)	(9,383,160)	(9,383,160)	(13,995,032)	(11,343,672)



**SHIRE OF MENZIES
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

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 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.

FINANCIAL ASSETS AT AMORTISED COST

The Shire of Menzies classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Menzies applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

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.

CONTRACT ASSETS

Contract assets primarily relate to the Shire of Menzies's right to consideration for work completed but not billed at the end of the period.

CONTRACT LIABILITIES

Contract liabilities represent the Shire of Menzies's obligation to transfer goods or services to a customer for which the Shire of Menzies has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

PROVISIONS

Provisions are recognised when the Shire of Menzies has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and 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.

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Menzies's operational cycle. In the case of liabilities where the Shire of Menzies 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 or non-current based on the Shire of Menzies's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Menzies prior to the end of the financial year that are unpaid and arise when the Shire of Menzies 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Menzies recognises revenue for the prepaid rates that have not been refunded.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Menzies's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Menzies's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the net current funding position. Shire of Menzies's current obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the net current funding position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire of Menzies's obligations for long-term employee benefits where the Shire of Menzies does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, are presented as current provisions in the net current funding position.

SHIRE OF MENZIES
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31 JANUARY 2024

4 PREDICTED VARIANCES	<u>Variance</u>
	\$
Revenue from operating activities	
4.1 General rates Increase in interim rates levied.	100,000 ▲
4.2 Grants, subsidies and contributions Increase in revenue for recreation and culture contributions.	17,000 ▲
4.3 Fees and charges Increase in revenue for animal registration fees, staff housing rental, domestic refuse collection and caravan park fees.	60,600 ▲
4.4 Interest revenue Increase in revenue for ratepayers opting to pay by instalments.	8,000 ▲
4.5 Other revenue Insurance claim reimbursements, property sale enquiry fees.	7,500 ▲
Expenditure from operating activities	
4.6 Employee costs Rates salaries, caravan park general maintenance salaries, depot salaries.	(26,500) ▼
4.7 Materials and contracts Increase budget for rates consultancy fees, public functions, plant and equipment maintenance, staff housing minor asset purchases, new library software system, heritage building maintenance, festivals and events, community bus expenses, consultancy fees. Decrease budget for recruitment fees, sport and recreation minor asset purchases, community arts, governance vehicle expenses.	(100,700) ▼
4.8 Utility charges Town Halls and Public Building operations.	(5,000) ▼
4.9 Depreciation Works depot asset items.	(10,000) ▼
4.10 Finance costs New borrowings anticipated to be received in July 2024.	26,085 ▲
4.11 Insurance Insurance expenses (Other than Building and Workers Compensation)	(2,500) ▼
4.12 Other expenditure Write off rates in progress for 33 properties, estimate of 38 properties \$274k	(20,000) ▼
4.13 Loss on asset disposals Disposal of asset 541 Auto Tyre Changer	(2,730) ▼
Non-cash amounts excluded from operating activities Depreciation and loss on asset disposals	12,730 ▲
Inflows from investing activities	
4.15 Capital grants, subsidies and contributions RRG Projects: Evanston - Menzies Road and Riverina - Snake Hill Road, projects not approved by Main Roads WA.	(380,666) ▼

SHIRE OF MENZIES
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 31 JANUARY 2024

4 PREDICTED VARIANCES

	<u>Variance</u>
	\$
Outflows from investing activities	
4.16 Purchase of land and buildings	1,090,000 ▲
Budgets decreased as projects on hold for the Community Building and Old Post Office House. Increase to budgets for the expenditure of upgrades to CEO House, 36 Mercer Street solar panels, duplex 12A Walsh Street and Town Hall upgrades.	
4.17 Purchase of plant and equipment	(13,000) ▼
Budget decrease for software and IT systems and a reduction in the purchase of the CEO vehicle replacement. Increase to budgets for the projects Menzies CCTV (LRCI) and TV/Radio equipment.	
4.18 Purchase and construction of infrastructure-roads	871,000 ▲
A decrease in budgets for Grids, Niagara Dam Road and RRG Projects: Evanston - Menzies Road and Riverina - Snake Hill Road.	
4.19 Purchase and construction of infrastructure-other	1,000,762 ▲
A decrease in budgets for footpath general construction, bores to support road works, Main Street streetscaping and the Niagara Dam project is on hold.	
Cash inflows from financing activities	
4.20 Proceeds from new borrowings	(650,000) ▼
New borrowings anticipated to be received in July 2024.	
4.21 Transfers from reserve accounts	(2,105,265) ▼
A reduction in reserve transfers for projects CEO vehicle replacement, community building, Old Post Office house, Niagara Dam Road, Niagara Dam and new 2x1 staff house.	
Cash outflows from financing activities	
4.22 Repayment of borrowings	53,627 ▲
New borrowings anticipated to be received in July 2024.	
4.23 Transfers to reserve accounts	20,000 ▲
A decrease in budget for reserve interest earned.	
4.24 Surplus or deficit at the start of the financial year	49,057 ▲
Difference between adopted 2023/24 budget and the closing balance of the 2022/23 audited statements.	

13.2 Compliance Audit Return 2023

13.2	Compliance Audit Return 2023
LOCATION	Not applicable
APPLICANT	Internal
DOCUMENT REF	NAM1241
DATE OF REPORT	14 February 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Compliance Audit Return 2023 [13.2.1 - 12 pages]

SUMMARY:

Each year, the Council is required to complete an Annual Compliance Audit Return (CAR) for the calendar year immediately preceding (1 January to 31 December) as published by the Department of Local Government Sport and Cultural Industries (DLGSC). The Compliance Audit Return is then to be reviewed by the Audit and Risk Committee and a report presented to Council prior to the adoption of the CAR.

BACKGROUND:

This year, the CAR was reviewed and completed by Moore Australia. Tanya Browning, Director, and Jessica Spark, Senior Project Officer, Local Government Services from Moore Australia attended the Shire offices from 22 to 24 January 2024, during which time the CAR was completed through interviews with senior staff and the inspection of various documents and records including:

- Minute Books
- Tender Register
- Financial Interest and Return Register
- Complaints Register
- Delegations Register
- Council's Website

The CAR is one of the tools that allow the Council to monitor how the organisation is functioning regarding compliance with the *Local Government Act 1995* and provides the Audit and Risk Committee the opportunity to report to the Council any cases of non-compliance or where full compliance was not achieved.

This process also provides an opportunity for the Audit and Risk Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

COMMENT:

The Audit and Risk Committee reviewed the Compliance Audit Return (CAR) at its meeting held on 29 February 2024, and resolved to recommend the adoption of the report to the Council and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department for Local Government Sport and Cultural Industries (DLGSC).

Through the completion of the 2023 CAR, there was an instance of non-compliance noted, relating to procurement under \$250,000.00. It was noted with management it is very difficult to declare during the review period the appropriate number of quotations had been obtained for every purchase (particularly low value purchases) in accordance with the purchasing policy and some minor non compliances were noted in the 2023 audit management letter. Whilst systems and processes are in place in an effort to maintain compliance with the purchasing policy, it is impossible to certify compliance in every instance without a complete examination of all purchases.

A summary of matters noted during the completion of the 2023 Compliance Audit Return (CAR) is attached for information. The attached summary also notes general improvement opportunities to systems and processes identified through the completion of the CAR. These improvements may assist the Shire in its risk management activities and continual improvement of administrative and compliance functions.

CONSULTATION:

Moore Australia, Consultants

STATUTORY AUTHORITY:

Regulation 14 of the *Local Government (Audit) Regulations 1996* provides:

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

- (a) presented to the council at a meeting of the council; and
- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted

Regulation 14 of the *Local Government (Audit) Regulations 1996* details the requirements with regard to certifying the CAR and issuing to the Departmental CEO

Section 7.13(1)(i) of the *Local Government Act 1995* refers to the provisions within regulations with regard to audits.

POLICY IMPLICATIONS:

There are no policy implications resulting from the recommendation of this report

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from the recommendation of this report

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
This item has been evaluated against the Shire’s Risk Management Strategy and Risk Assessment Matrix.	The perceived level of risk is medium prior to treatment.	Implementation of improvements as noted in attached summary.

STRATEGIC IMPLICATIONS:

The Shire’s Strategic Community Plan 2021-2031 outlines the following Outcomes and Strategies:

Outcome
4.1 A strategically focused Council., leading our community.

Strategy
4.1.1 Provide strategic leadership and governance.

Outcome
4.2 An efficient and effective organisation.

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

Accordingly, the officer’s recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

COMMITTEE RECOMMENDATION:

That:

1. The attached Compliance Audit Return for 2023 be adopted
2. The Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return 2023 for submission to the Department of Local Government, Sport and Cultural Industries.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



Menzies – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	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 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	Committees have no delegated authority
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Item 13.2.1 OMC 24/11/2022 res. CM-366. 6/0
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	Item 13.2.1 OMC 24/11/2022 res. CM-366. 6/0
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 in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	No occurrences noted of participants remaining for item where interest declared.
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) 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, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	N/A	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Item 13.2.3 OMC 29/06/2023 resolution 070/23
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N/A	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Item 13.2.4 OMC 29/06/2023 resolution 071/23

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors 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 forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
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 Local Government Act 1995?	Yes	Item 14.2.1 OMC 3 November 2023 resolution 163/23
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	Audit Committee has no delegated authority
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	Item 13.1 OMC 15 December 2023 resolution 205/23

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Matters reported in audit management letter were reported to the audit committee and Council December 2023. No significant audit findings were noted in the audit report.
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	As per question 4.
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	
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 under section 5.36(4) of the Local Government Act 1995?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Item 13.2.5 OMC 25 May 2023 resolution 069/23
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	N/A	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	Cannot guarantee compliance has occurred with all purchasing activities below \$250,000. Minor non-compliances noted through audit management letter. Systems updated to minimise risk of non compliance.
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all 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 Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
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?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	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?	N/A	
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 Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	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 Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any 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?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	Policy 4.3 provides

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	25/02/2021 Item 12.5.4 OMC 25/02/2021 resolution 2105
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	27/07/2023 Item 13.1.1 SMC 27/07/2023 resolution 088/23
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	21/12/2021 Item 6.3 ARC Meeting decision ARC-15 & Item 12.1.3 OMC 21/12/2021 resolution CM-121
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	21/12/2021 Item 6.3 ARC Meeting decision ARC-15 & Item 12.1.3 OMC 21/12/2021 resolution CM-121
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	N/A	No gifts recorded.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Item 14.2.9 OMC 3 November 2023 resolution 182/23
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Item 14.2.10 OMC 3 November 2023 resolution 183/23
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	26 September 2023
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

 Chief Executive Officer

 Date

 Mayor/President

 Date

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Menzies



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

14 REPORTS OF OFFICERS

14.1 Finance Reports

14.1.1	Finance Report - December 2023
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1242
DATE OF REPORT	18 January 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none">1. Statement of Financial Activity - Menzies - December 2023 [14.1.1.1 - 26 pages]2. FIS - Financial Information Statement - December 2023 [14.1.1.2 - 9 pages]

SUMMARY:

To receive the Statement of Financial Activity for the period ended 31 December 2023.

BACKGROUND:

Regulation 34 of the *Local Government (Financial Management) Regulations (1996)* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, in the following detail:

- a. The annual budget estimates;
- b. Budget estimates to the end of the month;
- c. The actual amounts of expenditure, revenue, income to the end of the relevant month;
- d. Material variances between the comparable amounts between budget estimates to the end of the month and the year to date amount of expenditure, revenue and income to the end of the relevant month;
- e. Include the net current assets.

Regulation 35 of the *Local Government (Financial Management) Regulations (1996)* requires a local government to prepare each month a statement of financial position of the local government as at the last day of the previous month and the last day of the previous financial year.

COMMENT:

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

CONSULTATION:

Bob Waddell and Associates

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations (1996)

Regulation 34 provides the requirement of the local government to prepare a statement of financial activity at the end of the relevant month.

Regulation 35 provides the requirement of the local government to prepare a statement of financial position at the end of the relevant month.

POLICY IMPLICATIONS:

There is no policy related to the subject matter.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

RISK ASSESSMENT:

Nil

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome

4.2 An efficient and effective organisation.

Strategy

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Statement of Financial Activity for the period ending 31 December 2023 as attached be received.

COUNCIL DECISION:

Council Resolution Number	
----------------------------------	--

Moved		Seconded	
--------------	--	-----------------	--

Carried	
----------------	--



SHIRE OF MENZIES

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 December 2023

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

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SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 203/24 year is \$25,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Annual Budget	YTD Budget (a)	YTD Actual (b)	Variance (Under)/Over (a-b)
New 2x1 Staff House - Building (Capital)	167%	326,691	163,344	546,729	(383,385)
New 2x1 Staff House (21-22)	53%	570,000	285,000	301,418	(16,418)
Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	33%	496,486	496,482	162,647	333,835
Town Hall (Admin) - Building (Capital)	86%	100,000	97,203	85,630	11,573
Vehicle Replacement CEO	89%	80,000	80,000	70,994	9,006
Tjunjuntjara Access Road (R2R 23-24)	100%	510,627	255,312	510,627	(255,315)
Tjuntjuntjarra Access Road (Indigenous Community Access Rd)	75%	320,000	159,996	241,439	(81,443)
Cutline Road Expenditure CKB	45%	3,033,000	1,516,500	1,368,209	148,291
Tjuntjuntjarra Access Road (NoRA Supplementary Funding 22/23) Expenditure	101%	700,000	349,998	710,295	(360,297)
			Prior Year 31 December 2022	Current Year 31 December 2023	
Financial Position					
Adjusted Net Current Assets	60%	\$ 6,109,261	\$ 6,109,261	\$ 3,692,622	
Cash and Equivalent - Unrestricted	78%	\$ 3,800,983	\$ 3,800,983	\$ 2,961,337	
Cash and Equivalent - Restricted	98%	\$ 14,385,562	\$ 14,385,562	\$ 14,145,875	
Receivables - Rates	158%	\$ 883,548	\$ 883,548	\$ 1,394,966	
Receivables - Other	148%	\$ 187,456	\$ 187,456	\$ 276,577	
Payables	43%	\$ 290,276	\$ 290,276	\$ 125,422	

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

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

**SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 December 2023
Prepared by: Kristy Van Kuyl (Chief Financial Officer)
Reviewed by: CEO

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments 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. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

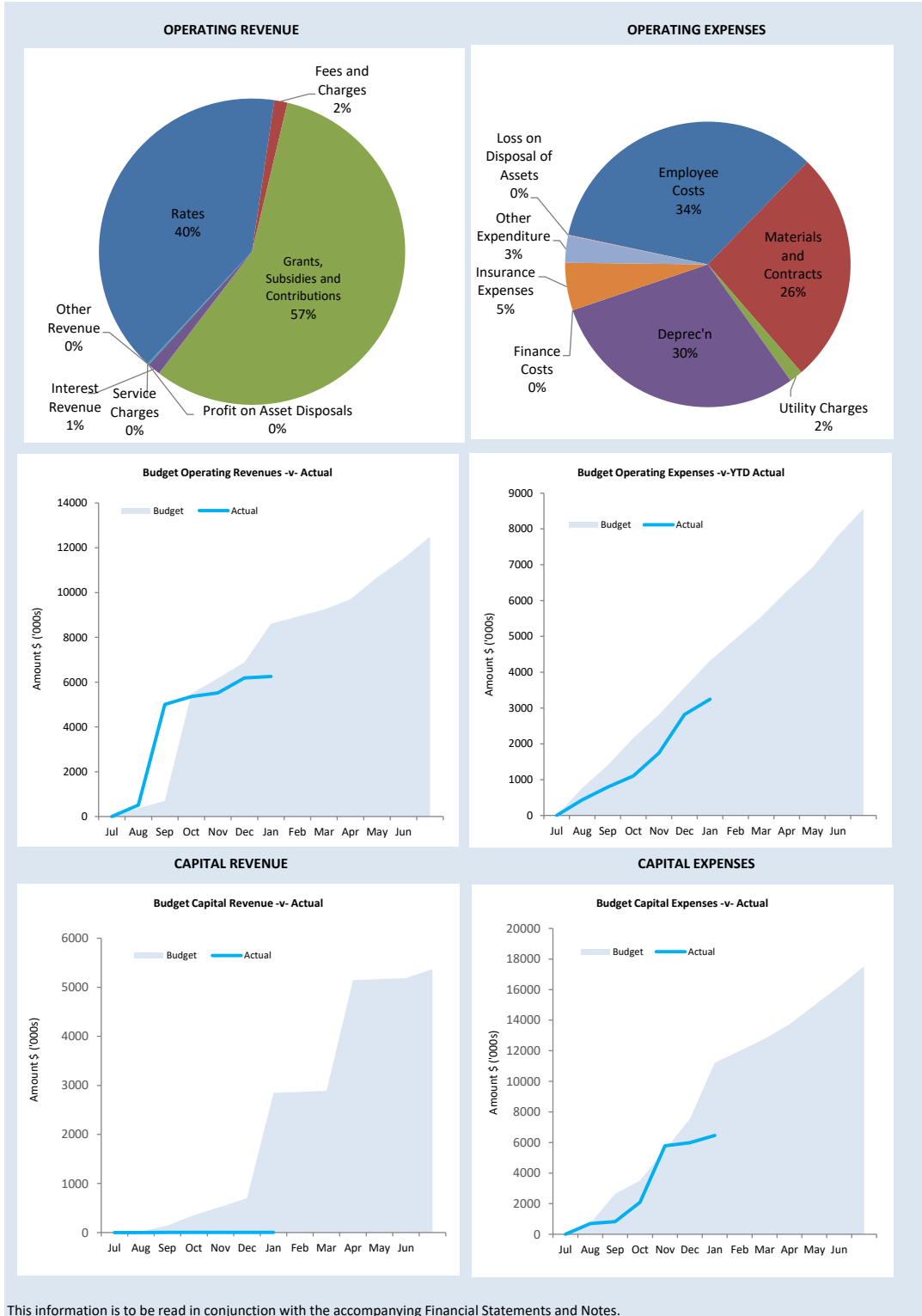
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023**

SUMMARY GRAPHS



SHIRE OF MENZIES**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 DECEMBER 2023****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

EXPENSES**EMPLOYEE COSTS**

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

BY NATURE

Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	%		
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	6	4,335,810	4,335,809	4,404,146	68,337	2%	▲
Grants, Subsidies and Contributions	12	558,417	255,940	363,902	107,962	42%	▲
Fees and Charges		240,205	123,550	152,117	28,567	23%	▲
Service Charges		0	0	0	0		
Interest Revenue		301,000	175,998	151,613	(24,385)	(14%)	▼
Other Revenue		30,450	15,204	17,686	2,482	16%	▲
Profit on Disposal of Assets	7	43,894	24,651	0	(24,651)	(100%)	▼
Gain FV Valuation of Assets		0	0	0	0		
		5,509,776	4,931,152	5,089,465			
Expenditure from operating activities							
Employee Costs		(2,896,464)	(1,438,281)	(1,101,944.62)	336,336	23%	▲
Materials and Contracts		(2,627,425)	(1,332,320)	(855,113.10)	477,207	36%	▲
Utility Charges		(110,200)	(54,984)	(49,117)	5,867	11%	▲
Depreciation		(2,140,427)	(1,070,172)	(962,345)	107,827	10%	▲
Finance Costs		(26,085)	(15,648)	0	15,648	100%	▲
Insurance Expenses		(163,583)	(81,630)	(174,934)	(93,304)	(114%)	▼
Other Expenditure		(601,711)	(327,828)	(99,390)	228,438	70%	▲
Loss on Disposal of Assets	7	0	0	(2,730)	(2,730)		▼
Loss FV Valuation of Assets		0	0	0	0		
		(8,565,893)	(4,320,863)	(3,245,573)			
Non-cash amounts excluded from operating activities							
Add back Depreciation		2,140,427	1,070,172	962,345	(107,827)	(10%)	▼
Adjust (Profit)/Loss on Asset Disposal	7	(43,894)	(24,651)	2,730	27,381	(111%)	▲
Movement in Leave Reserve (Added Back)		(2,544)	0	0	0		
Movement in Deferred Pensioner Rates/ESL		0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0		
Rounding Adjustments		0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0		
Loss on Asset Revaluation		0	0	0	0		
Adjustment in Fixed Assets		0	0	0	0		
		2,093,989	1,045,521	965,075			
Amount attributable to operating activities		(962,129)	1,655,810	2,808,967			
INVESTING ACTIVITIES							
Inflows from investing activities							
Capital Grants, Subsidies and Contributions	13	6,986,077	3,677,968	1,162,653	(2,515,315)	(68%)	▼
Proceeds from Disposal of Assets	7	80,000	24,996	3,500	(21,496)	(86%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0		
		7,066,077	3,702,964	1,166,153			
Outflows from investing activities							
Land Held for Resale	8	0	0	0	0		
Land and Buildings	8	(4,213,177)	(2,768,022)	(1,172,666)	1,595,356	58%	▲
Plant and Equipment	8	(800,000)	(641,500)	(73,225)	568,275	89%	▲
Furniture and Equipment	8	0	0	0	0		
		(14,961,005)	(8,790,290)	(4,090,975)			
Amount attributable to investing activities		(7,894,928)	(5,087,326)	(2,924,822)			
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings		650,000	325,000	0	(325,000)	(100%)	▼
Transfer from Reserves	10	4,640,924	2,497,244	0	(2,497,244)	(100%)	▼
Transfer from Restricted Cash - Other		0	0	0	0		
		5,290,924	2,822,244	0			
Outflows from financing activities							
Repayment of borrowings	9	(53,627)	(26,812)	0	26,812	100%	▲
Payments for principal portion of lease liabilities	9	0	0	0	0		
Transfer to Reserves	10	(2,510,699)	(2,400,697)	(2,371,040)	29,657	1%	▲
Transfer to Restricted Cash - Other		0	0	0	0		
		(2,564,326)	(2,427,509)	(2,371,040)			
Amount attributable to financing activities		2,726,598	394,735	(2,371,040)			
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	1	6,130,460	6,179,518	6,179,518	0	0%	
Amount attributable to operating activities		(962,129)	1,655,810	2,808,967			
Amount attributable to investing activities		(7,894,928)	(5,087,326)	(2,924,822)			
Amount attributable to financing activities		2,726,598	394,735	(2,371,040)			
Surplus or deficit at the end of the financial year	1	1	3,142,737	3,692,622			

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

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2023/24 year is \$25,000 and 10%.

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

SHIRE OF MENZIES
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2023

	30 June 2023	31 December 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	17,795,820	17,107,213
Trade and other receivables	488,087	1,367,413
Inventories	17,234	17,234
Contract assets	813,398	302,771
TOTAL CURRENT ASSETS	19,114,539	18,794,631
NON-CURRENT ASSETS		
Trade and other receivables	506	506
Other financial assets	19,451	19,451
Property, plant and equipment	12,032,928	12,882,372
Infrastructure	173,846,812	176,119,768
TOTAL NON-CURRENT ASSETS	185,899,697	189,022,097
TOTAL ASSETS	205,014,236	207,816,728
CURRENT LIABILITIES		
Trade and other payables	291,691	151,876
Other liabilities	868,495	804,258
Employee related provisions	161,180	161,180
TOTAL CURRENT LIABILITIES	1,321,366	1,117,313
NON-CURRENT LIABILITIES		
Employee related provisions	50,641	50,641
TOTAL NON-CURRENT LIABILITIES	50,641	50,641
TOTAL LIABILITIES	1,372,007	1,167,954
NET ASSETS	203,642,229	206,648,774
EQUITY		
Retained surplus	27,086,972	27,722,476
Reserve accounts	11,774,836	14,145,875
Revaluation surplus	164,780,422	164,780,422
TOTAL EQUITY	203,642,229	206,648,774

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

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

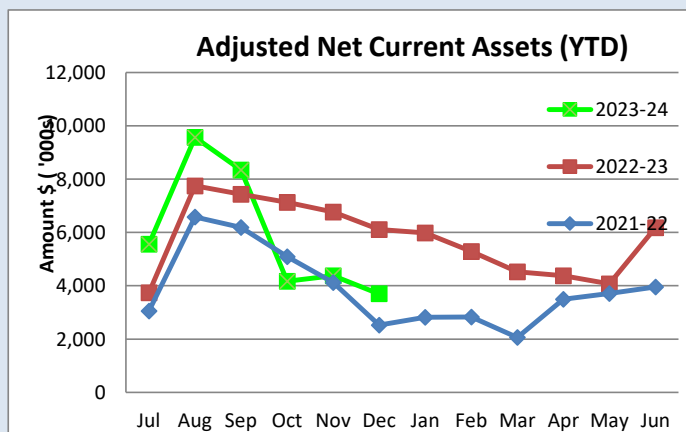
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/12/2022	Year to Date Actual 31/12/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	6,020,984	3,800,983	2,961,337
Cash Restricted - Reserves	2	11,774,836	14,385,562	14,145,875
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	518,992	883,548	1,394,966
Receivables - Other	3	273,224	187,456	276,577
Impairment of Receivables	3	(304,129)	(377,062)	(304,129)
Other Assets Other Than Inventories	4	813,398	273,723	302,771
Inventories	4	17,234	16,438	17,234
		19,114,539	19,170,647	18,794,631
Less: Current Liabilities				
Payables	5	(276,645)	(290,276)	(125,422)
Contract Liabilities	11	(868,495)	(1,366,822)	(804,258)
Bonds & Deposits	14	(15,046)	(18,726)	(26,454)
Loan and Lease Liability	9	0	0	0
Provisions	11	(161,180)	(207,824)	(161,180)
		(1,321,366)	(1,883,649)	(1,117,313)
Less: Cash Reserves	10	(11,774,836)	(11,385,562)	(14,145,875)
Add Back: Component of Leave Liability not Required to be funded		161,180	207,824	161,180
Add Back: Loan and Lease Liability		0	0	0
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		6,179,518	6,109,261	3,692,622

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$3.69 M

Last Year YTD

Surplus(Deficit)

\$6.11 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash On Hand - Admin	830	0	0	830	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Bank Account	702,984	0	0	702,984	NAB	1.250%	Ongoing
Reserve Bank Account		9,145,875		9,145,875	NAB	1.250%	Ongoing
Trust Cash at Bank			0	0	NAB		
Term Deposits							
Municipal Maximiser Investment Account	2,257,523	0	0	2,257,523	NAB	1.250%	Ongoing
Reserve Bank - Term Deposit Investments	5,000,000			5,000,000	NAB	5.10%	Ongoing
Investments							
Total	7,961,337	9,145,875	0	17,107,213			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$17.11 M	\$9.15 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 Dec 23
	\$	\$
Opening Arrears Previous Years	594,451	519,498
Levied this year	4,191,359	4,416,898
Less Collections to date	(4,266,313)	(3,540,924)
Equals Current Outstanding	519,498	1,395,472
Net Rates Collectable	519,498	1,395,472
% Collected	89.15%	71.73%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	732	1,464	0	5,838	8,034
Percentage	9%	18%	0%	73%	
Balance per Trial Balance					
Sundry Debtors					8,034
Impairment of Receivables					(304,129)
Receivables - Other					268,542
Total Receivables General Outstanding					(27,552)

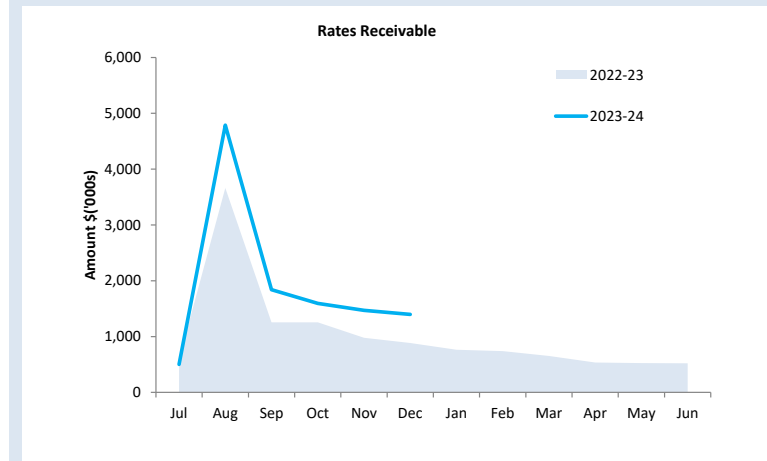
Amounts shown above include GST (where applicable)

KEY INFORMATION

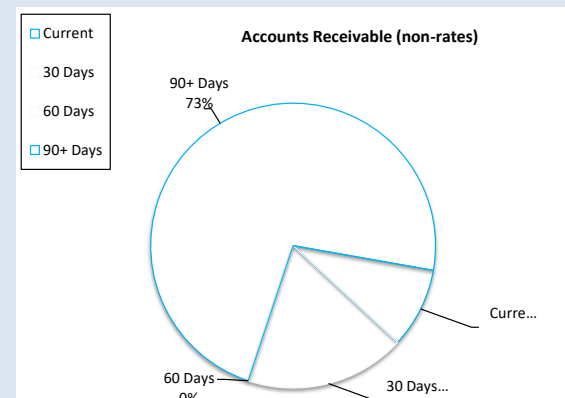
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. 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. Collectability 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.



Collected	Rates Due
72%	\$1,395,472



Debtors Due
-\$27,552
Over 30 Days
91%
Over 90 Days
73%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 31 Dec 2023
Other Current Assets	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials on hand	17,234	0	0	17,234
Contract assets				
Contract assets	813,398	0	(510,627)	302,771
Total Other Current assets				320,005
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

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 held for development and 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. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

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

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

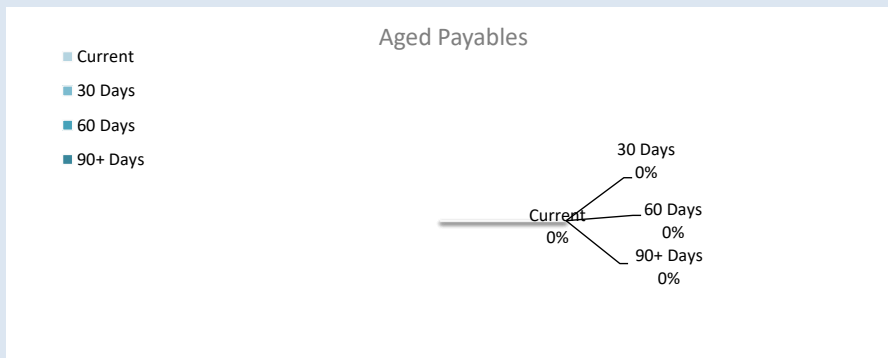
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	0	0	0	0	0
Percentage	0%	0%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					0
Other creditors					0
Accruals/Income in Advance					11,708
ATO liabilities					50,759
Other accruals/payables					25,148
Prepaid rates					37,806
Total Payables General Outstanding					125,422

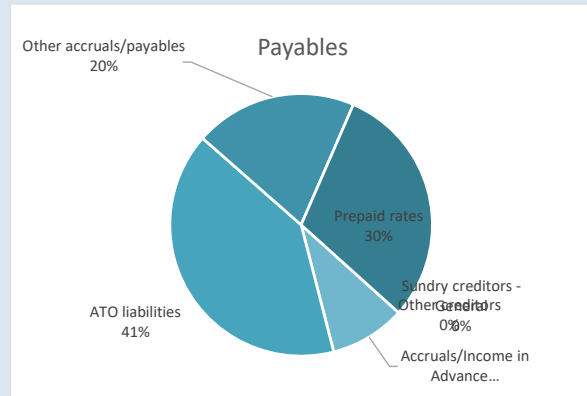
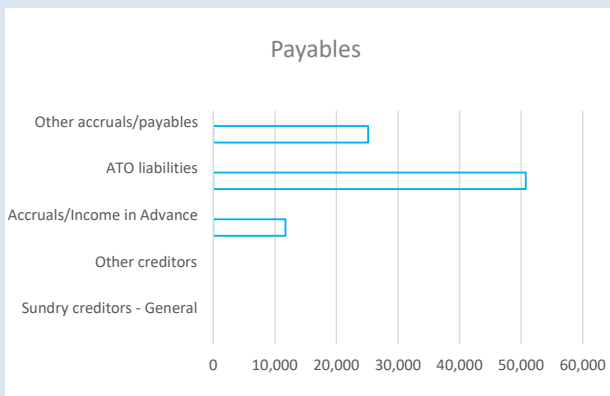
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$125,422
Over 30 Days
0%
Over 90 Days
0%



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

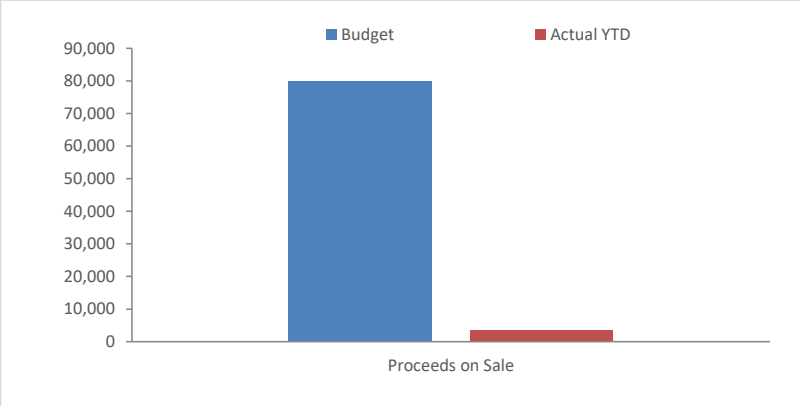
RATE TYPE	Budget						YTD Actual				
	Rate in \$	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
Differential General Rate											
Gross rental valuations											
Vacant and improved	0.089400	36	1,716,320.00	153,439.00	0.00	0.00	153,439	153,439.00	5,139.19	4,995.20	163,573.39
Non Rateable	0.000000	38	2,781.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Unimproved valuations											
Mining	0.163934	231	18,903,738.00	3,098,964.96	0.00	0.00	3,098,965	3,098,965.39	66,626.93	2,826.76	3,168,419.08
Exploration and Prospecting	0.147548	557	5,449,383.00	804,046.00	0.00	0.00	804,046	804,045.58	(8,712.19)	(2,454.27)	792,879.12
Pastoral and Other	0.085300	88	999,953.00	85,296.00	0.00	0.00	85,296	85,295.99	(511.80)	(300.42)	84,483.77
Non-Rateable			63,326.00				0	0.00	1,370.20	(643.42)	726.78
Sub-Totals		950	27,135,501.00	4,141,745.96	0.00	0.00	4,141,746	4,141,745.96	63,912.33	4,423.85	4,210,082.14
Minimum Payment											
Gross rental valuations											
Vacant and improved	200	211	48,774.00	42,200.00	0.00	0.00	42,200	42,200.00	0.00	0.00	42,200.00
					0.00	0.00	0		0.00	0.00	0.00
Unimproved valuations											
Mining	328	59	56,615.00	19,352.00	0.00	0.00	19,352	19,352.00	0.00	0.00	19,352.00
Exploration and Prospecting	328	394	465,000.00	129,232.00	0.00	0.00	129,232	129,232.00	0.00	0.00	129,232.00
Pastoral and Other	328	10	18,965.00	3,280.00	0.00	0.00	3,280	3,280.00	0.00	0.00	3,280.00
				0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Sub-Totals		674	589,354.00	194,064.00	0.00	0.00	194,064	194,064.00	0.00	0.00	194,064.00
		1,624	27,724,855.00	4,335,809.96	0.00	0.00	4,335,810	4,335,809.96	63,912.33	4,423.85	4,404,146.14
Discounts							0				0.00
Concession							0				0.00
Amount from General Rates							4,335,810				4,404,146.14
Ex-Gratia Rates							0				0.00
Movement in Excess Rates							0				0.00
Specified Area Rates							0				0.00
Total Rates							4,335,810				4,404,146.14

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	Plant and Equipment	\$	\$	\$	\$	\$	\$	\$	\$
83	Toyota Prado Dsl Wagon 1Mn, P0230	8,912	50,000	41,088		0	0		
	P0207 Hino 300 Series 816 Medium Auto Rubbish								
515	Truck - Mn963	27,194	30,000	2,806		0	0		
541	Auto Tyre Changer	0	0			6,230	3,500		(2,730)
		36,106	80,000	43,894	0	6,230	3,500	0	(2,730)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$80,000	\$3,500	4%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

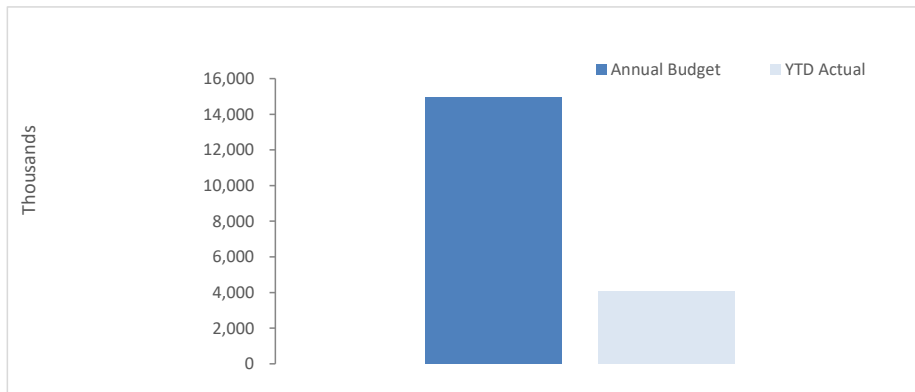
Capital Acquisitions	Annual	Amended Budget		Total	Variance
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	4,213,177	2,768,022	4,213,177	1,172,666	(1,595,356)
Equipment on Reserves	0	0	0	0	0
Plant and Equipment	800,000	641,500	800,000	73,225	(568,275)
Motor Vehicles	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	7,574,541	4,139,709	7,574,541	2,830,569	(1,309,140)
Infrastructure Assets - Footpaths	50,000	24,996	50,000	0	(24,996)
Infrastructure Assets - Parks and Ovals	0	0	0	0	0
Infrastructure Assets - Other	2,323,287	1,216,063	2,323,287	14,515	(1,201,548)
Capital Expenditure Totals	14,961,005	8,790,290	14,961,005	4,090,975	(4,699,315)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	6,986,077	3,677,968	6,986,077	1,162,653	(2,515,315)
Borrowings	650,000	325,000	650,000	0	(325,000)
Other (Disposals & C/Fwd)	80,000	24,996	80,000	3,500	(21,496)
Council contribution - Cash Backed Reserves					
Various Reserves	4,640,924	2,497,244	4,640,924	0	(2,497,244)
Council contribution - operations	2,604,004	2,265,082	2,604,004	2,924,822	659,740
Capital Funding Total	14,961,005	8,790,290	14,961,005	4,090,975	(4,699,315)

SIGNIFICANT ACCOUNTING POLICIES

KEY INFORMATION

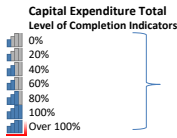
All assets are initially recognised at cost. Cost is determined as the fair

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$14.96 M	\$4.09 M	27%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$6.99 M	\$1.16 M	17%



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

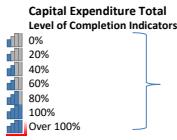


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
						Annual Budget	Annual Budget	YTD Budget	Total YTD	
						\$	\$	\$	\$	\$
		Land								
		Economic Services								
0.00		Lot 500-502 (56) Wilson St - Land (Capital)	4130809	508	LC001	(64,000)	(64,000)	(63,999)	0	63,999
0.00		Lot 9 (54) Shenton Street - Land (Capital)	4130809	508	LC002	(12,000)	(12,000)	(12,000)	0	12,000
		Total - Economic Services				(76,000)	(76,000)	(75,999)	0	75,999
0.00		Total - Land				(76,000)	(76,000)	(75,999)	0	75,999
		Buildings								
		Education & Welfare								
0.00		Community Shed	4080410	510	BC060A	(300,000)	(300,000)	(300,000)	0	300,000
		Total - Education & Welfare				(300,000)	(300,000)	(300,000)	0	300,000
		Housing								
1.00		MFA's House - Lot - 1085 (39) Mercer St - Building (Capital)	4090110	510	BC002	0	0	0	(22,950)	(22,950)
1.00		Duplex Lot 12a Walsh St (North Unit) - Building (Capital)	4090110	510	BC007	0	0	0	(12,757)	(12,757)
1.67		New 2x1 Staff House - Building (Capital)	4090110	510	BC010	(326,691)	(326,691)	(163,344)	(546,729)	(383,385)
0.53		New 2x1 Staff House (21-22)	4090110	510	BC011	(570,000)	(570,000)	(285,000)	(301,418)	(16,418)
0.00		Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	4090210	510	BC020	(894,000)	(894,000)	0	0	0
0.03		GROH House 4x2	4090210	510	BC023	(700,000)	(700,000)	(699,999)	(18,660)	681,339
0.03		GROH House 2x1	4090210	510	BC024	(550,000)	(550,000)	(549,999)	(18,055)	531,944
		Total - Housing				(3,040,691)	(3,040,691)	(1,698,342)	(920,568)	777,774
0.04		Recreation And Culture								
		Town Hall (Hall) - Building (Capital)	4110110	510	BC026	(100,000)	(100,000)	(49,998)	(3,820)	46,178
		Total - Recreation And Culture				(100,000)	(100,000)	(49,998)	(3,820)	46,178
0.00		Economic Services								
		Building not specified	4130210	510	BC000	(100,000)	(100,000)	(49,998)	0	49,998
0.33		Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	4130210	510	BC028	(496,486)	(496,486)	(496,482)	(162,647)	333,835
		Total - Economic Services				(596,486)	(596,486)	(546,480)	(162,647)	383,833
0.86		Other Property & Services								
		Town Hall (Admin) - Building (Capital)	4140210	510	BC027	(100,000)	(100,000)	(97,203)	(85,630)	11,573
		Total - Other Property & Services				(100,000)	(100,000)	(97,203)	(85,630)	11,573
0.28		Total - Buildings				(4,137,177)	(4,137,177)	(2,692,023)	(1,172,666)	1,519,357
		Plant & Equipment								
		Governance								
0.00		Administration Communications Equipment	4040230	530	C0141	(15,000)	(15,000)	(7,500)	0	7,500
0.00		Software and IT Systems	4040230	530	C0142	(100,000)	(100,000)	0	0	0
0.89		Vehicle Replacement CEO	4040230	530	CP001	(80,000)	(80,000)	(80,000)	(70,994)	9,006
		Total - Governance				(195,000)	(195,000)	(87,500)	(70,994)	16,506
0.02		Other Law, Order & Public Safety								
		LRCI Menzies CCTV Expenditure	4050330	530	LRC0118	(90,000)	(90,000)	(45,000)	(2,231)	42,769
		Total - Other Law, Order & Public Safety				(90,000)	(90,000)	(45,000)	(2,231)	42,769
0.00		Transport								
0.00		Minor Plant Purchases	4120330	530	C0127	(15,000)	(15,000)	(9,000)	0	9,000
0.00		Rubbish Truck with Compactor	4120330	530	CP006	(340,000)	(340,000)	(340,000)	0	340,000
0.00		Trailer for Accomodation (23/24)	4120330	530	C1220	(160,000)	(160,000)	(160,000)	0	160,000
		Total - Transport				(515,000)	(515,000)	(509,000)	0	509,000
0.09		Total - Plant & Equipment				(800,000)	(800,000)	(641,500)	(73,225)	568,275
		Infrastructure - Roads								
		Transport								
0.00		Program Reseal	4120140	540	C1213	(250,000)	(250,000)	(124,998)	0	124,998
0.00		Grids Capital	4120140	540	GRIDCAP	(100,000)	(100,000)	(49,998)	0	49,998
0.00		Niagara Dam Rd (Capital)	4120141	540	RC059	(200,000)	(200,000)	0	0	0
0.00		Kookynie Malcom Rd (Capital)	4120142	540	RC038	(300,000)	(300,000)	0	0	0
0.00		Tjuntjunjarra Access Rd (Capital)	4120142	540	RC049	(300,000)	(300,000)	(150,000)	0	150,000
0.00		Tjuntjunjarra Internal Roads Program (20-21)	4120142	540	RC249	(250,000)	(250,000)	0	0	0
1.00		Tjuntjunjarra Access Road (R2R 23-24)	4120146	540	R2R049D	(510,627)	(510,627)	(255,312)	(510,627)	(255,315)
0.00		Yarri Road (RRG 21-22)	4120150	540	RRG039A	(38,000)	(38,000)	0	0	0
0.00		Tjuntjunjarra Access Rd (RRG)	4120150	540	RRG049	(80,000)	(80,000)	(39,996)	0	39,996
0.00		Menzies North West (RRG 23/24)	4120151	540	RRG007F	(624,000)	(624,000)	(624,000)	0	624,000
0.00		Evanston - Menzies Road (RRG 23/24)	4120151	540	RRG008B	(81,000)	(81,000)	(81,000)	0	81,000
0.00		Riverina - Snake Hill Road (RRG 23/24)	4120151	540	RRG013A	(490,000)	(490,000)	(489,999)	0	489,999
0.00		Kookynie - Malcolm Road (RRG 23/24)	4120151	540	RRG038A	(297,914)	(297,914)	(297,912)	0	297,912
0.75		Tjuntjunjarra Access Road (Indigenous Community Access Rd)	4120164	540	ICA049	(320,000)	(320,000)	(159,996)	(241,439)	(81,443)
0.45		Cutline Road Expenditure CKB	4120164	540	ICA050	(3,033,000)	(3,033,000)	(1,516,500)	(1,368,209)	148,291
1.01		Tjuntjunjarra Access Road (NoRA Supplementary Funding 22/23) E	4120164	540	NORA049	(700,000)	(700,000)	(349,998)	(710,295)	(360,297)
		Total - Transport				(7,574,541)	(7,574,541)	(4,139,709)	(2,830,569)	1,309,140

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance Sheet		Adopted		Amended		Total YTD	Variance (Under)/Over
		Account Number	Job Category	Job Number	Annual Budget	Annual Budget	YTD Budget		
					\$	\$	\$	\$	\$
0.37		Total - Infrastructure - Roads			(7,574,541)	(7,574,541)	(4,139,709)	(2,830,569)	1,309,140
		Infrastructure - Footpaths							
		Transport							
0.00					(50,000)	(50,000)	(24,996)	0	24,996
			4120170	560	FC000				
					(50,000)	(50,000)	(24,996)	0	24,996
0.00		Total - Infrastructure - Footpaths			(50,000)	(50,000)	(24,996)	0	24,996
		Infrastructure - Other							
		Community Amenities							
0.06					(143,350)	(143,350)	(71,674)	(8,695)	62,979
			4100790	590	LRC0116				
					(143,350)	(143,350)	(71,674)	(8,695)	62,979
		Recreation And Culture							
0.00					(150,000)	(150,000)	(150,000)	0	150,000
			4110390	590	PC114				
0.00					(863,223)	(863,223)	(863,223)	0	863,223
			4110390	590	LRC000B				
					(1,013,223)	(1,013,223)	(1,013,223)	0	1,013,223
		Transport							
0.07					(50,000)	(50,000)	(24,996)	(3,420)	21,576
			4120190	590	C0123				
0.00					(50,000)	(50,000)	0	0	0
			4120190	590	C100				
0.00					(10,000)	(10,000)	(3,198)	0	3,198
			4120190	590	C1211				
					(110,000)	(110,000)	(28,194)	(3,420)	24,774
		Economic Services							
0.00					(850,762)	(850,762)	0	0	0
			4130290	590	C0131				
0.01					(205,952)	(205,952)	(102,972)	(2,400)	100,572
			4130290	590	LRC0117				
					(1,056,714)	(1,056,714)	(102,972)	(2,400)	100,572
0.01		Total - Infrastructure - Other			(2,323,287)	(2,323,287)	(1,216,063)	(14,515)	1,201,548
0.27		Grand Total			(14,961,005)	(14,961,005)	(8,790,290)	(4,090,975)	4,699,315

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 DECEMBER 2023

FINANCING ACTIVITIES
 NOTE 9
 LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Movement in borrowings and interest between the beginning and the end of the current financial year.

Particulars/Purpose	01 Jul 2023	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing													
GROH House Construction x 2	0	0	650,000	650,000	0	53,627	53,627	0	596,373	596,373	0	26,085	26,085
Total	0	0	650,000	650,000	0	53,627	53,627	0	596,373	596,373	0	26,085	26,085
Current loan borrowings		0						0					
Non-current loan borrowings		0						0					
		0						0					
Current financing borrowings		0						0					

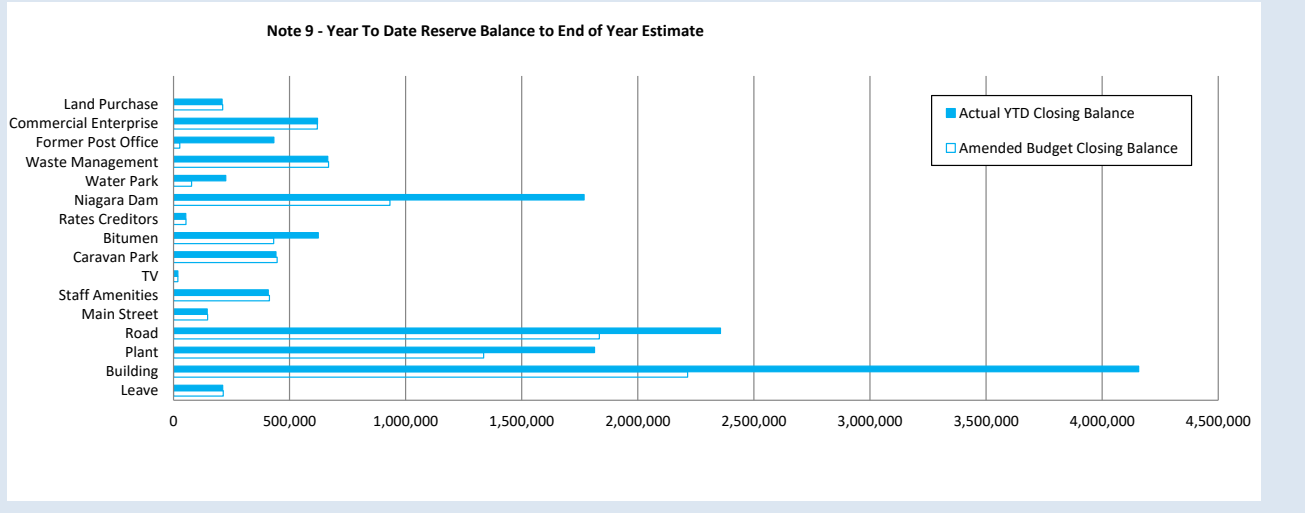
SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	210,368	3,930	1,363	0	0	0	0	214,298	211,731
Building	3,234,402	60,431	22,562	900,000	900,000	(1,980,162)	0	2,214,671	4,156,965
Plant	1,801,730	33,663	11,650	0	0	(500,000)	0	1,335,393	1,813,379
Road	2,340,514	43,730	15,136	0	0	(550,000)	0	1,834,244	2,355,650
Main Street	144,086	2,692	929	0	0	0	0	146,778	145,014
Staff Amenities	405,535	7,577	2,619	0	0	0	0	413,112	408,154
TV	18,354	343	121	0	0	0	0	18,697	18,475
Caravan Park	438,455	8,192	2,834	0	0	0	0	446,647	441,289
Bitumen	619,404	11,573	4,004	0	0	(200,000)	0	430,977	623,408
Rates Creditors	52,454	980	341	0	0	0	0	53,434	52,795
Niagara Dam	1,274,702	23,816	9,134	484,750	484,750	(850,762)	0	932,506	1,768,586
Water Park	223,733	4,180	1,446	0	0	(150,000)	0	77,913	225,180
Waste Management	361,054	6,746	2,887	300,000	300,000	0	0	667,800	663,941
Former Post Office	429,193	8,019	2,778	0	0	(410,000)	0	27,212	431,971
Commercial Enterprise	13,221	247	1,195	605,949	605,949	0	0	619,417	620,365
Land Purchase	207,630	3,881	1,342	0	0	0	0	211,511	208,972
	11,774,836	220,000	80,341	2,290,699	2,290,699	(4,640,924)	0	9,644,611	14,145,875

KEY INFORMATION



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2023	Liability Increase	Liability Reduction	Closing Balance 31 Dec 2023
		\$	\$	\$	\$
Other Liabilities					
- Contract liabilities	12	75,501	79,734	(47,839)	107,396
- Capital grant/contribution liabilities	13	792,994	1,066,520	(1,162,653)	696,861
Total other liabilities		868,495	1,146,254	(1,210,491)	804,258
Employee Related Provisions					
Annual leave		124,637	0	0	124,637
Long service leave		36,543	0	0	36,543
Total Provisions		161,180	0	0	161,180
Total Other Current Liabilities					965,438
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and 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.

EMPLOYEE RELATED PROVISIONS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the

CAPITAL GRANT/CONTRIBUTION LIABILITIES

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

NOTE 12
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2023	Current Liability 31 Dec 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and Subsidies									
General purpose funding									
Grants Commission - General (WALGGC)	0	0	0	0	0	87,722	87,722	0	36,988
Grants Commission - Roads (WALGGC)	0	0	0	0	0	46,788	46,788	0	25,083
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	3,369	0	(3,369)	0	0	8,000	8,000	3,996	3,369
Transport									
Direct Grant (MRWA)	0	0	0	0	0	190,000	190,000	94,998	230,243
Street Lighting Subsidy (MRWA)	0	0	0	0	0	1,713	1,713	852	0
LRCIP Grant - Menzies Town Greening	46,460	0	0	46,460	46,460	96,460	96,460	48,230	0
Economic services									
WACRN Community Resource Centre Grant	0	40,000	(40,000)	0	0	80,000	80,000	80,000	40,000
DSS Community Hub Grant	4,376	39,734	(4,296)	39,814	39,814	39,734	39,734	19,866	4,296
	54,205	79,734	(47,665)	86,274	86,274	550,417	550,417	247,942	339,979
Contributions									
Recreation and culture									
Menzies Discovery Day Contributions	0	0	0	0	0	8,000	8,000	7,998	23,750
Economic services									
INDUE Cashless Debit Card Contribution	21,296	0	(174)	21,123	21,123	0	0	0	174
	21,296	0	(174)	21,123	21,123	8,000	8,000	7,998	23,924
TOTALS	75,501	79,734	(47,839)	107,396	107,396	558,417	558,417	255,940	363,902

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

NOTE 13
CAPITAL GRANTS AND CONTRIBUTIONS

Provider	Unspent Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability	Increase	Liability	Liability	Current	Adopted	Amended	Amended	YTD
	1 Jul 2023	in	Reduction	31 Dec 2023	Liability	Budget	Annual	YTD	Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital Grants and Subsidies									
General purpose funding									
LRCIP Grant - Phase 4 - Budgeting Purposes Only	0	0	0	0	0	863,223	863,223	863,223	0
Law, order, public safety									
LRCIP Grant - Menzies CCTV	38,988	0	(2,231)	36,757	36,757	90,000	90,000	45,000	2,231
Community amenities									
LRCIP Grant - Sealing of Parking Menzies Public Toilets	68,350	0	(8,695)	59,655	59,655	150,000	150,000	75,000	8,695
LRCIP Grant - Marmion Village Reserve Improvements	14,604	0	0	14,604	14,604	0	0	0	0
Transport									
RTR Grant Funded - Tjunjuntjara Access Road	0	510,627	(510,627)	0	0	510,627	510,627	0	510,627
RRG Grant Funded -Menzies North West Road Resurfacing SLK 5 - 10 (RRG 22-23)	227,048	0	0	227,048	227,048	0	0	0	0
RRG Grant Funded -Menzies North West Road - 23/24	0	0	0	0	0	416,000	416,000	415,998	0
RRG Grant Funded -Evanston Menzies Road (RRG 23-24)	0	0	0	0	0	54,000	54,000	54,000	0
RRG Grant Funded -Riverina - Snake Hill Road (RRG 23/24)	0	0	0	0	0	326,666	326,666	326,664	0
RRG Grant Funded 20/21 -Tjuntjunjarra Access Rd	32,000	0	(32,000)	0	0	80,000	80,000	79,998	32,000
RRG Grant Funded -Kookynie - Malcolm Road (RRG 23/24)	0	0	0	0	0	198,609	198,609	198,609	0
RRG Grant Funded -Yarri Road (RRG 21-22)	0	0	0	0	0	38,000	38,000	0	0
WALGGC Special Road Grant - Tjuntjunjarra Access Road	160,000	342,635	(241,439)	261,197	261,197	320,000	320,000	0	241,439
NORA Supplementry Funding Grant - Tjuntjunjarra Access Road	80,000	200,000	(280,000)	0	0	700,000	700,000	0	280,000
Economic services									
LRCIP Grant - Tourism Signage (district wide)	100,000	0	(2,400)	97,600	97,600	205,952	205,952	102,976	2,400
	720,990	1,053,262	(1,077,391)	696,861	696,861	3,953,077	3,953,077	2,161,468	1,077,391
Capital Contributions									
Transport									
City Kalgoorlie Boulder Cutline Road Expenditure	72,004	13,258	(85,261)	0	0	3,033,000	3,033,000	1,516,500	85,261
	72,004	13,258	(85,261)	0	0	3,033,000	3,033,000	1,516,500	85,261
Total Capital grants, subsidies and contributions	792,994	1,066,520	(1,162,653)	696,861	696,861	6,986,077	6,986,077	3,677,968	1,162,653

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023NOTE 14
BONDS & DEPOSITS AND TRUST FUNDS

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

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

Description	Opening Balance 01 Jul 2023	Amount Received	Amount Paid	Closing Balance 31 Dec 2023
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Pet Bonds	302.50	100.00	0.00	402.50
Staff Housing Bonds	3,617.00	628.00	0.00	4,245.00
BCITF	(591.75)	1,245.95	(1,245.94)	(591.74)
Building Levy	37.95	2,115.55	(2,115.55)	37.95
Nomination Fees	0.00	700.00	(400.00)	300.00
Unclaimed Moines	400.00	502.42	0.00	902.42
Hall Hire Bond	100.00	500.00	(500.00)	100.00
Other Housing Bond	0.00	1,845.00	0.00	1,845.00
Community Bus Bond	200.00	205.00	(205.00)	200.00
Retention Bonds & Liabilities	10,979.98	8,032.54	0.00	19,012.52
Sub-Total	15,045.68	15,874.46	(4,466.49)	26,453.65
Trust Funds				
Nil				
Sub-Total	0.00	0.00	0.00	0.00
	15,045.68	15,874.46	(4,466.49)	26,453.65

KEY INFORMATION

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

NOTE 15**EXPLANATION OF SIGNIFICANT VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is \$25,000 and 10%.

Reporting Program	Var. \$	Var. %	Significant		Timing/ Permanent	Explanation of Variance
			Var. ▲▼	Var. \$		
Revenue from operating activities	\$	%				
Grants, Subsidies and Contributions	107,962	42%	▲	\$	Timing	Phasing for FAGS Grant and MRWA direct grant Income budget differs from actuals.
Fees and Charges	28,567	23%	▲	\$	Timing	Caravan park fees are greater than budgeted for this time of year.
Expenditure from operating activities						
Employee Costs	336,336	23%	▲	\$	Timing	2 vacant position, effecting the YTD operational cost. Budget greater than the YTD expenditure
Materials and Contracts	477,207	36%	▲	\$	Timing	Delay on the commencement of the projects, purchase order has been completed.
Depreciation	107,827	10%	▲	\$	Timing	Depreciation expense less than budget following the fair value revaluation of assets as at 30 June 2023.
Insurance Expenses	(93,304)	(114%)	▼	\$	Timing	Insurance expenditure actually incurred but budgeted over twelve months.
Other Expenditure	228,438	70%	▲	\$	Timing	Rate write-offs budgeted for have not yet occurred. Budgeted community events have not yet occurred.
Non-cash amounts excluded from operating activities						
Add back Depreciation	(107,827)	(10%)	▼	\$	Timing	Depreciation expense less than budget following the fair value revaluation of assets as at 30 June 2023.
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(2,515,315)	(68%)	▼	\$	Timing	Budget Allocations for completed projects which are grant related in this FY are ahead of actuals.
Land and Buildings	1,595,356	58%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Plant and Equipment	568,275	89%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Roads	1,309,140	32%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Other	1,201,548	99%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Payments for financial assets at amortised cost	0					
FINANCING ACTIVITIES						
Proceeds from new borrowings	(325,000)	(100%)	▼	\$	Timing	Borrowings not yet received.
Transfer from Reserves	(2,497,244)	(100%)	▼	\$	Timing	Most allocations occur at year-end
Repayment of borrowings	26,812	100%	▲	\$	Timing	Borrowings not yet received.

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 DECEMBER 2023

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			0	0
		Opening surplus adjustment		Opening Surplus(Deficit)			49,058	49,058
								49,058
								49,058
								49,058
								49,058
								49,058
								49,058
					0	0	49,058	49,058

SHIRE OF MENZIES FINANCIAL INFORMATION SCHEDULE AS AT 31 DECEMBER 2023



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

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
		General Purpose Funding			
		Rates			
		Operating Income			
	3030120	RATES - Instalment Admin Fee Received	-\$7,000.00	-\$7,000.00	-\$5,700.00
	3030121	RATES - Account Enquiry Charges	-\$100.00	-\$48.00	\$0.00
	3030122	RATES - Reimbursement of Debt Collection Costs	-\$3,000.00	-\$1,500.00	-\$100.00
	3030130	RATES - Rates Levied - Synergy	-\$4,335,809.96	-\$4,335,809.00	-\$4,404,146.14
	3030145	RATES - Penalty Interest Received	-\$40,000.00	-\$40,000.00	-\$23,402.33
	3030146	RATES - Instalment Interest Received	-\$7,000.00	-\$7,000.00	-\$13,434.52
		Total Operating Income	-\$4,392,909.96	-\$4,391,357.00	-\$4,446,782.99
		Other General Purpose Funding			
		Operating Income			
	3030201	GEN PUR - Reimbursements	-\$100.00	-\$48.00	\$0.00
	3030210	GEN PUR - Financial Assistance Grant - General	-\$87,722.00	\$0.00	-\$36,987.50
	3030211	GEN PUR - Financial Assistance Grant - Roads	-\$46,788.00	\$0.00	-\$25,083.00
	3030214	GEN PUR - Grant Funding	-\$863,223.00	-\$863,223.00	\$0.00
	3030220	GEN PUR - Charges - Photocopying / Faxing	-\$205.00	-\$102.00	\$0.00
	3030235	GEN PUR - Other Income	\$0.00	\$0.00	-\$4,020.93
	3030245	GEN PUR - Interest Earned - Reserve Funds	-\$220,000.00	-\$109,998.00	-\$80,340.76
	3030246	GEN PUR - Interest Earned - Municipal Funds	-\$30,000.00	-\$15,000.00	-\$31,306.09
		Total Operating Income	-\$1,248,038.00	-\$988,371.00	-\$177,738.28
		Rates			
		Operating Expenditure			
	2030100	RATES - Employee Costs	\$146,133.90	\$73,055.00	\$34,927.40
	2030104	RATES - Training & Development	\$2,500.00	\$1,500.00	\$1,739.54
	2030109	RATES - Travel & Accommodation	\$2,000.00	\$996.00	\$712.16
	2030112	RATES - Valuation Expenses	\$15,000.00	\$7,500.00	\$937.60
	2030113	RATES - Title/Company Searches	\$500.00	\$300.00	\$0.00
	2030114	RATES - Debt Collection Expenses	\$17,000.00	\$8,496.00	\$0.00
	2030116	RATES - Postage and Freight	\$2,000.00	\$996.00	\$767.00
	2030118	RATES - Rates Write Off	\$240,000.00	\$144,000.00	\$3,564.25
	2030119	RATES - Seizure of Land	\$10,000.00	\$6,000.00	\$429.00
	2030152	RATES - Consultants	\$20,000.00	\$12,000.00	\$16,185.50
	2030187	RATES - Other Expenses Relating To Rates	\$500.00	\$246.00	\$365.50
	2030199	RATES - Administration Allocated	\$50,347.00	\$25,170.00	\$20,169.41
		Total Operating Expenditure	\$505,980.90	\$280,259.00	\$79,797.36
		Other General Purpose Funding			
		Operating Expenditure			
	2030211	GEN PUR - Bank Fees & Charges	\$7,000.00	\$3,498.00	\$4,014.33
	2030214	GEN PUR - Rounding	\$10.00	\$0.00	\$0.00
	2030299	GEN PUR - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$40,574.00	\$20,280.00	\$17,460.63
		Total Operating Income	-\$5,640,947.96	-\$5,379,728.00	-\$4,624,521.27
		Total Operating Expenditure	\$546,554.90	\$300,539.00	\$97,257.99
		Governance			
		Other Governance			
		Operating Income			
	3040290	OTH GOV - Profit on Disposal of Assets	-\$41,088.00	-\$24,651.00	\$0.00
		Total Operating Income	-\$41,088.00	-\$24,651.00	\$0.00
		Members Of Council			
		Operating Expenditure			
	2040104	MEMBERS - Training & Development	\$30,000.00	\$15,000.00	\$9,428.64
	2040109	MEMBERS - Members Travel and Accommodation	\$70,000.00	\$34,998.00	\$28,830.29
	2040111	MEMBERS - Mayors/Presidents Allowance	\$20,666.00	\$10,332.00	\$10,333.02
	2040112	MEMBERS - Deputy Mayors/Presidents Allowance	\$5,167.00	\$2,580.00	\$2,368.19
	2040113	MEMBERS - Members Sitting Fees	\$78,868.00	\$39,432.00	\$39,433.74
	2040114	MEMBERS - Communications Allowance	\$7,700.00	\$3,846.00	\$3,850.14
	2040115	MEMBERS - Printing and Stationery	\$400.00	\$198.00	\$121.00
	2040116	MEMBERS - Election Expenses	\$22,000.00	\$0.00	\$0.00
	2040121	MEMBERS - Information Systems	\$3,000.00	\$1,500.00	\$0.00
	2040129	MEMBERS - Donations to Community Groups	\$30,000.00	\$18,000.00	\$12,590.91
	2040130	MEMBERS - Insurance Expenses	\$11,959.00	\$5,976.00	\$11,958.96
	2040186	MEMBERS - Expensed Minor Asset Purchases	\$5,000.00	\$2,496.00	\$969.00
	2040199	MEMBERS - Administration Allocated	\$335,648.00	\$167,820.00	\$134,462.56
		Total Operating Expenditure	\$620,408.00	\$302,178.00	\$254,346.45

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
		Other Governance			
		Operating Expenditure			
	2040200	OTH GOV - Employee Costs	\$513,607.53	\$256,795.00	\$222,174.64
	2040204	OTH GOV - Training & Development	\$15,000.00	\$9,000.00	\$1,262.99
	2040205	OTH GOV - Recruitment	\$25,000.00	\$25,000.00	\$19,857.13
	2040209	OTH GOV - Travel and Accommodation	\$10,000.00	\$4,998.00	\$4,122.34
	2040210	OTH GOV - Motor Vehicle Expenses	\$17,103.00	\$8,544.00	\$11,608.52
	2040211	OTH GOV - Civic Functions, Refreshments & Receptions	\$5,000.00	\$2,496.00	\$4,170.90
	2040215	OTH GOV - Printing and Stationery	\$500.00	\$246.00	\$367.50
	2040216	OTH GOV - Postage and Freight	\$500.00	\$246.00	\$0.00
	2040221	OTH GOV - Information Systems	\$5,000.00	\$2,496.00	\$0.00
	2040240	OTH GOV - Advertising & Promotion	\$2,000.00	\$996.00	\$1,224.16
	2040241	OTH GOV - Subscriptions & Memberships	\$90,000.00	\$54,000.00	\$63,393.69
	2040250	OTH GOV - Consultancy - Statutory	\$11,000.00	\$6,600.00	\$0.00
	2040251	OTH GOV - Consultancy - Strategic	\$26,000.00	\$15,600.00	\$6,416.67
	2040252	OTH GOV - Other Consultancy	\$8,000.00	\$3,996.00	\$0.00
	2040285	OTH GOV - Legal Expenses	\$15,000.00	\$7,500.00	\$1,661.33
	2040286	OTH GOV - Expensed Minor Asset Purchases	\$5,000.00	\$2,496.00	\$4,253.64
	2040298	OTH GOV - Staff Housing Allocated	\$0.00	\$0.00	\$0.00
	2040299	OTH GOV - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$782,274.53	\$417,791.00	\$353,959.81
		Total Operating Income	-\$41,088.00	-\$24,651.00	\$0.00
		Total Operating Expenditure	\$1,402,682.53	\$719,969.00	\$608,306.26
		Law, Order & Public Safety			
		Animal Control, Law, Order & Public Safety			
		Operating Income			
	3050220	ANIMAL - Pound Fees	-\$50.00	-\$24.00	\$0.00
	3050221	ANIMAL - Animal Registration Fees	-\$100.00	-\$48.00	-\$600.00
	3050310	OLOPS - Grants	-\$90,000.00	-\$45,000.00	-\$2,230.86
		Total Operating Income	-\$90,150.00	-\$45,072.00	-\$2,830.86
		Emergency Services Levy - Bush Fire Brigade			
		Operating Income			
	3050502	ESL BFB - Admin Fee/Commission	-\$4,000.00	-\$1,998.00	\$0.00
	3050510	ESL BFB - Operating Grant	-\$8,000.00	-\$3,996.00	-\$3,369.25
	3050545	ESL BFB - Non-Payment Penalty Interest	-\$4,000.00	-\$4,000.00	-\$3,129.69
		Total Operating Income	-\$16,000.00	-\$9,994.00	-\$6,498.94
		Fire Prevention			
		Operating Expenditure			
	2050110	FIRE - Motor Vehicle Expenses	\$0.00	\$0.00	\$109.45
	2050113	FIRE - Fire Prevention and Planning	\$500.00	\$246.00	\$0.00
	2050188	FIRE - Building Operations	\$3,665.00	\$1,823.00	\$487.62
	2050189	FIRE - Building Maintenance	\$998.00	\$494.00	\$0.00
	2050192	FIRE - Depreciation	\$3,250.00	\$1,620.00	\$1,107.57
		Total Operating Expenditure	\$8,413.00	\$4,183.00	\$1,704.64
		Animal Control			
		Operating Expenditure			
	2050253	ANIMAL - Contract Services	\$30,000.00	\$15,000.00	\$16,500.00
	2050265	ANIMAL - Animal Care Day Menzies	\$5,000.00	\$2,496.00	\$4,070.45
	2050288	ANIMAL - Animal Pound Operations	\$100.00	\$48.00	\$188.70
	2050289	ANIMAL - Animal Pound Maintenance	\$100.00	\$48.00	\$0.00
	2050292	ANIMAL - Depreciation	\$1,252.00	\$624.00	\$779.23
	2050299	ANIMAL - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$70,016.00	\$34,998.00	\$34,984.68
		Other Law, Order & Public Safety			
		Operating Expenditure			
	2050313	OLOPS - Community Emergency Services	\$4,000.00	\$1,997.00	\$1,195.55
	2050392	OLOPS - Depreciation	\$26,592.00	\$13,296.00	\$13,368.73
	2050399	OLOPS - Administration Allocated	\$8,391.00	\$4,194.00	\$3,361.60
		Total Operating Expenditure	\$40,983.00	\$20,487.00	\$17,925.88
		Emergency Services Levy - Bush Fire Brigade			
		Operating Expenditure			
	2050530	ESL BFB - Insurance Expenses	\$3,250.00	\$1,620.00	\$3,250.00
	2050565	ESL BFB - Maintenance Plant & Equipment	\$8,671.50	\$4,332.00	\$8,887.80
	2050589	ESL BFB - Maintenance Land & Buildings	\$5,545.00	\$2,766.00	\$0.00
	2050599	ESL BFB - Administration Allocated	\$8,391.00	\$4,194.00	\$3,361.60
		Total Operating Expenditure	\$25,857.50	\$12,912.00	\$15,499.40
		Total Operating Income	-\$106,150.00	-\$55,066.00	-\$9,329.80
		Total Operating Expenditure	\$145,269.50	\$72,576.00	\$70,114.60

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
		Health			
		Preventative Services - Inspection/Admin			
		Operating Income			
	3070420	HEALTH - Health Regulatory Fees & Charges	-\$300.00	-\$150.00	-\$159.50
		Total Operating Income	-\$300.00	-\$150.00	-\$159.50
		Preventative Services - Inspection/Admin			
		Operating Expenditure			
	2070411	HEALTH - Contract EHO	\$40,000.00	\$19,998.00	\$12,125.02
	2070412	HEALTH - Analytical Expenses	\$400.00	\$198.00	\$360.00
	2070485	HEALTH - Legal Expenses	\$3,000.00	\$1,500.00	\$0.00
	2070499	HEALTH - Administration Allocated	\$8,391.00	\$4,194.00	\$3,361.60
	2070553	PEST - Pest Control Programs	\$5,000.00	\$3,000.00	\$0.00
		Total Operating Expenditure	\$56,791.00	\$28,890.00	\$15,846.62
		Other Health			
		Operating Expenditure			
	2070750	OTH HEALTH - Nurse Expenses	\$3,000.00	\$1,500.00	\$0.00
		Total Operating Expenditure	\$3,000.00	\$1,500.00	\$0.00
		Total Operating Income	-\$300.00	-\$150.00	-\$159.50
		Total Operating Expenditure	\$59,791.00	\$30,390.00	\$15,846.62
		Community Amenities			
		Other Welfare			
		Operating Expenditure			
	2080700	WELFARE - Employee Costs	\$49,437.89	\$24,708.00	\$12,094.56
	2080712	WELFARE - Youth Services	\$4,000.00	\$1,992.00	\$589.08
		Total Operating Expenditure	\$53,437.89	\$26,700.00	\$12,683.64
		Total Operating Expenditure	\$53,437.89	\$26,700.00	\$12,683.64
		Housing			
		Staff and Other Housing			
		Operating Income			
	3090101	STF HOUSE - Staff Rental Reimbursements	-\$25,000.00	-\$12,498.00	-\$15,873.00
	3090220	OTH HOUSE - Fees & Charges	-\$24,300.00	-\$12,150.00	-\$14,271.34
	3090235	OTH HOUSE - Other Income	-\$200.00	-\$96.00	\$0.00
		Total Operating Income	-\$49,500.00	-\$24,744.00	-\$30,144.34
		Staff Housing			
		Operating Expenditure			
	2090186	STF HOUSE - Expensed Minor Asset Purchases	\$10,000.00	\$4,998.00	\$8,359.08
	2090188	STF HOUSE - Staff Housing Building Operations	\$24,451.00	\$12,168.00	\$19,796.60
	2090189	STF HOUSE - Staff Housing Building Maintenance	\$104,670.00	\$52,299.00	\$20,578.82
	2090192	STF HOUSE - Depreciation	\$65,878.00	\$32,934.00	\$29,212.88
	2090198	STF HOUSE - Staff Housing Costs Recovered	-\$129,121.00	-\$64,560.00	-\$39,293.36
	2090199	STF HOUSE - Administration Allocated	\$33,564.00	\$16,782.00	\$0.00
		Total Operating Expenditure	\$109,442.00	\$54,621.00	\$38,654.02
		Other Housing			
		Operating Expenditure			
	2090270	OTH HOUSE - Loan Interest Repayments	\$26,084.59	\$15,648.00	\$0.00
	2090285	OTH HOUSE - Legal Expenses	\$4,000.00	\$1,998.00	\$0.00
	2090288	OTH HOUSE - Building Operations	\$16,630.00	\$8,262.00	\$11,119.82
	2090289	OTH HOUSE - Building Maintenance	\$65,942.00	\$32,935.00	\$11,306.31
	2090292	OTH HOUSE - Depreciation	\$36,929.00	\$18,462.00	\$29,022.40
	2090298	OTH HOUSE - Staff Housing Costs Recovered	-\$44,313.00	-\$22,152.00	-\$4,113.43
	2090299	OTH HOUSE - Administration Allocated	\$33,564.00	\$16,782.00	\$26,892.49
		Total Operating Expenditure	\$138,836.59	\$71,935.00	\$74,227.59
		Total Operating Income	-\$49,500.00	-\$24,744.00	-\$30,144.34
		Total Operating Expenditure	\$248,278.59	\$126,556.00	\$112,881.61
		Community Amenities			
		Community Amenities			
		Operating Income			
	3100120	SAN - Domestic Refuse Collection Charges	-\$10,000.00	-\$4,998.00	-\$12,751.36
	3100200	SAN OTH - Commercial Collection Charge	-\$5,000.00	-\$2,496.00	\$0.00
	3100321	SEW - Septic Tank Inspection Fees	-\$700.00	-\$348.00	\$0.00
	3100335	SEW - Other Income	-\$1,000.00	-\$498.00	-\$901.08
	3100620	PLAN - Planning Application Fees	-\$500.00	-\$246.00	\$0.00
	3100710	COM AMEN - Grants	-\$150,000.00	-\$75,000.00	-\$8,695.00
	3100735	COM AMEN - Other Income	\$0.00	\$0.00	-\$275.73
		Total Operating Income	-\$167,200.00	-\$83,586.00	-\$22,623.17

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
		Sanitation - General			
		Operating Expenditure			
	2100111	SAN - Waste Collection	\$99,023.00	\$49,497.00	\$39,261.80
	2100117	SAN - General Tip Maintenance	\$78,934.00	\$39,446.00	\$27,829.76
	2100118	SAN - Purchase of Bins (Sulo and Other)	\$2,000.00	\$996.00	\$1,875.00
	2100119	SAN - Landfill Closure	\$0.00	\$0.00	\$550.00
	2100192	SAN - Depreciation	\$8,625.00	\$4,308.00	\$7,600.81
	2100199	SAN - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$222,146.00	\$111,029.00	\$90,563.67
		Sanitation - Other			
		Operating Expenditure			
	2100212	SAN OTH - Waste Disposal	\$1,300.00	\$1,300.00	\$0.00
	2100214	SAN OTH - Purchase of Street Bins	\$500.00	\$500.00	\$0.00
		Total Operating Expenditure	\$1,800.00	\$1,800.00	\$0.00
		Sewerage			
		Operating Expenditure			
	2100365	SEW - Maintenance/Operations	\$7,142.00	\$3,556.00	\$792.13
	2100399	SEW - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$40,706.00	\$20,338.00	\$14,238.43
		Town Planning & Regional Development			
		Operating Expenditure			
	2100615	PLAN - Printing and Stationery	\$1,000.00	\$498.00	\$0.00
	2100640	PLAN - Advertising & Promotion	\$5,000.00	\$2,496.00	\$903.43
	2100650	PLAN - Contract Town Planning	\$2,880.00	\$1,440.00	\$350.00
	2100652	PLAN - Consultants	\$40,000.00	\$19,998.00	\$2,714.00
	2100653	PLAN - Scheme Amendments	\$1,000.00	\$498.00	\$0.00
	2100699	PLAN - Administration Allocated	\$8,391.00	\$4,194.00	\$3,361.60
		Total Operating Expenditure	\$58,271.00	\$29,124.00	\$7,329.03
		Other Community Amenities			
		Operating Expenditure			
	2100711	COM AMEN - Cemetery Maintenance/Operations	\$12,695.00	\$6,316.00	\$7,254.72
	2100788	COM AMEN - Public Conveniences Operations	\$95,056.00	\$47,460.00	\$42,004.23
	2100789	COM AMEN - Public Conveniences Maintenance	\$55,142.00	\$27,501.00	\$5,680.22
	2100792	COM AMEN - Depreciation	\$13,880.00	\$6,936.00	\$2,452.88
	2100799	COM AMEN - Administration Allocated	\$8,391.00	\$4,194.00	\$3,361.60
		Total Operating Expenditure	\$185,164.00	\$92,407.00	\$60,753.65
		Total Operating Income	-\$167,200.00	-\$83,586.00	-\$22,623.17
		Total Operating Expenditure	\$508,087.00	\$254,698.00	\$172,884.78
		Recreation & Culture			
		Recreation & Culture			
		Operating Income			
	3110120	HALLS - Town Hall Hire	-\$200.00	-\$96.00	-\$75.45
	3110135	HALLS - Other Income	-\$100.00	-\$48.00	\$0.00
	3110320	REC - Fees & Charges	-\$100.00	-\$48.00	-\$181.82
	3110335	REC - Other Income	-\$100.00	-\$48.00	\$0.00
	3110501	LIBRARY - Reimbursements Lost Books	\$100.00	\$48.00	\$0.00
	3110540	LIBRARY - Fines & Penalties	-\$100.00	-\$48.00	\$0.00
	3110700	OTH CUL - Contributions & Donations - Other Culture	-\$8,000.00	-\$7,998.00	-\$23,750.00
	3110720	OTH CUL - Fees & Charges	-\$100.00	-\$48.00	\$0.00
	3110735	OTH CUL - Other Income	-\$100.00	-\$48.00	-\$802.59
		Total Operating Income	-\$8,700.00	-\$8,334.00	-\$24,809.86
		Public Halls And Civic Centres			
		Operating Expenditure			
	2110186	HALLS - Expensed Minor Asset Purchases	\$5,000.00	\$2,496.00	\$0.00
	2110188	HALLS - Town Halls and Public Bldg Operations	\$10,000.00	\$4,998.00	\$7,317.33
	2110189	HALLS - Town Halls and Public Bldg Maintenance	\$10,305.00	\$5,142.00	\$0.00
	2110199	HALLS - Administration Allocated	\$50,347.00	\$25,170.00	\$33,615.67
		Total Operating Expenditure	\$75,652.00	\$37,806.00	\$40,933.00
		Other Recreation And Sport			
		Operating Expenditure			
	2110353	REC - Sports Courts Maintenance/Operations	\$16,349.00	\$8,165.00	\$4,109.76
	2110355	REC - Water Park Maintenance/Operations	\$55,403.00	\$27,691.00	\$26,849.86
	2110365	REC - Parks & Gardens Maintenance/Operations	\$162,636.00	\$81,287.00	\$68,849.87
	2110366	REC - Town Sports Oval Maintenance/Operations	\$16,799.00	\$8,389.00	\$7,359.16
	2110367	REC - Rodeo Grounds Maintenance/Operations	\$1,396.00	\$690.00	\$1,590.55
	2110368	REC - Playground Equipment Mtce	\$7,261.00	\$3,627.00	\$2,776.10

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
	2110386	REC - Expensed Minor Asset Purchases	\$10,000.00	\$4,998.00	\$0.00
	2110388	REC - Youth Centre Building Operations	\$7,299.00	\$3,636.00	\$3,236.04
	2110389	REC - Youth Centre Building Maintenance	\$8,261.00	\$4,128.00	\$9.34
	2110392	REC - Depreciation	\$69,796.00	\$34,896.00	\$37,312.62
	2110399	REC - Administration Allocated	\$83,911.00	\$41,952.00	\$53,785.04
		Total Operating Expenditure	\$439,111.00	\$219,459.00	\$205,878.34
		Tv And Radio Re-Broadcasting			
		Operating Expenditure			
	2110465	TV RADIO - Re-Broadcasting Maintenance/Operations	\$8,074.00	\$4,032.00	\$253.78
	2110492	TV RADIO - Depreciation	\$42,500.00	\$21,246.00	\$10,406.18
	2110499	TV RADIO - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$84,138.00	\$42,060.00	\$24,106.26
		Libraries			
		Operating Expenditure			
	2110512	LIBRARY - Book Purchases	\$1,000.00	\$498.00	\$77.95
	2110516	LIBRARY - Postage and Freight	\$400.00	\$192.00	\$0.00
	2110541	LIBRARY - Subscriptions & Memberships	\$1,460.00	\$726.00	\$146.36
	2110586	LIBRARY - Expensed Minor Asset Purchases	\$2,000.00	\$996.00	\$0.00
	2110588	LIBRARY - Library Building Operations	\$1,000.00	\$498.00	\$0.00
	2110599	LIBRARY - Administration Allocated	\$8,391.00	\$4,194.00	\$3,361.60
		Total Operating Expenditure	\$14,251.00	\$7,104.00	\$3,585.91
		Heritage			
		Operating Expenditure			
	2110688	HERITAGE - Building Operations	\$3,470.00	\$1,728.00	\$3,104.71
	2110689	HERITAGE - Building Maintenance	\$17,723.00	\$8,844.00	\$21,024.93
		Total Operating Expenditure	\$21,193.00	\$10,572.00	\$24,129.64
		Other Culture			
		Operating Expenditure			
	2110711	OTH CUL - Australia Day	\$2,117.00	\$1,052.00	\$0.00
	2110712	OTH CUL - ANZAC Day	\$1,000.00	\$498.00	\$0.00
	2110714	OTH CUL - Christmas Events	\$7,000.00	\$3,498.00	\$11,141.42
	2110716	OTH CUL - Postage and Freight	\$50.00	\$24.00	\$0.00
	2110717	OTH CUL - Community Arts	\$20,000.00	\$20,000.00	\$0.00
	2110719	OTH CUL - Menzies School Programs	\$20,000.00	\$9,996.00	\$0.00
	2110723	OTH CUL - Outback Graves	\$25,000.00	\$12,498.00	\$25,000.00
	2110725	OTH CUL - Festival & Events	\$22,959.00	\$21,471.00	\$34,249.57
	2110743	OTH CUL - Other Festival Events	\$5,000.00	\$3,000.00	\$4,829.31
	2110760	OTH CUL - Tjuntjunjara Community Programs & Events	\$134,300.00	\$67,140.00	\$7,500.00
	2110799	OTH CUL - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$270,990.00	\$155,959.00	\$96,166.60
		Total Operating Income	-\$8,700.00	-\$8,334.00	-\$24,809.86
		Total Operating Expenditure	\$905,335.00	\$472,960.00	\$394,799.75
		Transport			
		Operating Income			
	3120110	ROADC - Regional Road Group Grants (MRWA)	-\$1,113,275.00	-\$1,075,269.00	-\$31,999.80
	3120111	ROADC - Roads to Recovery Grant	-\$510,627.00	\$0.00	-\$510,627.00
	3120117	ROADC - Other Grants - Aboriginal Roads	-\$1,020,000.00	\$0.00	-\$521,438.54
	3120133	ROADC - Other Contrib & Donations - Roads/Streets	-\$3,033,000.00	-\$1,516,500.00	-\$85,261.32
	3120200	ROADM - Street Lighting Subsidy	-\$1,713.00	-\$852.00	\$0.00
	3120210	ROADM - Direct Road Grant (MRWA)	-\$190,000.00	-\$94,998.00	-\$230,243.00
	3120211	ROADM - Other Grants	-\$96,460.00	-\$48,230.00	\$0.00
	3120235	ROADM - Other Income	-\$500.00	-\$246.00	\$0.00
	3120390	PLANT - Profit on Disposal of Assets	-\$2,806.00	\$0.00	\$0.00
		Total Operating Income	-\$5,968,381.00	-\$2,736,095.00	-\$1,379,569.66
		Maintenance - Streets, Roads, Bridges & Depots			
		Operating Expenditure			
	2120211	ROADM - Road Maintenance - Built Up Areas	\$179,191.00	\$89,583.00	\$44,603.39
	2120212	ROADM - Road Maintenance - Sealed Outside BUA	\$12,535.00	\$6,264.00	\$1,829.19
	2120213	ROADM - Road Maintenance - Gravel Outside BUA	\$406,074.00	\$203,029.00	\$2,537.35
	2120214	ROADM - Road Maintenance - Formed Outside BUA	\$423,180.00	\$211,584.00	\$271,118.49
	2120217	ROADM - Ancillary Maintenance - Built Up Areas	\$331,358.00	\$163,878.00	\$69,572.29
	2120232	ROADM - Crossover Council Contribution	\$2,896.00	\$1,440.00	\$0.00
	2120234	ROADM - Street Lighting	\$10,200.00	\$5,100.00	\$5,748.38
	2120235	ROADM - Traffic Signs/Equipment (Safety)	\$500.00	\$246.00	\$0.00
	2120236	ROADM - Bores for Roadworks Maintenance/Operations	\$1,396.00	\$689.00	\$0.00
	2120237	ROADM - Road Grids Maintenance	\$22,924.00	\$11,448.00	\$0.00
	2120252	ROADM - Consultants	\$100,000.00	\$49,998.00	\$14,229.70
	2120285	ROADM - Legal Expenses	\$5,000.00	\$2,496.00	\$0.00

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
	2120286	ROADM - Workshop/Depot Expensed Equipment	\$15,000.00	\$7,500.00	\$0.00
	2120288	ROADM - Depot Building Operations	\$60,254.00	\$30,118.00	\$13,776.10
	2120289	ROADM - Depot Building Maintenance	\$29,713.00	\$14,845.00	\$407.27
	2120292	ROADM - Depreciation	\$1,254,629.00	\$627,312.00	\$475,243.78
	2120299	ROADM - Administration Allocated	\$67,129.00	\$33,564.00	\$26,892.49
	2120391	PLANT - Loss on Disposal of Assets	\$0.00	\$0.00	\$2,730.38
		Total Operating Expenditure	\$2,921,979.00	\$1,459,094.00	\$928,688.81
		Aerodromes			
		Operating Expenditure			
	2120665	AERO - Airstrip & Grounds Maintenance/Operations	\$16,440.00	\$8,207.00	\$2,113.10
	2120765	WATER - Town Dam Maintenance/Operations	\$26,812.00	\$13,395.00	\$4,424.43
		Total Operating Expenditure	\$43,252.00	\$21,602.00	\$6,537.53
		Total Operating Income	-\$5,968,381.00	-\$2,736,095.00	-\$1,379,569.66
		Total Operating Expenditure	\$2,965,231.00	\$1,480,696.00	\$935,226.34
		Economic Services			
		Economic Services			
		Operating Income			
	3130202	TOUR - Commission	-\$500.00	-\$246.00	\$0.00
	3130210	TOUR - Grants	-\$205,952.00	-\$102,976.00	-\$2,400.00
	3130221	TOUR - Caravan Park Fees	-\$100,000.00	-\$49,998.00	-\$70,597.39
	3130222	TOUR - Caravan Park Laundry Fees	-\$4,500.00	-\$2,250.00	-\$2,700.90
	3130225	TOUR - Visitors Centre Lady Shenton Income	-\$25,000.00	-\$12,498.00	-\$13,602.34
	3130235	TOUR - Other Income Relating to Tourism & Area Promotion	-\$500.00	-\$246.00	-\$302.75
	3130302	BUILD - Commission - BSL & CTF	-\$150.00	-\$72.00	-\$10.00
	3130320	BUILD - Fees & Charges (including Licences)	-\$18,000.00	-\$9,000.00	-\$3,649.28
	3130821	OTH ECON - Standpipe Income	-\$2,000.00	-\$996.00	-\$560.56
	3130823	OTH ECON - Community Resource Centre Contributions	\$0.00	\$0.00	-\$173.54
	3130824	OTH ECON - Community Resource Centre Grants	-\$119,734.02	-\$99,866.00	-\$44,296.13
	3130826	OTH ECON - Post Office Income	-\$9,000.00	-\$4,500.00	-\$4,980.60
		Total Operating Income	-\$485,336.02	-\$282,648.00	-\$143,273.49
		Rural Services			
		Operating Expenditure			
	2130111	RURAL - Noxious Weed Control	\$42,589.00	\$7,929.00	\$0.00
	2130160	RURAL - Dog Health Program Tjuntunjara	\$20,000.00	\$9,996.00	\$0.00
	2130165	RURAL - Maintenance/Operations	\$30,000.00	\$15,000.00	\$0.00
		Total Operating Expenditure	\$92,589.00	\$32,925.00	\$0.00
		Tourism And Area Promotion			
		Operating Expenditure			
	2130200	TOUR - Employee Costs	\$70,120.81	\$35,058.00	\$32,191.26
	2130205	TOUR - Recruitment	\$0.00	\$0.00	\$0.00
	2130211	TOUR - Visitor Centre Operations	\$86,130.08	\$43,055.00	\$35,316.57
	2130215	TOUR - Printing and Stationery	\$1,000.00	\$498.00	\$150.34
	2130230	TOUR - Insurance Expenses	\$52.00	\$24.00	\$51.92
	2130235	TOUR - Signage	\$7,000.00	\$3,498.00	\$0.00
	2130236	TOUR - Tour Guide	\$100.00	\$48.00	\$7.99
	2130240	TOUR - Public Relations & Area Promotion	\$8,500.00	\$4,242.00	\$1,060.96
	2130241	TOUR - Subscriptions & Memberships	\$12,900.00	\$12,900.00	\$1,975.82
	2130242	TOUR - Events Other	\$6,000.00	\$3,000.00	\$0.00
	2130243	TOUR - Cyclclassic Event	\$90,000.00	\$0.00	\$0.00
	2130258	TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$3,094.00	\$1,538.00	\$1,819.66
	2130259	TOUR - Goongarrie Cottages Maintenance/Operations	\$29,938.00	\$14,938.00	\$4,534.50
	2130260	TOUR - Niagra Dam Maintenance/Operations	\$7,776.00	\$3,876.00	\$3,470.47
	2130261	TOUR - Golden Quest Trail Maintenance/Operations	\$6,396.00	\$3,185.00	\$0.00
	2130265	TOUR - Lake Ballard Maintenance/Operations	\$7,912.00	\$3,927.00	\$4,049.22
	2130266	TOUR - Caravan Park General Maintenance/Operations	\$375,538.03	\$187,686.00	\$126,289.90
	2130286	TOUR - Expensed Minor Asset Purchases	\$5,000.00	\$2,496.00	\$633.64
	2130288	TOUR - Building Operations	\$55,322.00	\$27,611.00	\$38,506.33
	2130289	TOUR - Building Maintenance	\$67,708.00	\$33,819.00	\$1,882.05
	2130292	TOUR - Depreciation	\$191,065.00	\$95,532.00	\$115,593.15
	2130299	TOUR - Administration Allocated	\$243,342.00	\$121,668.00	\$63,869.75
		Total Operating Expenditure	\$1,274,893.92	\$598,599.00	\$431,403.53
		Building Control			
		Operating Expenditure			
	2130350	BUILD - Contract Building Services	\$20,000.00	\$9,996.00	\$0.00
	2130385	BUILD - Legal Expenses	\$5,000.00	\$2,496.00	\$1,391.00
	2130399	BUILD - Administration Allocated	\$33,564.00	\$16,782.00	\$13,446.30
		Total Operating Expenditure	\$58,564.00	\$29,274.00	\$14,837.30

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
		Economic Development			
		Operating Expenditure			
	2130630	ECON DEV - Insurance Expenses	\$1,476.00	\$738.00	\$1,476.00
	2130641	ECON DEV - Subscriptions & Memberships	\$33,000.00	\$33,000.00	\$32,314.00
		Total Operating Expenditure	\$34,476.00	\$33,738.00	\$33,790.00
		Other Economic Services			
		Operating Expenditure			
	2130855	OTH ECON - Community Bus	\$5,759.00	\$2,874.00	\$7,329.88
	2130860	OTH ECON - Community Resource Centre Operations	\$224,384.89	\$112,171.00	\$82,338.84
	2130863	OTH ECON - Post Office Operations	\$10,340.43	\$5,163.00	\$4,506.84
	2130886	OTH ECON - Expensed Minor Asset Purchases	\$4,000.00	\$1,998.00	\$369.00
	2130888	OTH ECON - Building Operations	\$3,432.00	\$1,710.00	\$7,089.57
	2130889	OTH ECON - Building Maintenance	\$8,584.00	\$4,287.00	\$6,742.09
	2130899	OTH ECON - Administration Allocated	\$8,391.00	\$4,194.00	\$3,361.60
		Total Operating Expenditure	\$264,891.32	\$132,397.00	\$111,737.82
		Total Operating Income	-\$485,336.02	-\$282,648.00	-\$143,273.49
		Total Operating Expenditure	\$1,725,414.24	\$826,933.00	\$591,768.65
		Other Property & Services			
		Other Property & Services			
		Operating Income			
	3140120	PRIVATE - Private Works Income	-\$3,000.00	-\$1,500.00	-\$3,019.40
	3140220	ADMIN - Fees & Charges	-\$250.00	-\$120.00	-\$296.00
	3140235	ADMIN - Other Income Relating to Administration	\$0.00	\$0.00	-\$1,459.10
	3140410	POC - Fuel Tax Credits Grant Scheme	-\$25,000.00	-\$12,498.00	-\$12,912.00
		Total Operating Income	-\$28,250.00	-\$14,118.00	-\$17,686.50
		Private Works and General Administration Overheads			
		Operating Expenditure			
	2140187	PRIVATE - Private Works Expenses	\$5,805.00	\$2,892.00	\$0.00
	2140200	ADMIN - Employee Costs	\$596,726.38	\$298,349.00	\$220,389.04
	2140203	ADMIN - Uniforms	\$6,800.00	\$3,396.00	\$294.94
	2140204	ADMIN - Training & Development	\$17,100.00	\$8,550.00	\$12,318.53
	2140205	ADMIN - Recruitment	\$9,000.00	\$4,494.00	\$1,874.52
	2140206	ADMIN - Fringe Benefits Tax (FBT)	\$9,656.00	\$4,824.00	\$15,320.00
	2140208	ADMIN - Other Employee Expenses	\$5,000.00	\$2,493.00	\$267.95
	2140209	ADMIN - Travel & Accommodation	\$12,000.00	\$7,200.00	\$1,799.19
	2140210	ADMIN - Motor Vehicle Expenses	\$29,308.00	\$14,652.00	\$7,213.77
	2140215	ADMIN - Printing and Stationery	\$50,000.00	\$24,996.00	\$21,283.34
	2140216	ADMIN - Postage and Freight	\$2,500.00	\$1,248.00	\$728.20
	2140220	ADMIN - Communication Expenses	\$48,000.00	\$24,000.00	\$22,029.96
	2140221	ADMIN - Information Technology	\$50,000.00	\$24,996.00	\$6,092.16
	2140226	ADMIN - Office Equipment Mtce	\$1,000.00	\$498.00	\$300.00
	2140227	ADMIN - Records Management	\$2,600.00	\$1,296.00	\$0.00
	2140230	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	\$45,801.16	\$22,896.00	\$47,910.86
	2140240	ADMIN - Advertising and Promotion	\$15,000.00	\$7,500.00	\$2,303.96
	2140241	ADMIN - Subscriptions and Memberships	\$7,000.00	\$3,498.00	\$3,102.30
	2140252	ADMIN - Consultants	\$150,000.00	\$75,000.00	\$105,931.57
	2140265	ADMIN - Software Licences/Upgrades	\$100,000.00	\$49,998.00	\$56,261.49
	2140284	ADMIN - Audit Fees	\$70,000.00	\$34,998.00	\$9,300.00
	2140285	ADMIN - Legal Expenses	\$20,000.00	\$9,996.00	\$0.00
	2140286	ADMIN - Expensed Minor Asset Purchases	\$15,000.00	\$7,500.00	\$4,052.49
	2140287	ADMIN - Other Expenses	\$1,000.00	\$498.00	-\$60.71
	2140288	ADMIN - Building Operations	\$94,185.00	\$47,076.00	\$54,191.27
	2140289	ADMIN - Building Maintenance	\$24,309.00	\$12,139.00	\$2,720.30
	2140292	ADMIN - Depreciation	\$148,737.00	\$74,364.00	\$48,300.67
	2140298	ADMIN - Admin Staff Housing Costs Allocated	\$147,498.00	\$73,746.00	\$35,360.11
	2140299	ADMIN - Administration Overheads Recovered	-\$1,678,221.00	-\$839,106.00	-\$672,312.93
		Total Operating Expenditure	\$5,804.54	\$3,987.00	\$6,972.98
		Public Works Overheads			
		Operating Expenditure			
	2140300	PWO - Employee Costs	\$267,164.75	\$133,575.00	\$318,612.92
	2140303	PWO - Uniforms	\$7,500.00	\$3,750.00	\$1,546.18
	2140304	PWO - Training & Development	\$10,000.00	\$4,998.00	\$2,640.41
	2140305	PWO - Recruitment	\$5,000.00	\$2,496.00	\$44.50
	2140307	PWO - Protective Clothing	\$2,000.00	\$996.00	\$0.00
	2140308	PWO - Other Employee Expenses	\$750.00	\$371.00	\$0.00
	2140310	PWO - Motor Vehicle Expenses	\$77,595.50	\$38,796.00	\$29,143.59
	2140316	PWO - Postage and Freight	\$2,000.00	\$996.00	\$1,219.41
	2140320	PWO - Communication Expenses	\$8,000.00	\$3,996.00	\$2,800.58
	2140321	PWO - Information Technology	\$8,000.00	\$3,996.00	\$9,597.51
	2140323	PWO - Sick Pay	\$28,059.00	\$14,027.00	\$14,827.40
	2140324	PWO - Annual Leave	\$65,936.00	\$32,968.00	\$43,135.99

31/12/2023	COA	Description	Budget 23/24	YTD Budget 31/12/2023	YTD Actual 31/12/2023
	2140325	PWO - Public Holidays	\$37,003.00	\$18,499.00	\$7,387.17
	2140329	PWO - Insurance Expenses (Except Workers Comp)	\$19,566.00	\$9,780.00	\$19,565.46
	2140330	PWO - OHS and Toolbox Meetings	\$45,337.00	\$24,165.00	\$35,270.86
	2140352	PWO - Consultants	\$10,000.00	\$4,998.00	\$17,028.34
	2140361	PWO - Engineering & Technical Support	\$50,000.00	\$24,996.00	\$1,000.00
	2140365	PWO - Maintenance/Operations	\$117,960.00	\$58,962.00	\$64,057.53
	2140371	PWO Bldg Mtce - Employee Costs	\$47,772.00	\$23,881.00	\$8,463.26
	2140372	PWO Bldg Mtce - Uniforms	\$500.00	\$247.00	\$0.00
	2140373	PWO Bldg Mtce - Training & Development	\$1,000.00	\$498.00	\$0.00
	2140374	PWO Bldg Mtce - Recruitment	\$0.00	\$0.00	\$0.00
	2140376	PWO Bldg Mtce - Protective Clothing	\$1,000.00	\$495.00	\$0.00
	2140380	PWO Bldg Mtce - Expendable Tools	\$1,000.00	\$498.00	\$0.00
	2140381	PWO Bldg Mtce - Minor Expenses	\$500.00	\$246.00	\$0.00
	2140386	PWO - Expensed Minor Asset Purchases	\$20,000.00	\$9,996.00	\$6,840.48
	2140392	PWO - Depreciation	\$16,013.00	\$8,004.00	\$23,418.40
	2140393	PWO - LESS Allocated to Works (PWO's)	-\$1,328,705.00	-\$664,350.00	-\$623,013.35
	2140398	PWO - Staff Housing Costs Allocated	\$25,936.00	\$12,966.00	\$8,046.68
	2140399	PWO - Administration Allocated	\$453,120.00	\$226,560.00	\$181,523.92
	2140400	POC - Internal Plant Repairs - Wages & O/Head	\$217,106.00	\$108,544.00	\$43,179.52
	2140411	POC - External Parts & Repairs	\$78,960.00	\$39,480.00	\$17,812.96
	2140412	POC - Fuels and Oils	\$163,181.25	\$81,588.00	\$52,635.20
	2140413	POC - Tyres and Tubes	\$29,400.00	\$14,700.00	\$2,355.50
	2140416	POC - Licences/Registrations	\$6,929.00	\$6,929.00	\$6,700.97
	2140417	POC - Insurance Expenses	\$21,366.00	\$10,680.00	\$21,364.00
	2140492	POC - Depreciation	\$261,280.50	\$130,638.00	\$168,525.33
	2140494	POC - LESS Plant Operation Costs Allocated to Works	-\$778,222.75	-\$389,106.00	-\$258,900.81
		Total Operating Expenditure	\$7.25	\$4,859.00	\$226,829.91
		Salaries And Wages			
		Operating Expenditure			
	2140500	SAL - Gross Salary and Wages	\$2,441,406.57	\$1,220,700.00	\$1,003,478.13
	2140501	SAL - LESS Salaries & Wages Allocated	-\$2,441,406.57	-\$1,220,700.00	-\$1,003,478.13
		Total Operating Expenditure	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$28,250.00	-\$14,118.00	-\$17,686.50
		Total Operating Expenditure	\$5,811.79	\$8,846.00	\$233,802.89
		Total Operating Income	-\$12,495,852.98	-\$8,609,120.00	-\$6,252,117.59
		Total Operating Expenditure	\$8,565,893.44	\$4,320,863.00	\$3,245,573.13

14.1.2	List of Monthly Payments - December 2023
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1243
DATE OF REPORT	18 January 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. List of Payment - December 2023 [14.1.2.1 - 6 pages]

SUMMARY:

To receive the list of payments made for the month of December 2023

BACKGROUND:

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

COMMENT:

The Cheque, EFT, Direct Debit, Credit Card, Payroll, Fuel Card payments that have been made for the month of November 2023 are attached.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 r13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors Preparation for Payment

FINANCIAL IMPLICATIONS:

A total of \$819,760.77 has been withdrawn from Municipal Bank Account.

RISK ASSESSMENT:

The Shire may incur reputational damage if financial obligations are not met.

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome

4.2 An efficient and effective organisation.

Strategy

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the list of payments for the month of December 2023 totalling \$819,760.77 being:

1. Electronic Funds Transfer from EFT8695 to EFT8758 payments from Municipal Fund totalling \$661,332.67
2. Direct Debit payments from the Municipal Fund totalling \$42,365.46
3. Payroll payments from the Municipal Fund totalling \$111,622.98
4. Credit Card payments for the Statement Month of November 2023 from the Municipal Fund totalling \$2,294.67
5. Fuel Card payments from the Municipal Fund totalling \$2,030.85
6. Cabcharge payments from the Municipal Fund totalling \$114.14

be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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Shire of Menzies
Payments for the Month of December 2023

Date	Name	Description	Amount
	Cheque		
	EFT		\$661,332.67
	Direct Debit		\$42,365.46
	Credit Card Payment		\$2,294.67
	Payroll		\$111,622.98
	Fuel Card Payment		\$2,030.85
	CabCharge Payment		\$114.14
			<hr/>
	Total Payments		\$819,760.77
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Shire of Menzies
Payments for the Month of December 2023

EFT	Date	Name	Description	Amount
EFT8695	15/12/2023	CANINE CONTROL	RANGER SERVICES 27 NOVEMBER 2023	1,815.00
EFT8696	15/12/2023	LEONORA PHARMACY	PHARMACY ITEMS SOLD ON CONSIGNMENT FOR THE MONTH OF NOVEMBER 2023	481.73
EFT8697	15/12/2023	MONARCH VENTURES PTY LTD T/AS ROADTECH CIVIL & CONSTRUCTION	NOVEMBER 2023 PROGRESS CLAIM FOR KITCHENER REPAIRS (CKB); PRODUCE 30,000M2 LOSE GRAVEL FOR KITCHENER CUTLINE RD, DEMOBILISATION CITY OF KALGOORLIE BOULDER SECTION	302,587.56
EFT8698	15/12/2023	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 12/12/2023	344.28
EFT8699	15/12/2023	BATTERIES N MORE	BATTERY FOR KOMATSU BACKHOE P0160	385.00
EFT8700	15/12/2023	COOLGARDIE TYRE SERVICE	PUNCTURE REPAIR KIT 1MN	38.50
EFT8701	15/12/2023	KCLD	ICE CREAM VAN PAYMENT FOR 200 SERVES OF FREE ICE CREAM MENZIES DISCOVERY DAY EVENT	900.00
EFT8702	15/12/2023	NORTHERN GOLDFIELDS ELECTRICAL PTY LTD	CAFE (53 SHENTON STREET) - BUILDING ELECTRICAL UPGRADE	11,410.30
EFT8703	15/12/2023	SPINIFEX ARTS PROJECT ABORIGINAL CORPORATION	COMMUNITY SPONSORSHIP SUPPORT FOR MILPA PROJECT TJUNTTJUNTJARA	10,000.00
EFT8704	15/12/2023	PERTH LAUNDRY EQUIPMENT	SPEED QUEEN COIN OPERATED STACKED WASHER DRYER CARAVAN PARK	8,800.00
EFT8705	15/12/2023	HERSEY'S SAFETY PTY LTD	FLY NETS, RIGOR GLOVES, BOX LEN CLEANER	1,014.95
EFT8706	15/12/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH NOVEMBER 2023 MONTHLY FINANCIAL STATEMENTS	1,485.00
EFT8707	15/12/2023	HI CONSTRUCTIONS (AUST) PTY LTD	RFT 05/2021 - LADY SHENTON REPAIR AS PER COUNCIL RESOLUTION CM-130 ON 21/12/2021 - CLAIM 5	79,503.36
EFT8708	15/12/2023	FIESTA CANVAS	LADY SHENTON CONFERENCE TABLETOP RETRIM	2,618.00
EFT8709	15/12/2023	RARE EARTHS M&C PTY LTD T/A AS MENZIES HOTEL	BEVERAGES COMMUNITY CHRISTMAS PARTY	800.00
EFT8710	15/12/2023	ORA BANDA MINING	RATES REFUND FOR ASSESSMENT A5519 E30/00491 MINING TENEMENT	871.54
EFT8711	15/12/2023	KIM TIEN TRAN	REIMBURSEMENT FOR TAXI FARES - WALGA TRAINING	124.76
EFT8712	15/12/2023	IGO NEWSEARCH PTY LTD	RATES REFUND FOR ASSESSMENT A4773 E69/02379 MINING TENEMENT	266.16
EFT8713	15/12/2023	TEAM GLOBAL EXPRESS PTY LTD	FRIEGHT FOR ADMIN , SUPPLIES, TOILETRY AND SANITARY PRODUCTS, DEPOT	317.83
EFT8714	15/12/2023	RESONLINE	BOOKING FEES CARAVAN PARK ONLINE FOR THE MONTH OF NOVEMBER 2023	242.00
EFT8715	15/12/2023	NARNOO MINING PTY LTD	RATES REFUND FOR ASSESSMENT A5667 E39/02049 MINING TENEMENT	161.60
EFT8716	15/12/2023	ALU GLASS	SCREEN DOORS TOWN HALL	2,390.00
EFT8717	15/12/2023	CLEANPRO WORK PLACE SERVICES PTY LTD	EXTRA FLEXI AEROSOL DISPENSER, VARIED FRAGRANCE CANISTER	2,104.42
EFT8718	15/12/2023	VELO RESOURCES PTY LTD	RATES REFUND FOR ASSESSMENT A5852 E39/02115 MINING TENEMENT	1,974.61
EFT8719	15/12/2023	CLAIRE WOOLMER T/AS LAURIE'S CAFE	CATERING FOR COMMUNITY CHRISTMAS EVENT (100 PEOPLE)	8,470.00

Shire of Menzies
Payments for the Month of December 2023

EFT	Date	Name	Description	Amount
EFT8720	15/12/2023	REMOTE CONCRETE AND CONSTRUCTION WESTERN AUSTRALIA	EXTRA FENCING AND RETAINING WALL SOUTH NEW STAFF HOUSING - 29 REID STREET	70,268.00
EFT8721	15/12/2023	NICKELX LTD	RATES REFUND FOR ASSESSMENT A5454 E39/02000 MINING TENEMENT	1,605.43
EFT8722	15/12/2023	WYLOO METALS PTY LTD	RATES REFUND FOR ASSESSMENT A5721 E69/03570 MINING TENEMENT	116.79
EFT8724	15/12/2023	AIR LIQUIDE AUSTRALIA LTD	MONTHLY RENTAL ON OXYGEN CYLINDER NOVEMBER	28.16
EFT8725	15/12/2023	AUSTRALIAN TAXATION OFFICE	PAYMENT OF IAS PAYROLL TAX - NOVEMBER 2023	43,134.00
EFT8726	15/12/2023	ATOM	FIRE EXTINGUISHERS DEPOT	210.33
EFT8727	15/12/2023	WESTFARMERS LTD T/AS BUNNINGS	PAINT,FLOOR POLISH AND HOSES, FLOOR PUTTY, ANGLE IRON, SCREWS FOR ANGLE AND TIMBER	1,798.09
EFT8728	15/12/2023	CORE BUSINESS AUSTRALIA PTY LTD	CLAIM 15, GROH HOUSING TECHNICAL SUPPORT, TRUCK MOUNTED WASTE COMPACTOR TENDER TJUNTUNTJARRA (MENZIES) SUPERVISION CLAIM 15, KITCHENER CUTLINE RD (CKB)	29,997.73
EFT8729	15/12/2023	JILLIAN DWYER	RIEMBURSEMENT FOR SENIORS CHRISTMAS GIFTS	2,023.02
EFT8730	15/12/2023	HART SPORT	INDOOR TABLE TENNIS AND TABLE TENNIS SETS	697.00
EFT8731	15/12/2023	IT VISION	EMAIL RATES FUNCTIONALITY IMPLEMENTATION SERVICES	4,054.60
EFT8732	15/12/2023	KMART	CHRISTMAS EVENTS DECORATIONS	129.00
EFT8733	15/12/2023	LANDGATE	MINING TENEMENT SCHEDULE M2023/11 RATES VALUATION	88.00
EFT8734	15/12/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - BUILDING MATTERS	807.95
EFT8735	15/12/2023	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 12/12/2023	180.00
EFT8736	15/12/2023	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 12/12/2023	360.00
EFT8737	15/12/2023	NETLOGIC INFORMATION TECHNOLOGY	FY 23/24 IT SUPPORT - CONSULTING LABOURONTH OF NOVEMBER	1,687.50
EFT8738	15/12/2023	OFFICE NATIONAL	PRINTER TONER ADMIN, CRC PRINTING AND STATIONERY	1,396.26
EFT8739	15/12/2023	REFRESH WATER	OFFICE DRINKING WATER 12 X 15L	120.00
EFT8740	15/12/2023	REYNOLDS GRAPHICS	NOTEPADS A5 - PRINTED COLOUR IN 50'S SHIRE LOGO	1,151.70
EFT8741	15/12/2023	TJUNTJUNTJARA REMOTE COMMUNITY SCHOOL	CHRISTMAS DONATION TJUNTJUNTJARA REMOTE COMMUNITY SCHOOL	2,000.00
EFT8742	15/12/2023	MOORE STEPHENS T/AS MOORE AUSTRALIA	PREPARATION AND LODGEMENT OF THE IAS PERIOD ENDING OCTOBER 2023	385.00
EFT8743	15/12/2023	WATER CORPORATION	WATER USAGE SHIRE OF MENZIES PROPERTIES, BUILDINGS FROM 11/10/2023 TO 06/12/2023	5,698.26
EFT8747	20/12/2023	MARKET CREATIONS	WEBSITE SUPPORT MARKETING FOR THE MONTH OF NOVEMBER 2023	841.50
EFT8748	20/12/2023	LEGEND LAND T/AS HOLIDAY INN PERTH CITY CENTRE	ACCOMMODATION, MEAL & INCIDENTALS - THE ROLE OF MAYORS & PRESIDENTS TRAINING - CR P WARNER	1,210.00
EFT8749	20/12/2023	RARE EARTHS M&C PTY LTD T/A AS MENZIES HOTEL	REFRESHMENT - 15.12.2023 COUNCIL MEETING	98.00

Shire of Menzies
Payments for the Month of December 2023

EFT	Date	Name	Description	Amount
EFT8750	20/12/2023	BAYARD, DANIELLE MARIE TA DANIELLE BAYARD CONSULTANT	FUNDRAISING AND PROJECT MANAGEMENT - THE DESERT STARS JULY, AUGUST, SEPTEMBER OF 2023	6,000.00
EFT8751	20/12/2023	THE TRUSTEE FOR B&R FERGUSON TRUST T/AS PRISTINE COOLING	FRIDGE FOR TOWN HALL KITCHEN	4,202.00
EFT8752	20/12/2023	GLENDIA TEEDE	CEO RELOCATION EXPENSES	1,898.68
EFT8753	20/12/2023	HARVEY NORMAN AV/IT KALGOORLIE	FRONT LOAD WASHING MACHINE - CEO HOUSE	999.00
EFT8754	20/12/2023	MTM CRITICAL METALS LIMITED	RATES REFUND FOR ASSESSMENT A6272 E39/02218 MINING TENEMENT MENZIES WA 6436	2,558.41
EFT8755	20/12/2023	CORE BUSINESS AUSTRALIA PTY LTD	CLAIM 16 - KITCHENER CUTLINE RD (CKB) SUPERVISION, GROH HOUSING TECHNICAL SUPPORT, CCTV RFQ , TRUCK MOUNTED WASTE COMPACTOR TENDER, TJUNTJUNTJARRA (MENZIES) SUPERVISION	22,129.28
EFT8756	20/12/2023	KALAIRE	NEW AIR CONDITIONERS FOR SHIRE ADMIN BUILDINGS	13,068.00
EFT8757	20/12/2023	KLEENHEAT GAS	YEARLY EQUIPMENT SERVICE CHARGE 2X 45KG VAO CYL	100.10
EFT8758	20/12/2023	NETLOGIC INFORMATION TECHNOLOGY	IT SUPPORT - CONSULTING LABOUR FROM 06/12/2023 TO 07/12/2023	300.00
EFT8744	27/12/2023	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 26/12/2023	344.28
EFT8745	27/12/2023	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 26/12/2023	180.00
EFT8746	27/12/2023	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 26/12/2023	360.00
TOTAL EFT				\$661,332.67

Shire of Menzies
Payments for the Month of December 2023

Direct Debit	Date	Name	Description	Amount
DD6020.1	01/12/2023	WESTNET	CRC PUBLIC INTERNET DECEMBER 2023	54.99
DD6023.1	05/12/2023	THE WEST AUSTRALIAN	SUBSCRIPTION TO NEWSPAPER ONLINE - DECEMBER 2023	28.00
DD6032.1	07/12/2023	POWER ICT PTY LTD	MESSAGES ON HOLD - NOVEMBER 2023	75.90
DD6036.1	11/12/2023	TELSTRA	SHIRE OF MENZIES OFFICE, CRC, INTERNET AND MOBILE PHONE FROM 20/11/2023 TO 19/12/2023	3,660.38
DD6030.1	12/12/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS PPE 12/12/2023	9,226.21
DD6030.2	12/12/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 12/12/2023	1,301.37
DD6030.3	12/12/2023	CARE SUPER	SUPERANNUATION CONTRIBUTIONS PPE 12/12/2023	694.26
DD6030.4	12/12/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 12/12/2023	563.75
DD6030.5	12/12/2023	TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 12/12/2023	564.31
DD6030.6	12/12/2023	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 12/12/2023	402.17
DD6034.1	12/12/2023	TELSTRA	ADMIN AND WORKS MOBILE PHONE USAGE FROM 23/11/2023 TO 22/12/2023	705.49
DD6049.1	15/12/2023	RESONLINE	COMMISSION ON CARAVAN PARK ONLINE BOOKING FEES - NOVEMBER 2023	242.00
DD6059.1	19/12/2023	HORIZON POWER	ELECTRICITY - 161515 - STREET LIGHT - USAGE FROM 01/11/2023 TO 30/11/2023	1,046.16
DD6061.1	21/12/2023	PIVOTEL SATELLITE PTY LTD	TRAK SPOT TRACKING CHARGE ACCOUNT 40063522 - DECEMBER 2023	31.50
DD6063.1	21/12/2023	PAUL WARNER	SITTING FEE FOR CR. PAUL WARNER - DECEMBER 2023	3,490.67
DD6063.2	21/12/2023	SUDHIR	SITTING FEE FOR CR. SUDHIR - DECEMBER 2023	1,338.16
DD6063.3	21/12/2023	GREGORY DWYER	SITTING FEE FOR CR. GREG DWYER - DECEMBER 2023	907.58
DD6063.4	21/12/2023	IAN BAIRD	SITTING FEE FOR CR. IAN BAIRD - DECEMBER 2023	907.58
DD6063.5	21/12/2023	JILLIAN DWYER	SITTING FEE FOR CR. JILL DWYER - DECEMBER 2023	907.58
DD6063.6	21/12/2023	ANDREW TUCKER	SITTING FEE FOR CR. ANDREW TUCKER - DECEMBER 2023	907.58
DD6063.7	21/12/2023	KRISTIE TUCKER	SITTING FEE FOR CR. KRISTIE TUCKER - DECEMBER 2023	907.58
DD6053.1	26/12/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS PPE 26/12/2023	9,240.02
DD6053.2	26/12/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 26/12/2023	1,299.76
DD6053.3	26/12/2023	CARE SUPER	SUPERANNUATION CONTRIBUTIONS PPE 26/12/2023	670.95
DD6053.4	26/12/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 26/12/2023	563.75
DD6053.5	26/12/2023	TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 26/12/2023	558.17
DD6053.6	26/12/2023	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 26/12/2023	400.29
DD6065.1	28/12/2023	WATER CORPORATION	WATER - 9007529987 - STANDPIPE AT NO.2 SAM PUMP LINE - LOT STANDPIPE - USAGE FROM 1/11/2023 - 31/12/2023	1,437.49
DD6067.1	29/12/2023	NAB	ACCOUNT KEEPING FEES - DECEMBER 2023	231.81
TOTAL DIRECT DEBIT				\$42,365.46

**Shire of Menzies
Payments for the Month of December 2023**

Date	Name	Description	Amount
		CEO CARD NO: **** * 2547	
		TOTAL CEO CREDIT CARD	\$ -
		CFO CARD NO: **** * 6310	
01/11/2023	KENNARDS HIRE	SCAFFOLD HIRE FOR ADMIN BUILDING UPGRADE	411.99
06/11/2023	TELSTRA	CEO WIFI RECHARGE	55.00
13/11/2023	KENNARDS HIRE	SCAFFOLD HIRE FOR ADMIN BUILDING UPGRADE	370.80
15/11/2023	NATIONAL PEN	PENS SHIRE OF MENZIES LOGO	263.98
17/11/2023	WOOLWORTHS	WATER BOTTLES FOR GVROC MEETING AND RESALE	97.00
20/11/2023	WOOLWORTHS	DRINKS AND FOOD FOR YOUTH CENTRE AND SNACKS FOR CIVICS FUNCTIONS	156.25
23/11/2023	ADOBE	ADOBE SUBSCRIPTION 21 NOV TO 20 DEC 2023	386.65
23/11/2023	WOOLWORTHS	CIVIC FUNCTIONS REFRESHMENTS DRINKS AND COFFEE	123.80
27/11/2023	HARVEY NORMAN	STATIONARY FOR STAFF OFFICE	29.00
27/11/2023	THE REJECT SHOP	CHRISTMAS STREET DECORATION	277.00
27/11/2023	KMART	CHRISTMAS DECORATIONS ADMIN	114.20
28/11/2023	NAB	MONTHLY BANK FEE	9.00
		TOTAL CFO CREDIT CARD	\$ 2,294.67
14/12/2023		PAYROLL PAYMENT PPE 12/12/2023	58,443.98
27/12/2023		PAYROLL PAYMENT PPE 26/12/2023	53,179.00
		TOTAL PAYROL	\$ 111,622.98
29/12/2023		FUEL CARD - CEO - FOR THE MONTH OF DECEMBER	1,200.95
29/12/2023		FUEL CARD - CFO - FOR THE MONTH OF DECEMBER	392.03
29/12/2023		FUEL CARD - WSM - FOR THE MONTH OF DECEMBER	55.03
29/12/2023		FUEL CARD - CDM - FOR THE MONTH OF DECEMBER	382.84
		TOTAL FUEL CARD	\$ 2,030.85
08/12/2023		CABCHARGE - FOR THE MONTH OF DECEMBER - CR PAUL WARNER	114.14
		TOTAL CABCHARGE	\$ 114.14

14.1.3	Finance Report - January 2024
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1244
DATE OF REPORT	8 February 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Statement of Financial Activity - Menzies - January 2024 [14.1.3.1 - 26 pages] 2. FIS - Financial Information Statement - January 2024 [14.1.3.2 - 8 pages]

SUMMARY:

To receive the Statement of Financial Activity for the period ended 31 January 2024

BACKGROUND:

Regulation 34 of the *Local Government (Financial Management) Regulations (1996)* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, in the following detail:

- a. The annual budget estimates;
- b. Budget estimates to the end of the month;
- c. The actual amounts of expenditure, revenue, income to the end of the relevant month;
- d. Material variances between the comparable amounts between budget estimates to the end of the month and the year to date amount of expenditure, revenue and income to the end of the relevant month;
- e. Include the net current assets.

Regulation 35 of the *Local Government (Financial Management) Regulations (1996)* requires a local government to prepare each month a statement of financial position of the local government as at the last day of the previous month and the last day of the previous financial year.

COMMENT:

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

CONSULTATION:

Bob Waddell and Associates

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations (1996)

Regulation 34 provides the requirement of the local government to prepare a statement of financial activity at the end of the relevant month.

Regulation 35 provides the requirement of the local government to prepare a statement of financial position at the end of the relevant month.

POLICY IMPLICATIONS:

There is no policy related to the subject matter.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

RISK ASSESSMENT:

Nil

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome

4.2 An efficient and effective organisation.

Strategy

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Statement of Financial Activity for the period ending 31 January 2024 as attached be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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SHIRE OF MENZIES

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 January 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 203/24 year is \$25,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Annual Budget	YTD Budget (a)	YTD Actual (b)	Variance (Under)/Over (a-b)
New 2x1 Staff House - Building (Capital)	168%	326,691	190,568	547,412	(356,844)
New 2x1 Staff House (21-22)	53%	570,000	332,500	302,101	30,399
Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	34%	496,486	496,482	169,315	327,167
Town Hall (Admin) - Building (Capital)	106%	100,000	97,656	105,681	(8,025)
Vehicle Replacement CEO	89%	80,000	80,000	70,994	9,006
Tjunjuntjara Access Road (R2R 23-24)	100%	510,627	297,864	510,627	(212,763)
Tjuntjuntjara Access Road (Indigenous Community Access Rd)	75%	320,000	186,662	241,439	(54,777)
Cutline Road Expenditure CKB	45%	3,033,000	1,769,250	1,368,209	401,041
Tjuntjuntjara Access Road (NoRA Supplementary Funding 22/23)					
Expenditure	101%	700,000	408,331	710,295	(301,964)
		Prior Year 31 January 2023	Current Year 31 January 2024		
Financial Position					
Adjusted Net Current Assets	73%	\$ 5,986,511	\$ 4,398,650		
Cash and Equivalent - Unrestricted	47%	\$ 5,591,928	\$ 2,611,924		
Cash and Equivalent - Restricted	114%	\$ 12,389,370	\$ 14,156,212		
Receivables - Rates	155%	\$ 763,359	\$ 1,181,237		
Receivables - Other	919%	\$ 201,259	\$ 1,849,889		
Payables	207%	\$ 161,680	\$ 334,409		

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

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

**SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2024
Prepared by: Kristy Van Kuyl (Chief Financial Officer)
Reviewed by: CEO

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments 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. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

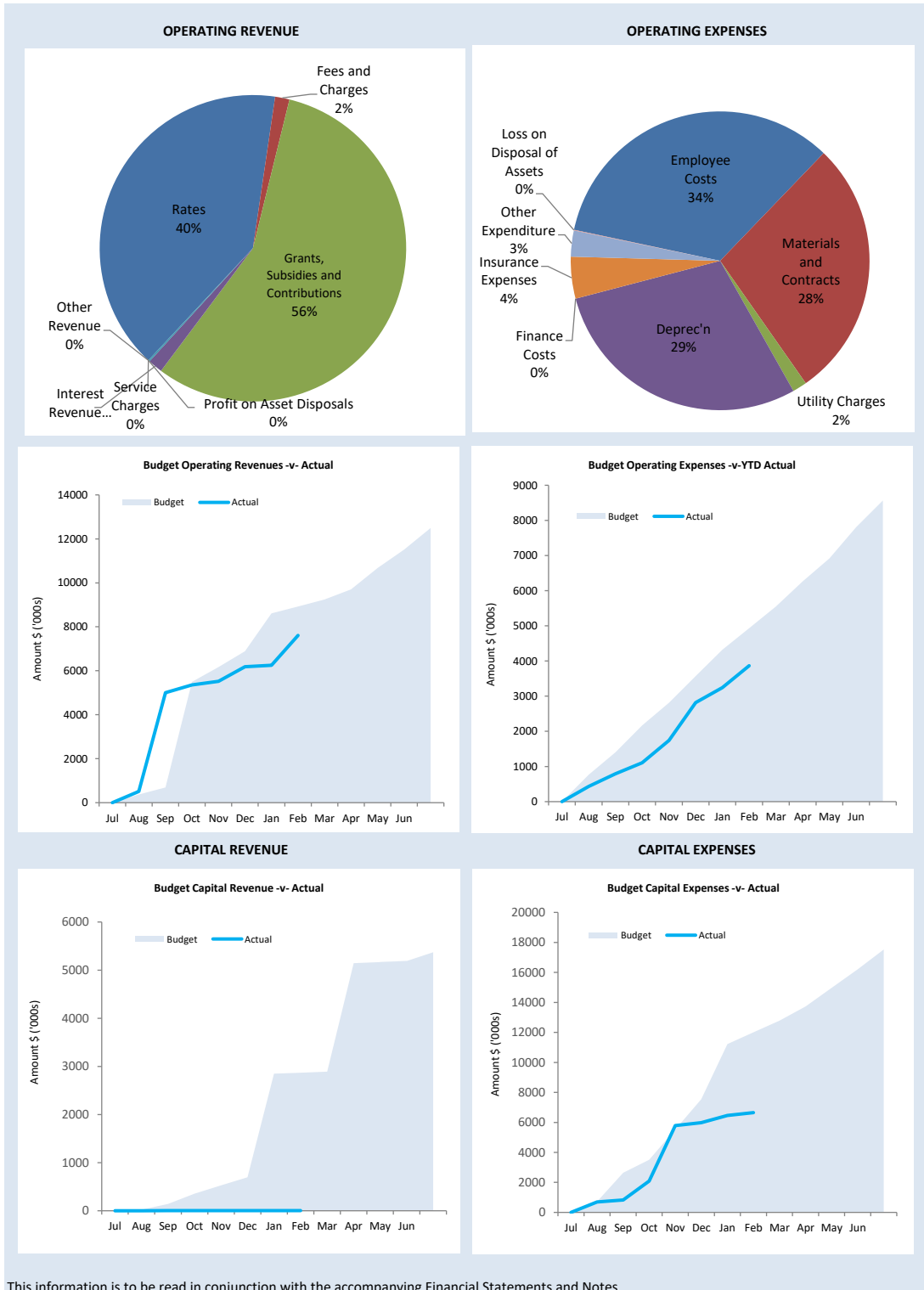
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

SUMMARY GRAPHS



SHIRE OF MENZIES**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 JANUARY 2024****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGEES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

EXPENSES**EMPLOYEE COSTS**

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

FINANCE COSTS

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

BY NATURE

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	6	4,335,810	4,335,809	4,424,204	88,395	2%	▲	
Grants, Subsidies and Contributions	12	558,417	275,892	364,257	88,365	32%	▲	\$
Fees and Charges		240,205	142,975	166,367	23,392	16%	▲	
Service Charges		0	0	0	0			
Interest Revenue		301,000	196,831	169,584	(27,247)	(14%)	▼	\$
Other Revenue		30,450	17,738	17,686	(52)	(0%)	▼	
Profit on Disposal of Assets	7	43,894	24,651	0	(24,651)	(100%)	▼	
Gain FV Valuation of Assets		0	0	0	0			
		5,509,776	4,993,896	5,142,097				
Expenditure from operating activities								
Employee Costs		(2,896,464)	(1,658,496)	(1,308,824.30)	349,672	21%	▲	\$
Materials and Contracts		(2,627,425)	(1,497,991)	(1,086,585.82)	411,405	27%	▲	\$
Utility Charges		(110,200)	(64,148)	(59,992)	4,156	6%	▲	
Depreciation		(2,140,427)	(1,248,534)	(1,124,406)	124,128	10%	▲	
Finance Costs		(26,085)	(15,648)	0	15,648	100%	▲	
Insurance Expenses		(163,583)	(95,235)	(174,934)	(79,699)	(84%)	▼	\$
Other Expenditure		(601,711)	(354,966)	(108,971)	245,995	69%	▲	\$
Loss on Disposal of Assets	7	0	0	(2,730)	(2,730)		▼	
Loss FV Valuation of Assets		0	0	0	0			
		(8,565,893)	(4,935,018)	(3,866,444)				
Non-cash amounts excluded from operating activities								
Add back Depreciation		2,140,427	1,248,534	1,124,406	(124,128)	(10%)	▼	
Adjust (Profit)/Loss on Asset Disposal	7	(43,894)	(24,651)	2,730	27,381	(111%)	▲	
Movement in Leave Reserve (Added Back)		(2,544)	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0			
Rounding Adjustments		0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0			
Loss on Asset Revaluation		0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0			
		2,093,989	1,223,883	1,127,137				
Amount attributable to operating activities		(962,129)	1,282,761	2,402,790				
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	6,986,077	3,930,718	2,464,988	(1,465,730)	(37%)	▼	\$
Proceeds from Disposal of Assets	7	80,000	29,162	3,500	(25,662)	(88%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0			
		7,066,077	3,959,880	2,468,488				
Outflows from investing activities								
Land Held for Resale	8	0	0	0	0			
Land and Buildings	8	(4,213,177)	(2,859,865)	(1,209,337)	1,650,528	58%	▲	\$
Plant and Equipment	8	(800,000)	(642,750)	(116,839)	525,911	82%	▲	\$
Furniture and Equipment	8	0	0	0	0			
		(14,961,005)	(9,551,729)	(4,270,769)				
Amount attributable to investing activities		(7,894,928)	(5,591,849)	(1,802,282)				
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		650,000	325,000	0	(325,000)	(100%)	▼	\$
Transfer from Reserves	10	4,640,924	2,513,910	0	(2,513,910)	(100%)	▼	\$
Transfer from Restricted Cash - Other		0	0	0	0			
		5,290,924	2,838,910	0				
Outflows from financing activities								
Repayment of borrowings	9	(53,627)	(26,812)	0	26,812	100%	▲	\$
Payments for principal portion of lease liabilities	9	0	0	0	0			
Transfer to Reserves	10	(2,510,699)	(2,419,030)	(2,381,376)	37,654	2%	▲	
Transfer to Restricted Cash - Other		0	0	0	0			
		(2,564,326)	(2,445,842)	(2,381,376)				
Amount attributable to financing activities		2,726,598	393,068	(2,381,376)				
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	6,130,460	6,179,518	6,179,518	0	0%		
Amount attributable to operating activities		(962,129)	1,282,761	2,402,790				
Amount attributable to investing activities		(7,894,928)	(5,591,849)	(1,802,282)				
Amount attributable to financing activities		2,726,598	393,068	(2,381,376)				
Surplus or deficit at the end of the financial year	1	1	2,263,498	4,398,650				

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

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2023/24 year is \$25,000 and 10%.

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

SHIRE OF MENZIES
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2024

	30 June 2023	31 January 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	17,795,820	16,768,136
Trade and other receivables	488,087	2,726,997
Inventories	17,234	17,234
Contract assets	813,398	302,771
TOTAL CURRENT ASSETS	19,114,539	19,815,138
NON-CURRENT ASSETS		
Trade and other receivables	506	506
Other financial assets	19,451	19,451
Property, plant and equipment	12,032,928	12,896,987
Infrastructure	173,846,812	176,122,886
TOTAL NON-CURRENT ASSETS	185,899,697	189,039,830
TOTAL ASSETS	205,014,236	208,854,968
CURRENT LIABILITIES		
Trade and other payables	291,691	361,068
Other liabilities	868,495	899,208
Employee related provisions	161,180	161,180
TOTAL CURRENT LIABILITIES	1,321,366	1,421,456
NON-CURRENT LIABILITIES		
Employee related provisions	50,641	50,641
TOTAL NON-CURRENT LIABILITIES	50,641	50,641
TOTAL LIABILITIES	1,372,007	1,472,097
NET ASSETS	203,642,229	207,382,870
EQUITY		
Retained surplus	27,086,972	28,446,237
Reserve accounts	11,774,836	14,156,212
Revaluation surplus	164,780,422	164,780,422
TOTAL EQUITY	203,642,229	207,382,870

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

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

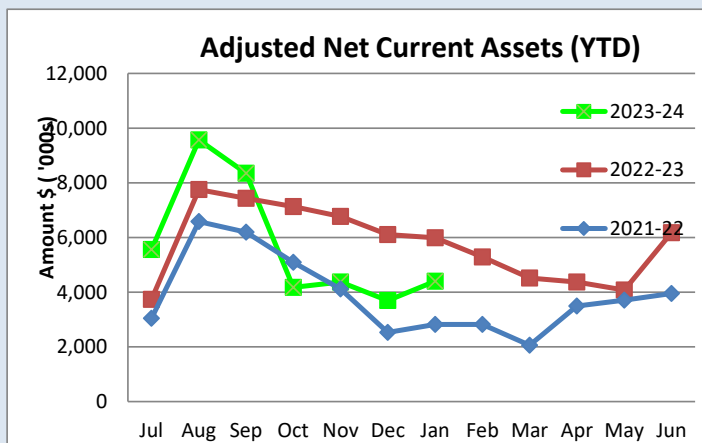
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/01/2023	Year to Date Actual 31/01/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	6,020,984	5,591,928	2,611,924
Cash Restricted - Reserves	2	11,774,836	12,389,370	14,156,212
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	518,992	763,359	1,181,237
Receivables - Other	3	273,224	201,259	1,849,889
Impairment of Receivables	3	(304,129)	(377,062)	(304,129)
Other Assets Other Than Inventories	4	813,398	273,723	302,771
Inventories	4	17,234	16,438	17,234
		19,114,539	18,859,015	19,815,138
Less: Current Liabilities				
Payables	5	(276,645)	(161,680)	(334,409)
Contract Liabilities	11	(868,495)	(1,302,727)	(899,208)
Bonds & Deposits	14	(15,046)	(18,726)	(26,659)
Loan and Lease Liability	9	0	0	0
Provisions	11	(161,180)	(207,824)	(161,180)
		(1,321,366)	(1,690,958)	(1,421,456)
Less: Cash Reserves	10	(11,774,836)	(11,389,370)	(14,156,212)
Add Back: Component of Leave Liability not Required to be funded		161,180	207,824	161,180
Add Back: Loan and Lease Liability		0	0	0
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		6,179,518	5,986,511	4,398,650

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$4.4 M

Last Year YTD

Surplus(Deficit)

\$5.99 M

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
 NOTE 2
 CASH AND FINANCIAL ASSETS

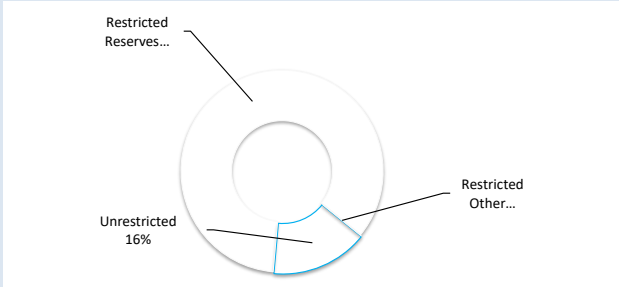
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash On Hand - Admin	830	0	0	830	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Bank Account	351,017	0	0	351,017	NAB	1.250%	Ongoing
Reserve Bank Account		9,156,212		9,156,212	NAB	1.250%	Ongoing
Term Deposits							
Municipal Maximiser Investment Account	2,260,077	0	0	2,260,077	NAB	1.250%	Ongoing
Reserve Bank - Term Deposit Investments		5,000,000		5,000,000	NAB	5.10%	Ongoing
Investments							
Total	2,611,924	14,156,212	0	16,768,136			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$16.77 M	\$14.16 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 Jan 24
	\$	\$
Opening Arrears Previous Years	594,451	519,498
Levied this year	4,191,359	4,439,151
Less Collections to date	(4,266,313)	(3,776,905)
Equals Current Outstanding	519,498	1,181,743
Net Rates Collectable	519,498	1,181,743
% Collected	89.15%	76.17%

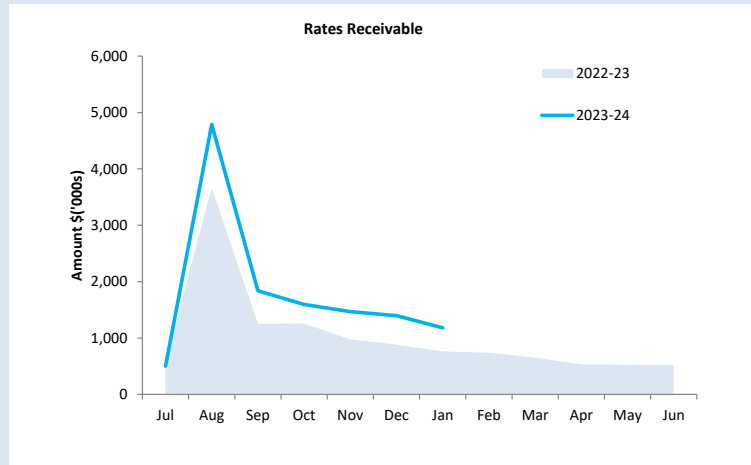
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,540,964	209	0	5,838	1,547,012
Percentage	100%	0%	0%	0%	
Balance per Trial Balance					
Sundry Debtors					1,547,012
Impairment of Receivables					(304,129)
Receivables - Other					302,877
Total Receivables General Outstanding					1,545,760
Amounts shown above include GST (where applicable)					

KEY INFORMATION

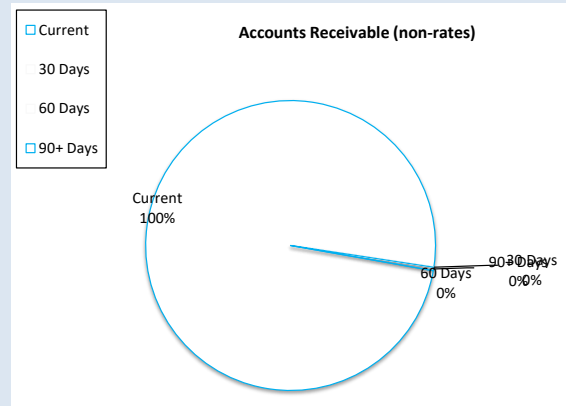
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. 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. Collectability 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.



Collected	Rates Due
76%	\$1,181,743



Debtors Due
\$1,545,760
Over 30 Days
0%
Over 90 Days
0%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 31 Jan 2024
Other Current Assets	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials on hand	17,234	0	0	17,234
Contract assets				
Contract assets	813,398	0	(510,627)	302,771
Total Other Current assets				320,005
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

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 held for development and 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. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

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

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

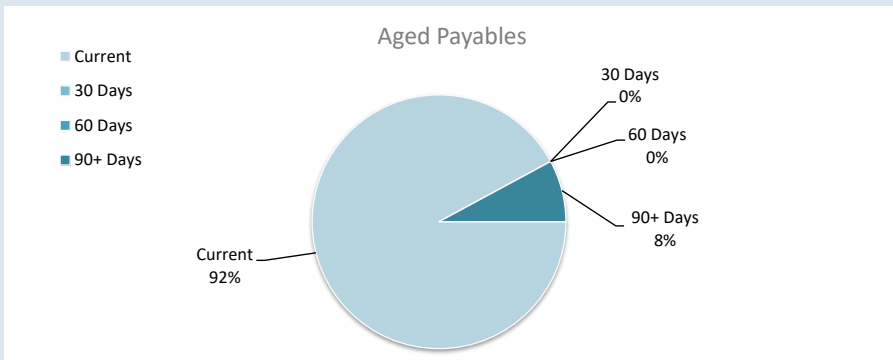
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	29,793	0	0	2,548	32,341
Percentage	92.1%	0%	0%	7.9%	
Balance per Trial Balance					
Sundry creditors - General					32,341
Other creditors					0
Accruals/Income in Advance					11,708
ATO liabilities					230,566
Other accruals/payables					19,073
Prepaid rates					40,720
Total Payables General Outstanding					334,409

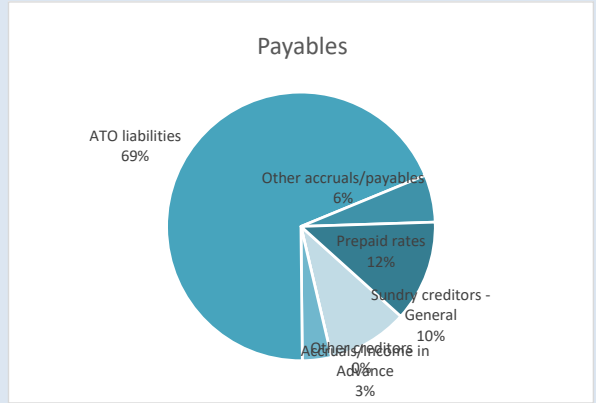
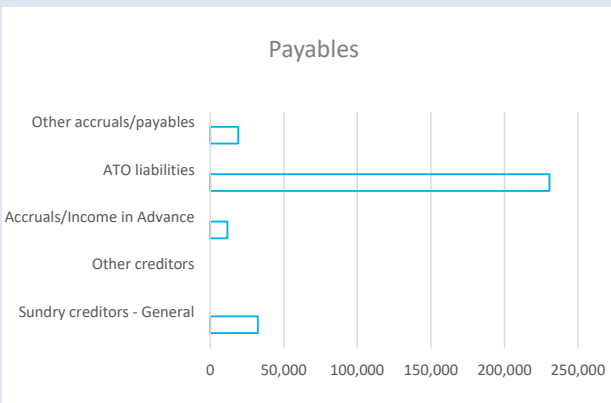
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$334,409
Over 30 Days
8%
Over 90 Days
7.9%



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

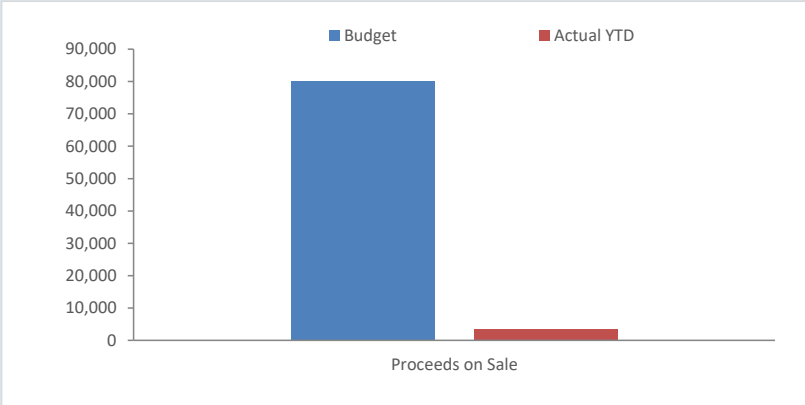
RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross rental valuations											
Vacant and improved	0.089400	36	1,716,320.00	153,439.00	0.00	0.00	153,439	153,439.00	5,139.19	4,995.20	163,573.39
Non Rateable	0.000000	38	2,781.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Unimproved valuations											
Mining	0.163934	231	18,903,738.00	3,098,964.96	0.00	0.00	3,098,965	3,098,965.39	89,408.49	2,826.76	3,191,200.64
Exploration and Prospecting	0.147548	557	5,449,383.00	804,046.00	0.00	0.00	804,046	804,045.58	(11,436.19)	(2,454.27)	790,155.12
Pastoral and Other	0.085300	88	999,953.00	85,296.00	0.00	0.00	85,296	85,295.99	(511.80)	(300.42)	84,483.77
Non-Rateable			63,326.00				0	0.00	1,370.20	(643.42)	726.78
Sub-Totals		950	27,135,501.00	4,141,745.96	0.00	0.00	4,141,746	4,141,745.96	83,969.89	4,423.85	4,230,139.70
Minimum Payment											
\$											
Gross rental valuations											
Vacant and improved	200	211	48,774.00	42,200.00	0.00	0.00	42,200	42,200.00	0.00	0.00	42,200.00
					0.00	0.00	0		0.00	0.00	0.00
Unimproved valuations											
Mining	328	59	56,615.00	19,352.00	0.00	0.00	19,352	19,352.00	0.00	0.00	19,352.00
Exploration and Prospecting	328	394	465,000.00	129,232.00	0.00	0.00	129,232	129,232.00	0.00	0.00	129,232.00
Pastoral and Other	328	10	18,965.00	3,280.00	0.00	0.00	3,280	3,280.00	0.00	0.00	3,280.00
				0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Sub-Totals		674	589,354.00	194,064.00	0.00	0.00	194,064	194,064.00	0.00	0.00	194,064.00
		1,624	27,724,855.00	4,335,809.96	0.00	0.00	4,335,810	4,335,809.96	83,969.89	4,423.85	4,424,203.70
Discounts							0				0.00
Concession							0				0.00
Amount from General Rates							4,335,810				4,424,203.70
Ex-Gratia Rates							0				0.00
Movement in Excess Rates							0				0.00
Specified Area Rates							0				0.00
Total Rates							4,335,810				4,424,203.70

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
83	Toyota Prado Dsl Wagon 1Mn, P0230	8,912	50,000	41,088		0	0		
	P0207 Hino 300 Series 816 Medium Auto Rubbish								
515	Truck - Mn963	27,194	30,000	2,806		0	0		
541	Auto Tyre Changer	0	0			6,230	3,500		(2,730)
		36,106	80,000	43,894	0	6,230	3,500	0	(2,730)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$80,000	\$3,500	4%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

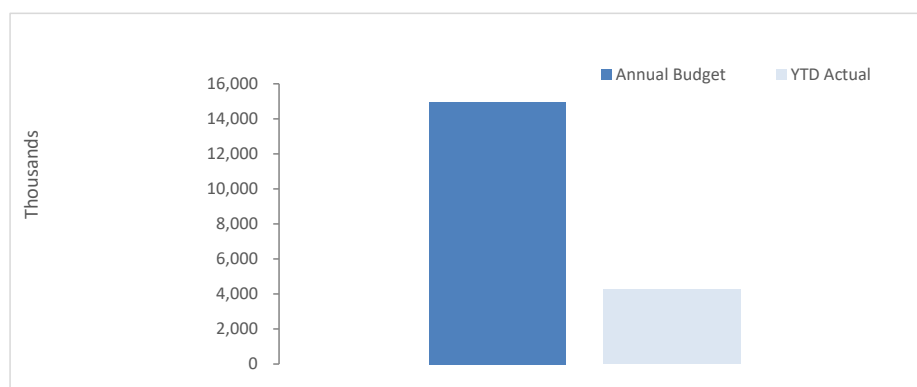
Capital Acquisitions	Amended			Total	Variance
	Annual	Budget	Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	4,213,177	2,859,865	4,213,177	1,209,337	(1,650,528)
Equipment on Reserves	0	0	0	0	0
Plant and Equipment	800,000	642,750	800,000	116,839	(525,911)
Motor Vehicles	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	7,574,541	4,764,175	7,574,541	2,925,398	(1,838,777)
Infrastructure Assets - Footpaths	50,000	29,162	50,000	0	(29,162)
Infrastructure Assets - Parks and Ovals	0	0	0	0	0
Infrastructure Assets - Other	2,323,287	1,255,777	2,323,287	19,195	(1,236,582)
Capital Expenditure Totals	14,961,005	9,551,729	14,961,005	4,270,769	(5,280,960)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	6,986,077	3,930,718	6,986,077	2,464,988	(1,465,730)
Borrowings	650,000	325,000	650,000	0	(325,000)
Other (Disposals & C/Fwd)	80,000	29,162	80,000	3,500	(25,662)
Council contribution - Cash Backed Reserves					
Various Reserves	4,640,924	2,513,910	4,640,924	0	(2,513,910)
Council contribution - operations	2,604,004	2,752,939	2,604,004	1,802,282	(950,657)
Capital Funding Total	14,961,005	9,551,729	14,961,005	4,270,769	(5,280,960)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair

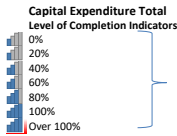
KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$14.96 M	\$4.27 M	29%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$6.99 M	\$2.46 M	35%



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



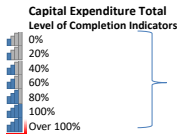
Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance Sheet			Adopted	Amended		Total YTD	Variance (Under)/Over	
		Account Number	Category	Job Number	Annual Budget	Annual Budget	YTD Budget			
					\$	\$	\$	\$	\$	
Assets										
Land										
Economic Services										
0.00		Lot 500-502 (56) Wilson St - Land (Capital)	4130809	508	LC001	(64,000)	(64,000)	(63,999)	0	63,999
0.00		Lot 9 (54) Shenton Street - Land (Capital)	4130809	508	LC002	(12,000)	(12,000)	(12,000)	0	12,000
Total - Economic Services					(76,000)	(76,000)	(75,999)	0	75,999	
0.00		Total - Land				(76,000)	(76,000)	(75,999)	0	75,999
Buildings										
Education & Welfare										
0.00		Community Building	4080410	510	BC060A	(300,000)	(300,000)	(300,000)	0	300,000
Total - Education & Welfare					(300,000)	(300,000)	(300,000)	0	300,000	
Housing										
1.00		CEO House - Lot - 1085 (39) Mercer St - Building (Capital)	4090110	510	BC002	0	0	0	(22,950)	(22,950)
1.00		Duplex Lot 12a Walsh St (North Unit) - Building (Capital)	4090110	510	BC007	0	0	0	(19,700)	(19,700)
1.68		New 2x1 Staff House - Building (Capital)	4090110	510	BC010	(326,691)	(326,691)	(190,568)	(547,412)	(356,844)
0.53		New 2x1 Staff House (21-22)	4090110	510	BC011	(570,000)	(570,000)	(332,500)	(302,101)	30,399
0.00		Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	4090210	510	BC020	(894,000)	(894,000)	0	0	0
0.03		GROH House 4x2	4090210	510	BC023	(700,000)	(700,000)	(699,999)	(19,343)	680,656
0.03		GROH House 2x1	4090210	510	BC024	(550,000)	(550,000)	(549,999)	(18,738)	531,261
Total - Housing					(3,040,691)	(3,040,691)	(1,773,066)	(930,243)	842,823	
0.00		Total - Recreation And Culture				(100,000)	(100,000)	(58,331)	0	58,331
Economic Services										
0.04		Building not specified	4130210	510	BC000	(100,000)	(100,000)	(58,331)	(4,098)	54,233
0.34		Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	4130210	510	BC028	(496,486)	(496,486)	(496,482)	(169,315)	327,167
Total - Economic Services					(596,486)	(596,486)	(554,813)	(173,412)	381,401	
Other Property & Services										
1.06		Town Hall (Admin) - Building (Capital)	4140210	510	BC027	(100,000)	(100,000)	(97,656)	(105,681)	(8,025)
Total - Other Property & Services					(100,000)	(100,000)	(97,656)	(105,681)	(8,025)	
0.29		Total - Buildings				(4,137,177)	(4,137,177)	(2,783,866)	(1,209,337)	1,574,529
Plant & Equipment										
Governance										
0.82		Administration Communications Equipment	4040230	530	C0141	(15,000)	(15,000)	(8,750)	(12,296)	(3,546)
0.00		Software and IT Systems	4040230	530	C0142	(100,000)	(100,000)	0	0	0
0.89		Vehicle Replacement CEO	4040230	530	CP001	(80,000)	(80,000)	(80,000)	(70,994)	9,006
Total - Governance					(195,000)	(195,000)	(88,750)	(83,290)	5,460	
Other Law, Order & Public Safety										
0.19		LRCI Menzies CCTV Expenditure	4050330	530	LRC0118	(90,000)	(90,000)	(45,000)	(16,939)	28,061
Total - Other Law, Order & Public Safety					(90,000)	(90,000)	(45,000)	(16,939)	28,061	
Transport										
0.00		Minor Plant Purchases	4120330	530	C0127	(15,000)	(15,000)	(9,000)	0	9,000
0.00		Rubbish Truck with Compactor	4120330	530	CP006	(340,000)	(340,000)	(340,000)	0	340,000
0.00		Trailer for Accommodation (23/24)	4120330	530	C1220	(160,000)	(160,000)	(160,000)	0	160,000
1.00		AlcoMeasure Breathalyser's x 2	4120330	530	PA163	0	0	0	(16,610)	(16,610)
Total - Transport					(515,000)	(515,000)	(509,000)	(16,610)	492,390	
0.15		Total - Plant & Equipment				(800,000)	(800,000)	(642,750)	(116,839)	525,911
Infrastructure - Roads										
Transport										
0.00		Program Reseal	4120140	540	C1213	(250,000)	(250,000)	(145,831)	0	145,831
0.00		Grids Capital	4120140	540	GRIDCAP	(100,000)	(100,000)	(58,331)	0	58,331
0.00		Niagara Dam Rd (Capital)	4120141	540	RC059	(200,000)	(200,000)	0	0	0
0.00		Kookynie Malcom Rd (Capital)	4120142	540	RC038	(300,000)	(300,000)	(100,000)	0	100,000
0.00		Tjuntjunjarra Access Rd (Capital)	4120142	540	RC049	(300,000)	(300,000)	(175,000)	0	175,000
0.00		Tjuntjunjarra Internal Roads Program (20-21)	4120142	540	RC249	(250,000)	(250,000)	(83,333)	0	83,333
1.00		Tjuntjunjarra Access Road (R2R 23-24)	4120146	540	R2R049D	(510,627)	(510,627)	(297,864)	(510,627)	(212,763)
0.00		Yarri Road (RRG 21-22)	4120150	540	RRG039A	(38,000)	(38,000)	0	0	0
0.00		Tjuntjunjarra Access Rd (RRG)	4120150	540	RRG049	(80,000)	(80,000)	(46,662)	0	46,662
0.00		Menzies North West (RRG 23/24)	4120151	540	RRG007F	(624,000)	(624,000)	(624,000)	0	624,000
0.00		Evanston - Menzies Road (RRG 23/24)	4120151	540	RRG008B	(81,000)	(81,000)	(81,000)	0	81,000
0.00		Riverina - Snake Hill Road (RRG 23/24)	4120151	540	RRG013A	(490,000)	(490,000)	(489,999)	0	489,999
0.00		Kookynie - Malcolm Road (RRG 23/24)	4120151	540	RRG038A	(297,914)	(297,914)	(297,912)	0	297,912
0.75		Tjuntjunjarra Access Road (Indigenous Community Access Rd)	4120164	540	ICA049	(320,000)	(320,000)	(186,662)	(241,439)	(54,777)
0.45		Cutline Road Expenditure CKB	4120164	540	ICA050	(3,033,000)	(3,033,000)	(1,769,250)	(1,368,209)	401,041
1.01		Tjuntjunjarra Access Road (NoRA Supplementary Funding 22/23) E	4120164	540	NORA049	(700,000)	(700,000)	(408,331)	(710,295)	(301,964)

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SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance			Adopted			Amended		Variance (Under)/Over
		Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD		
	Assets				\$	\$	\$	\$	\$	
1.00	LRCI Projects Phase 3 - Budgeting Purposes Only	4120164	540	LRC000A	0	0	0	(94,829)	(94,829)	
	Total - Transport				(7,574,541)	(7,574,541)	(4,764,175)	(2,925,398)	1,838,777	
0.39	Total - Infrastructure - Roads				(7,574,541)	(7,574,541)	(4,764,175)	(2,925,398)	1,838,777	
	Infrastructure - Footpaths									
	Transport									
0.00	Footpath Construction General (Budgeting Only)	4120170	560	FC000	(50,000)	(50,000)	(29,162)	0	29,162	
	Total - Transport				(50,000)	(50,000)	(29,162)	0	29,162	
0.00	Total - Infrastructure - Footpaths				(50,000)	(50,000)	(29,162)	0	29,162	
	Infrastructure - Other									
	Community Amenities									
0.06	LRCI Sealing of Parking Menzies Public Toilets Expenditure	4100790	590	LRC0116	(143,350)	(143,350)	(71,674)	(8,695)	62,979	
	Total - Community Amenities				(143,350)	(143,350)	(71,674)	(8,695)	62,979	
	Recreation And Culture									
0.00	Tjuntjuntjara Water Park Expenditure	4110390	590	PC114	(150,000)	(150,000)	(150,000)	0	150,000	
0.00	LRCI Phase 4 (Budget Only)	4110390	590	LRC000B	(863,223)	(863,223)	(863,223)	0	863,223	
	Total - Recreation And Culture				(1,013,223)	(1,013,223)	(1,013,223)	0	1,013,223	
	Transport									
0.07	Bores to Support Road Works	4120190	590	C0123	(50,000)	(50,000)	(29,162)	(3,420)	25,742	
0.00	Main Street (Shenton) Streetscaping	4120190	590	C100	(50,000)	(50,000)	(16,666)	0	16,666	
0.00	Truck Bay Wilson and Shenton	4120190	590	C1211	(10,000)	(10,000)	(4,918)	0	4,918	
	Total - Transport				(110,000)	(110,000)	(50,746)	(3,420)	47,326	
	Economic Services									
0.00	Niagara Dam Capital Works	4130290	590	C0131	(850,762)	(850,762)	0	0	0	
0.03	LRCI Tourism Signage (district wide) Expenditure	4130290	590	LRC0117	(205,952)	(205,952)	(120,134)	(7,080)	113,054	
	Total - Economic Services				(1,056,714)	(1,056,714)	(120,134)	(7,080)	113,054	
0.01	Total - Infrastructure - Other				(2,323,287)	(2,323,287)	(1,255,777)	(19,195)	1,236,582	
0.29	Grand Total				(14,961,005)	(14,961,005)	(9,551,729)	(4,270,769)	5,280,960	

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2024

FINANCING ACTIVITIES
 NOTE 9
 LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Movement in borrowings and interest between the beginning and the end of the current financial year.

Particulars/Purpose	01 Jul 2023	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing													
GROH House Construction x 2	0	0	650,000	650,000	0	53,627	53,627	0	596,373	596,373	0	26,085	26,085
Total	0	0	650,000	650,000	0	53,627	53,627	0	596,373	596,373	0	26,085	26,085
Current loan borrowings		0						0					
Non-current loan borrowings		0						0					
		0						0					
Current financing borrowings		0						0					

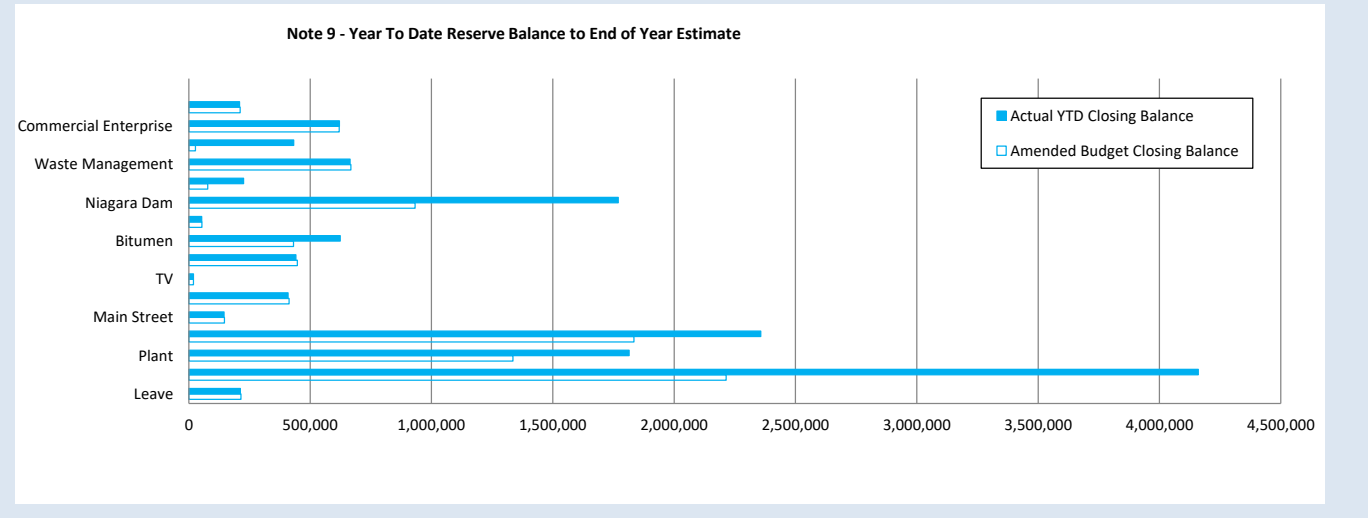
SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave	\$ 210,368	\$ 3,930	\$ 1,518	\$ 0	\$ 0	\$ 0	\$ 0	\$ 214,298	\$ 211,886
Building	3,234,402	60,431	25,601	900,000	900,000	(1,980,162)	0	2,214,671	4,160,003
Plant	1,801,730	33,663	12,974	0	0	(500,000)	0	1,335,393	1,814,703
Road	2,340,514	43,730	16,856	0	0	(550,000)	0	1,834,244	2,357,370
Main Street	144,086	2,692	1,034	0	0	0	0	146,778	145,120
Staff Amenities	405,535	7,577	2,917	0	0	0	0	413,112	408,452
TV	18,354	343	134	0	0	0	0	18,697	18,489
Caravan Park	438,455	8,192	3,156	0	0	0	0	446,647	441,611
Bitumen	619,404	11,573	4,459	0	0	(200,000)	0	430,977	623,863
Rates Creditors	52,454	980	379	0	0	0	0	53,434	52,833
Niagara Dam	1,274,702	23,816	10,427	484,750	484,750	(850,762)	0	932,506	1,769,879
Water Park	223,733	4,180	1,611	0	0	(150,000)	0	77,913	225,344
Waste Management	361,054	6,746	3,373	300,000	300,000	0	0	667,800	664,427
Former Post Office	429,193	8,019	3,093	0	0	(410,000)	0	27,212	432,286
Commercial Enterprise	13,221	247	1,650	605,949	605,949	0	0	619,417	620,820
Land Purchase	207,630	3,881	1,495	0	0	0	0	211,511	209,125
	11,774,836	220,000	90,677	2,290,699	2,290,699	(4,640,924)	0	9,644,611	14,156,212

KEY INFORMATION



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2023	Liability Increase	Liability Reduction	Closing Balance 31 Jan 2024
		\$	\$	\$	\$
Other Liabilities					
- Contract liabilities	12	75,501	83,636	(48,194)	110,944
- Capital grant/contribution liabilities	13	792,994	2,460,259	(2,464,988)	788,265
Total other liabilities		868,495	2,543,895	(2,513,181)	899,208
Employee Related Provisions					
Annual leave		124,637	0	0	124,637
Long service leave		36,543	0	0	36,543
Total Provisions		161,180	0	0	161,180
Total Other Current Liabilities					1,060,388

Amounts shown above include GST (where applicable)

KEY INFORMATION

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and 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.

EMPLOYEE RELATED PROVISIONS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the

CAPITAL GRANT/CONTRIBUTION LIABILITIES

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 12
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2024	Current Liability 31 Jan 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and Subsidies									
General purpose funding									
Grants Commission - General (WALGGC)	0	0	0	0	0	87,722	87,722	0	36,988
Grants Commission - Roads (WALGGC)	0	0	0	0	0	46,788	46,788	0	25,083
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	3,369	0	(3,369)	0	0	8,000	8,000	4,662	3,369
Transport									
Direct Grant (MRWA)	0	0	0	0	0	190,000	190,000	110,831	230,243
Street Lighting Subsidy (MRWA)	0	0	0	0	0	1,713	1,713	994	0
LRCIP Grant - Menzies Town Greening	46,460	0	0	46,460	46,460	96,460	96,460	48,230	0
Economic services									
WACRN Community Resource Centre Grant	0	40,000	(40,000)	0	0	80,000	80,000	80,000	40,000
DSS Community Hub Grant	4,376	39,734	(4,651)	39,459	39,459	39,734	39,734	23,177	4,651
	54,205	83,636	(48,020)	89,821	89,821	550,417	550,417	267,894	340,334
Contributions									
Recreation and culture									
Menzies Discovery Day Contributions	0	0	0	0	0	8,000	8,000	7,998	23,750
Economic services									
INDUE Cashless Debit Card Contribution	21,296	0	(174)	21,123	21,123	0	0	0	174
	21,296	0	(174)	21,123	21,123	8,000	8,000	7,998	23,924
TOTALS	75,501	83,636	(48,194)	110,944	110,944	558,417	558,417	275,892	364,257

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 13
CAPITAL GRANTS AND CONTRIBUTIONS

Provider	Unspent Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability	Increase	Liability	Liability	Current	Adopted	Amended	Amended	YTD
	1 Jul 2023	in	Reduction	31 Jan 2024	Liability	Budget	Annual	YTD	Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital Grants and Subsidies									
General purpose funding									
LRCIP Grant - Phase 4 - Budgeting Purposes Only	0	0	0	0	0	863,223	863,223	863,223	0
Law, order, public safety									
LRCIP Grant - Menzies CCTV	38,988	0	(16,939)	22,049	22,049	90,000	90,000	45,000	16,939
Community amenities									
LRCIP Grant - Sealing of Parking Menzies Public Toilets	68,350	0	(8,695)	59,655	59,655	150,000	150,000	75,000	8,695
LRCIP Grant - Marmion Village Reserve Improvements	14,604	0	0	14,604	14,604	0	0	0	0
Transport									
RTR Grant Funded - Tjunjuntjara Access Road	0	510,627	(510,627)	0	0	510,627	510,627	0	510,627
RRG Grant Funded -Menzies North West Road Resurfacing SLK 5 - 10 (RRG 22-23)	227,048	0	0	227,048	227,048	0	0	0	0
RRG Grant Funded -Menzies North West Road - 23/24	0	0	0	0	0	416,000	416,000	415,998	0
RRG Grant Funded -Evanston Menzies Road (RRG 23-24)	0	0	0	0	0	54,000	54,000	54,000	0
RRG Grant Funded -Riverina - Snake Hill Road (RRG 23/24)	0	0	0	0	0	326,666	326,666	326,664	0
RRG Grant Funded 20/21 -Tjuntjunjarra Access Rd	32,000	0	(32,000)	0	0	80,000	80,000	79,998	32,000
RRG Grant Funded -Kookynie - Malcolm Road (RRG 23/24)	0	0	0	0	0	198,609	198,609	198,609	0
RRG Grant Funded -Yarri Road (RRG 21-22)	0	0	0	0	0	38,000	38,000	0	0
WALGGC Special Road Grant - Tjuntjunjarra Access Road	160,000	342,635	(241,439)	261,197	261,197	320,000	320,000	0	241,439
NORA Supplementry Funding Grant - Tjuntjunjarra Access Road	80,000	200,000	(280,000)	0	0	700,000	700,000	0	280,000
Economic services									
LRCIP Grant - Tourism Signage (district wide)	100,000	0	(7,080)	92,920	92,920	205,952	205,952	102,976	7,080
	720,990	1,053,262	(1,096,779)	677,473	677,473	3,953,077	3,953,077	2,161,468	1,096,779
Capital Contributions									
Transport									
City Kalgoorlie Boulder Cutline Road Expenditure	72,004	1,406,997	(1,368,209)	110,792	110,792	3,033,000	3,033,000	1,769,250	1,368,209
	72,004	1,406,997	(1,368,209)	110,792	110,792	3,033,000	3,033,000	1,769,250	1,368,209
Total Capital grants, subsidies and contributions	792,994	2,460,259	(2,464,988)	788,265	788,265	6,986,077	6,986,077	3,930,718	2,464,988

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024NOTE 14
BONDS & DEPOSITS AND TRUST FUNDS

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

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

Description	Opening Balance 01 Jul 2023	Amount Received	Amount Paid	Closing Balance 31 Jan 2024
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Pet Bonds	302.50	205.00	0.00	507.50
Staff Housing Bonds	3,617.00	628.00	0.00	4,245.00
BCITF	(591.75)	1,245.95	(1,245.94)	(591.74)
Building Levy	37.95	2,115.55	(2,115.55)	37.95
Nomination Fees	0.00	700.00	(400.00)	300.00
Unclaimed Moines	400.00	502.42	0.00	902.42
Hall Hire Bond	100.00	600.00	(500.00)	200.00
Other Housing Bond	0.00	1,845.00	0.00	1,845.00
Community Bus Bond	200.00	205.00	(205.00)	200.00
Retention Bonds & Liabilities	10,979.98	8,032.54	0.00	19,012.52
Sub-Total	15,045.68	16,079.46	(4,466.49)	26,658.65
Trust Funds				
Nil				
Sub-Total	0.00	0.00	0.00	0.00
	15,045.68	16,079.46	(4,466.49)	26,658.65

KEY INFORMATION

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is \$25,000 and 10%.

Reporting Program	Var. \$	Var. %	Significant		Timing/ Permanent	Explanation of Variance
			Var. ▲▼	Var. \$		
Revenue from operating activities	\$	%				
Grants, Subsidies and Contributions	88,365	32%	▲	\$	Timing	Phasing for FAGS Grant and MRWA direct grant Income budget differs from actuals.
Interest Revenue	(27,247)	(14%)	▼	\$	Timing	Variance due to Wapha - Lga Suicide Prevention Grant Income not yet received.
Expenditure from operating activities						
Employee Costs	349,672	21%	▲	\$	Timing	2 vacant position, effecting the YTD operational cost. Budget greater than the YTD expenditure
Materials and Contracts	411,405	27%	▲	\$	Timing	Delay on the commencement of the projects.
Insurance Expenses	(79,699)	(84%)	▼	\$	Timing	Insurance expenditure actually incurred but budgeted over twelve months.
Other Expenditure	245,995	69%	▲	\$	Timing	Rate write-offs budgeted for have not yet occurred. Budgeted community events have not yet occurred.
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(1,465,730)	(37%)	▼	\$	Timing	Budget Allocations for completed projects which are grant related in this FY are ahead of actuals.
Proceeds from Disposal of Assets	(25,662)	(88%)	▼	\$	Timing	Not all budgeted Disposal have occurred yet.
Land and Buildings	1,650,528	58%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Plant and Equipment	525,911	82%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Roads	1,838,777	39%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Footpaths	29,162	100%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Other	1,236,582	98%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Payments for financial assets at amortised cost	0					
FINANCING ACTIVITIES						
Proceeds from new borrowings	(325,000)	(100%)	▼	\$	Timing	Borrowings not yet received.
Transfer from Reserves	(2,513,910)	(100%)	▼	\$	Timing	Most allocations occur at year-end
Repayment of borrowings	26,812	100%	▲	\$	Timing	Borrowings not yet received.

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			0	0
		Opening surplus adjustment		Opening Surplus(Deficit)			49,058	49,058
								49,058
								49,058
								49,058
								49,058
								49,058
								49,058
								49,058
					0	0	49,058	49,058

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
		General Purpose Funding			
		Rates			
		Operating Income			
		3030120 RATES - Instalment Admin Fee Received	-\$7,000.00	-\$7,000.00	-\$5,700.00
		3030121 RATES - Account Enquiry Charges	-\$100.00	-\$56.00	\$0.00
		3030122 RATES - Reimbursement of Debt Collection Costs	-\$3,000.00	-\$1,750.00	-\$100.00
		3030130 RATES - Rates Levied - Synergy	-\$4,335,809.96	-\$4,335,809.00	-\$4,424,203.70
		3030145 RATES - Penalty Interest Received	-\$40,000.00	-\$40,000.00	-\$27,359.63
		3030146 RATES - Instalment Interest Received	-\$7,000.00	-\$7,000.00	-\$13,434.52
		Total Operating Income	-\$4,392,909.96	-\$4,391,615.00	-\$4,470,797.85
		Other General Purpose Funding			
		Operating Income			
		3030201 GEN PUR - Reimbursements	-\$100.00	-\$56.00	\$0.00
		3030210 GEN PUR - Financial Assistance Grant - General	-\$87,722.00	\$0.00	-\$36,987.50
		3030211 GEN PUR - Financial Assistance Grant - Roads	-\$46,788.00	\$0.00	-\$25,083.00
		3030214 GEN PUR - Grant Funding	-\$863,223.00	-\$863,223.00	\$0.00
		3030220 GEN PUR - Charges - Photocopying / Faxing	-\$205.00	-\$119.00	\$0.00
		3030235 GEN PUR - Other Income	\$0.00	\$0.00	-\$4,147.86
		3030245 GEN PUR - Interest Earned - Reserve Funds	-\$220,000.00	-\$128,331.00	-\$90,676.85
		3030246 GEN PUR - Interest Earned - Municipal Funds	-\$30,000.00	-\$17,500.00	-\$34,475.45
		Total Operating Income	-\$1,248,038.00	-\$1,009,229.00	-\$191,370.66
		Rates			
		Operating Expenditure			
		2030100 RATES - Employee Costs	\$146,133.90	\$84,294.00	\$39,203.24
		2030104 RATES - Training & Development	\$2,500.00	\$1,500.00	\$1,739.54
		2030109 RATES - Travel & Accommodation	\$2,000.00	\$1,162.00	\$712.16
		2030112 RATES - Valuation Expenses	\$15,000.00	\$8,750.00	\$1,184.00
		2030113 RATES - Title/Company Searches	\$500.00	\$300.00	\$0.00
		2030114 RATES - Debt Collection Expenses	\$17,000.00	\$9,912.00	\$80.00
		2030116 RATES - Postage and Freight	\$2,000.00	\$1,162.00	\$813.52
		2030118 RATES - Rates Write Off	\$240,000.00	\$144,000.00	\$3,639.96
		2030119 RATES - Seizure of Land	\$10,000.00	\$6,000.00	\$429.00
		2030152 RATES - Consultants	\$20,000.00	\$12,000.00	\$17,193.50
		2030187 RATES - Other Expenses Relating To Rates	\$500.00	\$287.00	\$365.50
		2030199 RATES - Administration Allocated	\$50,347.00	\$29,365.00	\$24,873.89
		Total Operating Expenditure	\$505,980.90	\$298,732.00	\$90,234.31
		Other General Purpose Funding			
		Operating Expenditure			
		2030211 GEN PUR - Bank Fees & Charges	\$7,000.00	\$4,081.00	\$4,048.78
		2030214 GEN PUR - Rounding	\$10.00	\$0.00	\$0.00
		2030299 GEN PUR - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$40,574.00	\$23,660.00	\$20,631.40
		Total Operating Income	-\$5,640,947.96	-\$5,400,844.00	-\$4,662,168.51
		Total Operating Expenditure	\$546,554.90	\$322,392.00	\$110,865.71
		Governance			
		Other Governance			
		Operating Income			
		3040290 OTH GOV - Profit on Disposal of Assets	-\$41,088.00	-\$24,651.00	\$0.00
		Total Operating Income	-\$41,088.00	-\$24,651.00	\$0.00
		Members Of Council			
		Operating Expenditure			
		2040104 MEMBERS - Training & Development	\$30,000.00	\$17,500.00	\$9,823.64
		2040109 MEMBERS - Members Travel and Accommodation	\$70,000.00	\$40,831.00	\$28,934.55
		2040111 MEMBERS - Mayors/Presidents Allowance	\$20,666.00	\$12,054.00	\$12,055.19
		2040112 MEMBERS - Deputy Mayors/Presidents Allowance	\$5,167.00	\$3,010.00	\$2,798.77
		2040113 MEMBERS - Members Sitting Fees	\$78,868.00	\$46,004.00	\$46,006.03
		2040114 MEMBERS - Communications Allowance	\$7,700.00	\$4,487.00	\$4,491.83
		2040115 MEMBERS - Printing and Stationery	\$400.00	\$231.00	\$311.65
		2040116 MEMBERS - Election Expenses	\$22,000.00	\$0.00	\$23,487.06
		2040121 MEMBERS - Information Systems	\$3,000.00	\$1,750.00	\$0.00
		2040129 MEMBERS - Donations to Community Groups	\$30,000.00	\$18,000.00	\$12,590.91
		2040130 MEMBERS - Insurance Expenses	\$11,959.00	\$6,972.00	\$11,958.96
		2040186 MEMBERS - Expensed Minor Asset Purchases	\$5,000.00	\$2,912.00	\$969.00
		2040199 MEMBERS - Administration Allocated	\$335,648.00	\$195,790.00	\$165,825.71
		Total Operating Expenditure	\$620,408.00	\$349,541.00	\$319,253.30

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
		Other Governance			
		Operating Expenditure			
	2040200	OTH GOV - Employee Costs	\$513,607.53	\$296,302.00	\$249,433.28
	2040204	OTH GOV - Training & Development	\$15,000.00	\$9,000.00	\$1,262.99
	2040205	OTH GOV - Recruitment	\$25,000.00	\$25,000.00	\$19,857.13
	2040209	OTH GOV - Travel and Accommodation	\$10,000.00	\$5,831.00	\$4,122.34
	2040210	OTH GOV - Motor Vehicle Expenses	\$17,103.00	\$9,968.00	\$13,704.23
	2040211	OTH GOV - Civic Functions, Refreshments & Receptions	\$5,000.00	\$2,912.00	\$4,698.89
	2040215	OTH GOV - Printing and Stationery	\$500.00	\$287.00	\$367.50
	2040216	OTH GOV - Postage and Freight	\$500.00	\$287.00	\$0.00
	2040221	OTH GOV - Information Systems	\$5,000.00	\$2,912.00	\$0.00
	2040240	OTH GOV - Advertising & Promotion	\$2,000.00	\$1,162.00	\$1,239.40
	2040241	OTH GOV - Subscriptions & Memberships	\$90,000.00	\$54,000.00	\$63,755.74
	2040250	OTH GOV - Consultancy - Statutory	\$11,000.00	\$6,600.00	\$0.00
	2040251	OTH GOV - Consultancy - Strategic	\$26,000.00	\$15,600.00	\$6,416.67
	2040252	OTH GOV - Other Consultancy	\$8,000.00	\$4,662.00	\$160.00
	2040285	OTH GOV - Legal Expenses	\$15,000.00	\$8,750.00	\$1,661.33
	2040286	OTH GOV - Expensed Minor Asset Purchases	\$5,000.00	\$2,912.00	\$4,253.64
	2040298	OTH GOV - Staff Housing Allocated	\$0.00	\$0.00	\$0.00
	2040299	OTH GOV - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$782,274.53	\$465,764.00	\$387,515.76
		Total Operating Income	-\$41,088.00	-\$24,651.00	\$0.00
		Total Operating Expenditure	\$1,402,682.53	\$815,305.00	\$706,769.06
		Law, Order & Public Safety			
		Animal Control, Law, Order & Public Safety			
		Operating Income			
	3050220	ANIMAL - Pound Fees	-\$50.00	-\$28.00	\$0.00
	3050221	ANIMAL - Animal Registration Fees	-\$100.00	-\$56.00	-\$650.00
	3050310	OLOPS - Grants	-\$90,000.00	-\$45,000.00	-\$16,938.86
		Total Operating Income	-\$90,150.00	-\$45,084.00	-\$17,588.86
		Emergency Services Levy - Bush Fire Brigade			
		Operating Income			
	3050502	ESL BFB - Admin Fee/Commission	-\$4,000.00	-\$2,331.00	\$0.00
	3050510	ESL BFB - Operating Grant	-\$8,000.00	-\$4,662.00	-\$3,369.25
	3050545	ESL BFB - Non-Payment Penalty Interest	-\$4,000.00	-\$4,000.00	-\$3,637.37
		Total Operating Income	-\$16,000.00	-\$10,993.00	-\$7,006.62
		Fire Prevention			
		Operating Expenditure			
	2050110	FIRE - Motor Vehicle Expenses	\$0.00	\$0.00	\$109.45
	2050113	FIRE - Fire Prevention and Planning	\$500.00	\$287.00	\$0.00
	2050188	FIRE - Building Operations	\$3,665.00	\$2,109.00	\$602.35
	2050189	FIRE - Building Maintenance	\$998.00	\$575.00	\$0.00
	2050192	FIRE - Depreciation	\$3,250.00	\$1,890.00	\$1,294.17
		Total Operating Expenditure	\$8,413.00	\$4,861.00	\$2,005.97
		Animal Control			
		Operating Expenditure			
	2050253	ANIMAL - Contract Services	\$30,000.00	\$17,500.00	\$19,800.00
	2050265	ANIMAL - Animal Care Day Menzies	\$5,000.00	\$2,912.00	\$4,070.45
	2050288	ANIMAL - Animal Pound Operations	\$100.00	\$56.00	\$188.70
	2050289	ANIMAL - Animal Pound Maintenance	\$100.00	\$56.00	\$0.00
	2050292	ANIMAL - Depreciation	\$1,252.00	\$728.00	\$910.51
	2050299	ANIMAL - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$70,016.00	\$40,831.00	\$41,552.28
		Other Law, Order & Public Safety			
		Operating Expenditure			
	2050313	OLOPS - Community Emergency Services	\$4,000.00	\$2,323.00	\$1,326.86
	2050392	OLOPS - Depreciation	\$26,592.00	\$15,512.00	\$15,621.07
	2050399	OLOPS - Administration Allocated	\$8,391.00	\$4,893.00	\$4,145.70
		Total Operating Expenditure	\$40,983.00	\$23,890.00	\$21,093.63
		Emergency Services Levy - Bush Fire Brigade			
		Operating Expenditure			
	2050530	ESL BFB - Insurance Expenses	\$3,250.00	\$1,890.00	\$3,250.00
	2050565	ESL BFB - Maintenance Plant & Equipment	\$8,671.50	\$5,054.00	\$10,261.84
	2050589	ESL BFB - Maintenance Land & Buildings	\$5,545.00	\$3,216.00	\$0.00
	2050599	ESL BFB - Administration Allocated	\$8,391.00	\$4,893.00	\$4,145.70
		Total Operating Expenditure	\$25,857.50	\$15,053.00	\$17,657.54
		Total Operating Income	-\$106,150.00	-\$56,077.00	-\$24,595.48
		Total Operating Expenditure	\$145,269.50	\$84,635.00	\$82,309.42

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
		Health			
		Preventative Services - Inspection/Admin			
		Operating Income			
	3070420	HEALTH - Health Regulatory Fees & Charges	-\$300.00	-\$175.00	-\$317.00
		Total Operating Income	-\$300.00	-\$175.00	-\$317.00
		Preventative Services - Inspection/Admin			
		Operating Expenditure			
	2070411	HEALTH - Contract EHO	\$40,000.00	\$23,331.00	\$21,179.09
	2070412	HEALTH - Analytical Expenses	\$400.00	\$231.00	\$360.00
	2070485	HEALTH - Legal Expenses	\$3,000.00	\$1,750.00	\$0.00
	2070499	HEALTH - Administration Allocated	\$8,391.00	\$4,893.00	\$4,145.70
	2070553	PEST - Pest Control Programs	\$5,000.00	\$3,000.00	\$0.00
		Total Operating Expenditure	\$56,791.00	\$33,205.00	\$25,684.79
		Other Health			
		Operating Expenditure			
	2070750	OTH HEALTH - Nurse Expenses	\$3,000.00	\$1,750.00	\$0.00
		Total Operating Expenditure	\$3,000.00	\$1,750.00	\$0.00
		Total Operating Income	-\$300.00	-\$175.00	-\$317.00
		Total Operating Expenditure	\$59,791.00	\$34,955.00	\$25,684.79
		Community Amenities			
		Other Welfare			
		Operating Expenditure			
	2080700	WELFARE - Employee Costs	\$49,437.89	\$28,509.00	\$15,701.81
	2080712	WELFARE - Youth Services	\$4,000.00	\$2,324.00	\$841.05
		Total Operating Expenditure	\$53,437.89	\$30,833.00	\$16,542.86
		Total Operating Expenditure	\$53,437.89	\$30,833.00	\$16,542.86
		Housing			
		Staff and Other Housing			
		Operating Income			
	3090101	STF HOUSE - Staff Rental Reimbursements	-\$25,000.00	-\$14,581.00	-\$18,305.00
	3090220	OTH HOUSE - Fees & Charges	-\$24,300.00	-\$14,175.00	-\$16,983.74
	3090235	OTH HOUSE - Other Income	-\$200.00	-\$112.00	\$0.00
		Total Operating Income	-\$49,500.00	-\$28,868.00	-\$35,288.74
		Staff Housing			
		Operating Expenditure			
	2090186	STF HOUSE - Expensed Minor Asset Purchases	\$10,000.00	\$5,831.00	\$12,736.35
	2090188	STF HOUSE - Staff Housing Building Operations	\$24,451.00	\$14,196.00	\$20,931.76
	2090189	STF HOUSE - Staff Housing Building Maintenance	\$104,670.00	\$60,948.00	\$16,699.94
	2090192	STF HOUSE - Depreciation	\$65,878.00	\$38,423.00	\$34,134.60
	2090198	STF HOUSE - Staff Housing Costs Recovered	-\$129,121.00	-\$75,320.00	-\$36,549.64
	2090199	STF HOUSE - Administration Allocated	\$33,564.00	\$19,579.00	\$0.00
		Total Operating Expenditure	\$109,442.00	\$63,657.00	\$47,953.01
		Other Housing			
		Operating Expenditure			
	2090270	OTH HOUSE - Loan Interest Repayments	\$26,084.59	\$15,648.00	\$0.00
	2090285	OTH HOUSE - Legal Expenses	\$4,000.00	\$2,331.00	\$0.00
	2090288	OTH HOUSE - Building Operations	\$16,630.00	\$9,639.00	\$11,575.28
	2090289	OTH HOUSE - Building Maintenance	\$65,942.00	\$38,381.00	\$15,972.70
	2090292	OTH HOUSE - Depreciation	\$36,929.00	\$21,539.00	\$33,912.03
	2090298	OTH HOUSE - Staff Housing Costs Recovered	-\$44,313.00	-\$25,844.00	-\$8,500.16
	2090299	OTH HOUSE - Administration Allocated	\$33,564.00	\$19,579.00	\$33,165.11
		Total Operating Expenditure	\$138,836.59	\$81,273.00	\$86,124.96
		Total Operating Income	-\$49,500.00	-\$28,868.00	-\$35,288.74
		Total Operating Expenditure	\$248,278.59	\$144,930.00	\$134,077.97
		Community Amenities			
		Community Amenities			
		Operating Income			
	3100120	SAN - Domestic Refuse Collection Charges	-\$10,000.00	-\$5,831.00	-\$14,946.80
	3100200	SAN OTH - Commercial Collection Charge	-\$5,000.00	-\$2,912.00	\$0.00
	3100321	SEW - Septic Tank Inspection Fees	-\$700.00	-\$406.00	\$0.00
	3100335	SEW - Other Income	-\$1,000.00	-\$581.00	-\$1,137.08
	3100620	PLAN - Planning Application Fees	-\$500.00	-\$287.00	\$0.00
	3100710	COM AMEN - Grants	-\$150,000.00	-\$75,000.00	-\$8,695.00
	3100735	COM AMEN - Other Income	\$0.00	\$0.00	-\$275.73
		Total Operating Income	-\$167,200.00	-\$85,017.00	-\$25,054.61

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
		Sanitation - General			
		Operating Expenditure			
	2100111	SAN - Waste Collection	\$99,023.00	\$57,619.00	\$43,772.56
	2100117	SAN - General Tip Maintenance	\$78,934.00	\$45,968.00	\$29,544.22
	2100118	SAN - Purchase of Bins (Sulo and Other)	\$2,000.00	\$1,162.00	\$1,875.00
	2100119	SAN - Landfill Closure	\$0.00	\$0.00	\$0.00
	2100192	SAN - Depreciation	\$8,625.00	\$5,026.00	\$8,881.37
	2100199	SAN - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$222,146.00	\$129,354.00	\$100,655.77
		Sanitation - Other			
		Operating Expenditure			
	2100212	SAN OTH - Waste Disposal	\$1,300.00	\$1,300.00	\$0.00
	2100214	SAN OTH - Purchase of Street Bins	\$500.00	\$500.00	\$0.00
		Total Operating Expenditure	\$1,800.00	\$1,800.00	\$0.00
		Sewerage			
		Operating Expenditure			
	2100365	SEW - Maintenance/Operations	\$7,142.00	\$4,136.00	\$792.13
	2100399	SEW - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$40,706.00	\$23,715.00	\$17,374.75
		Town Planning & Regional Development			
		Operating Expenditure			
	2100615	PLAN - Printing and Stationery	\$1,000.00	\$581.00	\$0.00
	2100640	PLAN - Advertising & Promotion	\$5,000.00	\$2,912.00	\$903.43
	2100650	PLAN - Contract Town Planning	\$2,880.00	\$1,680.00	\$3,596.30
	2100652	PLAN - Consultants	\$40,000.00	\$23,331.00	\$2,714.00
	2100653	PLAN - Scheme Amendments	\$1,000.00	\$581.00	\$0.00
	2100699	PLAN - Administration Allocated	\$8,391.00	\$4,893.00	\$4,145.70
		Total Operating Expenditure	\$58,271.00	\$33,978.00	\$11,359.43
		Other Community Amenities			
		Operating Expenditure			
	2100711	COM AMEN - Cemetery Maintenance/Operations	\$12,695.00	\$7,363.00	\$7,254.72
	2100788	COM AMEN - Public Conveniences Operations	\$95,056.00	\$55,181.00	\$46,233.27
	2100789	COM AMEN - Public Conveniences Maintenance	\$55,142.00	\$32,032.00	\$7,455.84
	2100792	COM AMEN - Depreciation	\$13,880.00	\$8,092.00	\$2,866.13
	2100799	COM AMEN - Administration Allocated	\$8,391.00	\$4,893.00	\$4,145.70
		Total Operating Expenditure	\$185,164.00	\$107,561.00	\$67,955.66
		Total Operating Income	-\$167,200.00	-\$85,017.00	-\$25,054.61
		Total Operating Expenditure	\$508,087.00	\$296,408.00	\$197,345.61
		Recreation & Culture			
		Recreation & Culture			
		Operating Income			
	3110120	HALLS - Town Hall Hire	-\$200.00	-\$112.00	-\$75.45
	3110135	HALLS - Other Income	-\$100.00	-\$56.00	\$0.00
	3110320	REC - Fees & Charges	-\$100.00	-\$56.00	-\$181.82
	3110335	REC - Other Income	-\$100.00	-\$56.00	\$0.00
	3110501	LIBRARY - Reimbursements Lost Books	\$100.00	\$56.00	\$0.00
	3110540	LIBRARY - Fines & Penalties	-\$100.00	-\$56.00	\$0.00
	3110700	OTH CUL - Contributions & Donations - Other Culture	-\$8,000.00	-\$7,998.00	-\$23,750.00
	3110720	OTH CUL - Fees & Charges	-\$100.00	-\$56.00	\$0.00
	3110735	OTH CUL - Other Income	-\$100.00	-\$56.00	-\$802.59
		Total Operating Income	-\$8,700.00	-\$8,390.00	-\$24,809.86
		Public Halls And Civic Centres			
		Operating Expenditure			
	2110186	HALLS - Expensed Minor Asset Purchases	\$5,000.00	\$2,912.00	\$0.00
	2110188	HALLS - Town Halls and Public Bldg Operations	\$10,000.00	\$5,831.00	\$8,810.98
	2110189	HALLS - Town Halls and Public Bldg Maintenance	\$10,305.00	\$5,988.00	\$0.00
	2110199	HALLS - Administration Allocated	\$50,347.00	\$29,365.00	\$41,456.45
		Total Operating Expenditure	\$75,652.00	\$44,096.00	\$50,267.43
		Other Recreation And Sport			
		Operating Expenditure			
	2110353	REC - Sports Courts Maintenance/Operations	\$16,349.00	\$9,458.00	\$5,123.08
	2110355	REC - Water Park Maintenance/Operations	\$55,403.00	\$31,993.00	\$30,958.78
	2110365	REC - Parks & Gardens Maintenance/Operations	\$162,636.00	\$94,334.00	\$72,312.84
	2110366	REC - Town Sports Oval Maintenance/Operations	\$16,799.00	\$9,694.00	\$7,359.16
	2110367	REC - Rodeo Grounds Maintenance/Operations	\$1,396.00	\$796.00	\$1,590.55
	2110368	REC - Playground Equipment Mtce	\$7,261.00	\$4,185.00	\$4,429.94

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
	2110386	REC - Expensed Minor Asset Purchases	\$10,000.00	\$5,831.00	\$0.00
	2110388	REC - Youth Centre Building Operations	\$7,299.00	\$4,231.00	\$3,718.42
	2110389	REC - Youth Centre Building Maintenance	\$8,261.00	\$4,801.00	\$9.34
	2110392	REC - Depreciation	\$69,796.00	\$40,712.00	\$43,598.97
	2110399	REC - Administration Allocated	\$83,911.00	\$48,944.00	\$66,330.31
		Total Operating Expenditure	\$439,111.00	\$254,979.00	\$235,431.39
		Tv And Radio Re-Broadcasting			
		Operating Expenditure			
	2110465	TV RADIO - Re-Broadcasting Maintenance/Operations	\$8,074.00	\$4,704.00	\$253.78
	2110492	TV RADIO - Depreciation	\$42,500.00	\$24,787.00	\$12,159.39
	2110499	TV RADIO - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$84,138.00	\$49,070.00	\$28,995.79
		Libraries			
		Operating Expenditure			
	2110512	LIBRARY - Book Purchases	\$1,000.00	\$581.00	\$77.95
	2110516	LIBRARY - Postage and Freight	\$400.00	\$224.00	\$0.00
	2110541	LIBRARY - Subscriptions & Memberships	\$1,460.00	\$847.00	\$146.36
	2110586	LIBRARY - Expensed Minor Asset Purchases	\$2,000.00	\$1,162.00	\$0.00
	2110588	LIBRARY - Library Building Operations	\$1,000.00	\$581.00	\$0.00
	2110599	LIBRARY - Administration Allocated	\$8,391.00	\$4,893.00	\$4,145.70
		Total Operating Expenditure	\$14,251.00	\$8,288.00	\$4,370.01
		Heritage			
		Operating Expenditure			
	2110688	HERITAGE - Building Operations	\$3,470.00	\$2,016.00	\$5,732.74
	2110689	HERITAGE - Building Maintenance	\$17,723.00	\$10,284.00	\$23,952.18
		Total Operating Expenditure	\$21,193.00	\$12,300.00	\$29,684.92
		Other Culture			
		Operating Expenditure			
	2110711	OTH CUL - Australia Day	\$2,117.00	\$1,225.00	\$763.62
	2110712	OTH CUL - ANZAC Day	\$1,000.00	\$581.00	\$0.00
	2110714	OTH CUL - Christmas Events	\$7,000.00	\$4,081.00	\$11,141.42
	2110716	OTH CUL - Postage and Freight	\$50.00	\$28.00	\$0.00
	2110717	OTH CUL - Community Arts	\$20,000.00	\$20,000.00	\$0.00
	2110719	OTH CUL - Menzies School Programs	\$20,000.00	\$11,662.00	\$20,000.00
	2110723	OTH CUL - Outback Graves	\$25,000.00	\$14,581.00	\$25,000.00
	2110725	OTH CUL - Festival & Events	\$22,959.00	\$21,712.00	\$42,389.97
	2110743	OTH CUL - Other Festival Events	\$5,000.00	\$3,000.00	\$4,829.31
	2110760	OTH CUL - Tjuntjunjara Community Programs & Events	\$134,300.00	\$78,330.00	\$40,500.00
	2110799	OTH CUL - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$270,990.00	\$174,779.00	\$161,206.94
		Total Operating Income	-\$8,700.00	-\$8,390.00	-\$24,809.86
		Total Operating Expenditure	\$905,335.00	\$543,512.00	\$509,956.48
		Transport			
		Operating Income			
	3120110	ROADC - Regional Road Group Grants (MRWA)	-\$1,113,275.00	-\$1,075,269.00	-\$31,999.80
	3120111	ROADC - Roads to Recovery Grant	-\$510,627.00	\$0.00	-\$510,627.00
	3120117	ROADC - Other Grants - Aboriginal Roads	-\$1,020,000.00	\$0.00	-\$521,438.54
	3120133	ROADC - Other Contrib & Donations - Roads/Streets	-\$3,033,000.00	-\$1,769,250.00	-\$1,368,208.53
	3120200	ROADM - Street Lighting Subsidy	-\$1,713.00	-\$994.00	\$0.00
	3120210	ROADM - Direct Road Grant (MRWA)	-\$190,000.00	-\$110,831.00	-\$230,243.00
	3120211	ROADM - Other Grants	-\$96,460.00	-\$48,230.00	\$0.00
	3120235	ROADM - Other Income	-\$500.00	-\$287.00	\$0.00
	3120390	PLANT - Profit on Disposal of Assets	-\$2,806.00	\$0.00	\$0.00
		Total Operating Income	-\$5,968,381.00	-\$3,004,861.00	-\$2,662,516.87
		Maintenance - Streets, Roads, Bridges & Depots			
		Operating Expenditure			
	2120211	ROADM - Road Maintenance - Built Up Areas	\$179,191.00	\$104,510.00	\$50,398.73
	2120212	ROADM - Road Maintenance - Sealed Outside BUA	\$12,535.00	\$7,308.00	\$1,829.19
	2120213	ROADM - Road Maintenance - Gravel Outside BUA	\$406,074.00	\$236,507.00	\$4,433.45
	2120214	ROADM - Road Maintenance - Formed Outside BUA	\$423,180.00	\$246,303.00	\$292,873.67
	2120217	ROADM - Ancillary Maintenance - Built Up Areas	\$331,358.00	\$174,849.00	\$85,487.22
	2120232	ROADM - Crossover Council Contribution	\$2,896.00	\$1,680.00	\$0.00
	2120234	ROADM - Street Lighting	\$10,200.00	\$5,950.00	\$6,731.12
	2120235	ROADM - Traffic Signs/Equipment (Safety)	\$500.00	\$287.00	\$0.00
	2120236	ROADM - Bores for Roadworks Maintenance/Operations	\$1,396.00	\$801.00	\$0.00
	2120237	ROADM - Road Grids Maintenance	\$22,924.00	\$13,323.00	\$0.00
	2120252	ROADM - Consultants	\$100,000.00	\$58,331.00	\$14,229.70
	2120285	ROADM - Legal Expenses	\$5,000.00	\$2,912.00	\$0.00

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
	2120286	ROADM - Workshop/Depot Expensed Equipment	\$15,000.00	\$8,750.00	\$0.00
	2120288	ROADM - Depot Building Operations	\$60,254.00	\$35,028.00	\$14,494.78
	2120289	ROADM - Depot Building Maintenance	\$29,713.00	\$17,268.00	\$1,617.12
	2120292	ROADM - Depreciation	\$1,254,629.00	\$731,864.00	\$555,311.98
	2120299	ROADM - Administration Allocated	\$67,129.00	\$39,158.00	\$33,165.11
	2120391	PLANT - Loss on Disposal of Assets	\$0.00	\$0.00	\$2,730.38
		Total Operating Expenditure	\$2,921,979.00	\$1,684,829.00	\$1,063,302.45
		Aerodromes			
		Operating Expenditure			
	2120665	AERO - Airstrip & Grounds Maintenance/Operations	\$16,440.00	\$9,568.00	\$2,113.10
	2120765	WATER - Town Dam Maintenance/Operations	\$26,812.00	\$15,620.00	\$4,539.16
		Total Operating Expenditure	\$43,252.00	\$25,188.00	\$6,652.26
		Total Operating Income	-\$5,968,381.00	-\$3,004,861.00	-\$2,662,516.87
		Total Operating Expenditure	\$2,965,231.00	\$1,710,017.00	\$1,069,954.71
		Economic Services			
		Economic Services			
		Operating Income			
	3130202	TOUR - Commission	-\$500.00	-\$287.00	\$0.00
	3130210	TOUR - Grants	-\$205,952.00	-\$102,976.00	-\$7,080.00
	3130221	TOUR - Caravan Park Fees	-\$100,000.00	-\$58,331.00	-\$74,866.99
	3130222	TOUR - Caravan Park Laundry Fees	-\$4,500.00	-\$2,625.00	-\$2,897.27
	3130225	TOUR - Visitors Centre Lady Shenton Income	-\$25,000.00	-\$14,581.00	-\$14,808.60
	3130235	TOUR - Other Income Relating to Tourism & Area Promotion	-\$500.00	-\$287.00	-\$302.75
	3130302	BUILD - Commission - BSL & CTF	-\$150.00	-\$84.00	-\$10.00
	3130320	BUILD - Fees & Charges (including Licences)	-\$18,000.00	-\$10,500.00	-\$3,649.28
	3130821	OTH ECON - Standpipe Income	-\$2,000.00	-\$1,162.00	-\$560.56
	3130823	OTH ECON - Community Resource Centre Contributions	\$0.00	\$0.00	-\$173.54
	3130824	OTH ECON - Community Resource Centre Grants	-\$119,734.02	-\$103,177.00	-\$44,650.96
	3130826	OTH ECON - Post Office Income	-\$9,000.00	-\$5,250.00	-\$5,647.27
		Total Operating Income	-\$485,336.02	-\$299,260.00	-\$154,647.22
		Rural Services			
		Operating Expenditure			
	2130111	RURAL - Noxious Weed Control	\$42,589.00	\$9,239.00	\$0.00
	2130160	RURAL - Dog Health Program Tjuntjunjara	\$20,000.00	\$11,662.00	\$0.00
	2130165	RURAL - Maintenance/Operations	\$30,000.00	\$17,500.00	\$0.00
		Total Operating Expenditure	\$92,589.00	\$38,401.00	\$0.00
		Tourism And Area Promotion			
		Operating Expenditure			
	2130200	TOUR - Employee Costs	\$70,120.81	\$40,524.00	\$36,997.05
	2130205	TOUR - Recruitment	\$0.00	\$0.00	\$0.00
	2130211	TOUR - Visitor Centre Operations	\$86,130.08	\$49,848.00	\$41,592.06
	2130215	TOUR - Printing and Stationery	\$1,000.00	\$581.00	\$523.68
	2130230	TOUR - Insurance Expenses	\$52.00	\$28.00	\$51.92
	2130235	TOUR - Signage	\$7,000.00	\$4,081.00	\$0.00
	2130236	TOUR - Tour Guide	\$100.00	\$56.00	\$7.99
	2130240	TOUR - Public Relations & Area Promotion	\$8,500.00	\$4,949.00	\$2,900.96
	2130241	TOUR - Subscriptions & Memberships	\$12,900.00	\$12,900.00	\$1,975.82
	2130242	TOUR - Events Other	\$6,000.00	\$3,000.00	\$0.00
	2130243	TOUR - Cyclclassic Event	\$90,000.00	\$0.00	\$0.00
	2130258	TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$3,094.00	\$1,790.00	\$1,819.66
	2130259	TOUR - Goongarrie Cottages Maintenance/Operations	\$29,938.00	\$17,380.00	\$4,534.50
	2130260	TOUR - Niagra Dam Maintenance/Operations	\$7,776.00	\$4,511.00	\$3,470.47
	2130261	TOUR - Golden Quest Trail Maintenance/Operations	\$6,396.00	\$3,713.00	\$0.00
	2130265	TOUR - Lake Ballard Maintenance/Operations	\$7,912.00	\$4,575.00	\$4,049.22
	2130266	TOUR - Caravan Park General Maintenance/Operations	\$375,538.03	\$218,028.00	\$143,400.24
	2130286	TOUR - Expensed Minor Asset Purchases	\$5,000.00	\$2,912.00	\$633.64
	2130288	TOUR - Building Operations	\$55,322.00	\$32,148.00	\$41,842.59
	2130289	TOUR - Building Maintenance	\$67,708.00	\$39,385.00	\$3,419.42
	2130292	TOUR - Depreciation	\$191,065.00	\$111,454.00	\$135,067.96
	2130299	TOUR - Administration Allocated	\$243,342.00	\$141,946.00	\$78,767.26
		Total Operating Expenditure	\$1,274,893.92	\$693,809.00	\$501,054.44
		Building Control			
		Operating Expenditure			
	2130350	BUILD - Contract Building Services	\$20,000.00	\$11,662.00	\$0.00
	2130385	BUILD - Legal Expenses	\$5,000.00	\$2,912.00	\$1,391.00
	2130399	BUILD - Administration Allocated	\$33,564.00	\$19,579.00	\$16,582.62
		Total Operating Expenditure	\$58,564.00	\$34,153.00	\$17,973.62

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
		Economic Development			
		Operating Expenditure			
	2130630	ECON DEV - Insurance Expenses	\$1,476.00	\$861.00	\$1,476.00
	2130641	ECON DEV - Subscriptions & Memberships	\$33,000.00	\$33,000.00	\$32,314.00
		Total Operating Expenditure	\$34,476.00	\$33,861.00	\$33,790.00
		Other Economic Services			
		Operating Expenditure			
	2130855	OTH ECON - Community Bus	\$5,759.00	\$3,353.00	\$8,281.24
	2130860	OTH ECON - Community Resource Centre Operations	\$224,384.89	\$129,744.00	\$94,574.54
	2130863	OTH ECON - Post Office Operations	\$10,340.43	\$5,967.00	\$5,098.56
	2130886	OTH ECON - Expensed Minor Asset Purchases	\$4,000.00	\$2,331.00	\$369.00
	2130888	OTH ECON - Building Operations	\$3,432.00	\$1,995.00	\$7,417.70
	2130889	OTH ECON - Building Maintenance	\$8,584.00	\$4,990.00	\$8,569.76
	2130899	OTH ECON - Administration Allocated	\$8,391.00	\$4,893.00	\$4,145.70
		Total Operating Expenditure	\$264,891.32	\$153,273.00	\$128,456.50
		Total Operating Income	-\$485,336.02	-\$299,260.00	-\$154,647.22
		Total Operating Expenditure	\$1,725,414.24	\$953,497.00	\$681,274.56
		Other Property & Services			
		Other Property & Services			
		Operating Income			
	3140120	PRIVATE - Private Works Income	-\$3,000.00	-\$1,750.00	-\$3,019.40
	3140220	ADMIN - Fees & Charges	-\$250.00	-\$140.00	-\$296.00
	3140235	ADMIN - Other Income Relating to Administration	\$0.00	\$0.00	-\$1,459.10
	3140410	POC - Fuel Tax Credits Grant Scheme	-\$25,000.00	-\$14,581.00	-\$12,912.00
		Total Operating Income	-\$28,250.00	-\$16,471.00	-\$17,686.50
		Private Works and General Administration Overheads			
		Operating Expenditure			
	2140187	PRIVATE - Private Works Expenses	\$5,805.00	\$3,363.00	\$0.00
	2140200	ADMIN - Employee Costs	\$596,726.38	\$344,396.00	\$254,908.63
	2140203	ADMIN - Uniforms	\$6,800.00	\$3,962.00	\$1,149.96
	2140204	ADMIN - Training & Development	\$17,100.00	\$9,975.00	\$12,898.53
	2140205	ADMIN - Recruitment	\$9,000.00	\$5,211.00	\$2,239.52
	2140206	ADMIN - Fringe Benefits Tax (FBT)	\$9,656.00	\$5,566.00	\$15,320.00
	2140208	ADMIN - Other Employee Expenses	\$5,000.00	\$2,902.00	\$3,677.95
	2140209	ADMIN - Travel & Accommodation	\$12,000.00	\$7,200.00	\$2,229.47
	2140210	ADMIN - Motor Vehicle Expenses	\$29,308.00	\$17,094.00	\$8,871.06
	2140215	ADMIN - Printing and Stationery	\$50,000.00	\$29,162.00	\$27,424.43
	2140216	ADMIN - Postage and Freight	\$2,500.00	\$1,456.00	\$728.20
	2140220	ADMIN - Communication Expenses	\$48,000.00	\$28,000.00	\$25,499.73
	2140221	ADMIN - Information Technology	\$50,000.00	\$29,162.00	\$6,782.17
	2140226	ADMIN - Office Equipment Mtce	\$1,000.00	\$581.00	\$420.00
	2140227	ADMIN - Records Management	\$2,600.00	\$1,512.00	\$0.00
	2140230	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	\$45,801.16	\$26,712.00	\$47,910.86
	2140240	ADMIN - Advertising and Promotion	\$15,000.00	\$8,750.00	\$2,303.96
	2140241	ADMIN - Subscriptions and Memberships	\$7,000.00	\$4,081.00	\$3,678.85
	2140252	ADMIN - Consultants	\$150,000.00	\$87,500.00	\$126,277.57
	2140265	ADMIN - Software Licences/Upgrades	\$100,000.00	\$58,331.00	\$59,049.90
	2140284	ADMIN - Audit Fees	\$70,000.00	\$40,831.00	\$69,390.00
	2140285	ADMIN - Legal Expenses	\$20,000.00	\$11,662.00	\$0.00
	2140286	ADMIN - Expensed Minor Asset Purchases	\$15,000.00	\$8,750.00	\$4,545.36
	2140287	ADMIN - Other Expenses	\$1,000.00	\$581.00	-\$60.71
	2140288	ADMIN - Building Operations	\$94,185.00	\$54,772.00	\$58,410.21
	2140289	ADMIN - Building Maintenance	\$24,309.00	\$14,139.00	\$3,894.51
	2140292	ADMIN - Depreciation	\$148,737.00	\$86,758.00	\$56,218.44
	2140298	ADMIN - Admin Staff Housing Costs Allocated	\$147,498.00	\$86,037.00	\$36,576.14
	2140299	ADMIN - Administration Overheads Recovered	-\$1,678,221.00	-\$978,957.00	-\$829,128.71
		Total Operating Expenditure	\$5,804.54	-\$511.00	\$1,216.03
		Public Works Overheads			
		Operating Expenditure			
	2140300	PWO - Employee Costs	\$267,164.75	\$154,125.00	\$409,273.90
	2140303	PWO - Uniforms	\$7,500.00	\$4,375.00	\$1,546.18
	2140304	PWO - Training & Development	\$10,000.00	\$5,831.00	\$2,640.41
	2140305	PWO - Recruitment	\$5,000.00	\$2,912.00	\$44.50
	2140307	PWO - Protective Clothing	\$2,000.00	\$1,162.00	\$0.00
	2140308	PWO - Other Employee Expenses	\$750.00	\$428.00	\$0.00
	2140310	PWO - Motor Vehicle Expenses	\$77,595.50	\$45,262.00	\$33,340.63
	2140316	PWO - Postage and Freight	\$2,000.00	\$1,162.00	\$1,219.41
	2140320	PWO - Communication Expenses	\$8,000.00	\$4,662.00	\$3,464.18
	2140321	PWO - Information Technology	\$8,000.00	\$4,662.00	\$9,597.51
	2140323	PWO - Sick Pay	\$28,059.00	\$16,185.00	\$17,606.93
	2140324	PWO - Annual Leave	\$65,936.00	\$38,040.00	\$50,608.27

31/01/2024	COA	Description	Budget 23/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024
	2140325	PWO - Public Holidays	\$37,003.00	\$21,345.00	\$10,446.96
	2140329	PWO - Insurance Expenses (Except Workers Comp)	\$19,566.00	\$11,410.00	\$19,565.46
	2140330	PWO - OHS and Toolbox Meetings	\$45,337.00	\$26,498.00	\$19,553.05
	2140352	PWO - Consultants	\$10,000.00	\$5,831.00	\$17,028.34
	2140361	PWO - Engineering & Technical Support	\$50,000.00	\$29,162.00	\$1,000.00
	2140365	PWO - Maintenance/Operations	\$117,960.00	\$68,336.00	\$69,521.45
	2140371	PWO Bldg Mtce - Employee Costs	\$47,772.00	\$27,555.00	\$11,787.23
	2140372	PWO Bldg Mtce - Uniforms	\$500.00	\$285.00	\$0.00
	2140373	PWO Bldg Mtce - Training & Development	\$1,000.00	\$581.00	\$0.00
	2140374	PWO Bldg Mtce - Recruitment	\$0.00	\$0.00	\$0.00
	2140376	PWO Bldg Mtce - Protective Clothing	\$1,000.00	\$571.00	\$0.00
	2140380	PWO Bldg Mtce - Expendable Tools	\$1,000.00	\$581.00	\$0.00
	2140381	PWO Bldg Mtce - Minor Expenses	\$500.00	\$287.00	\$0.00
	2140386	PWO - Expensed Minor Asset Purchases	\$20,000.00	\$11,662.00	\$10,660.48
	2140392	PWO - Depreciation	\$16,013.00	\$9,338.00	\$27,363.88
	2140393	PWO - LESS Allocated to Works (PWO's)	-\$1,328,705.00	-\$775,075.00	-\$699,676.20
	2140398	PWO - Staff Housing Costs Allocated	\$25,936.00	\$15,127.00	\$8,473.66
	2140399	PWO - Administration Allocated	\$453,120.00	\$264,320.00	\$223,864.01
	2140400	POC - Internal Plant Repairs - Wages & O/Head	\$217,106.00	\$126,186.00	\$48,374.14
	2140411	POC - External Parts & Repairs	\$78,960.00	\$46,060.00	\$22,966.04
	2140412	POC - Fuels and Oils	\$163,181.25	\$95,186.00	\$68,968.52
	2140413	POC - Tyres and Tubes	\$29,400.00	\$17,150.00	\$3,555.50
	2140416	POC - Licences/Registrations	\$6,929.00	\$6,929.00	\$6,700.97
	2140417	POC - Insurance Expenses	\$21,366.00	\$12,460.00	\$21,364.00
	2140492	POC - Depreciation	\$261,280.50	\$152,411.00	\$197,065.75
	2140494	POC - LESS Plant Operation Costs Allocated to Works	-\$778,222.75	-\$453,957.00	-\$287,478.74
		Total Operating Expenditure	\$7.25	-\$955.00	\$330,446.42
		Salaries And Wages			
		Operating Expenditure			
	2140500	SAL - Gross Salary and Wages	\$2,441,406.57	\$1,408,500.00	\$1,177,380.68
	2140501	SAL - LESS Salaries & Wages Allocated	-\$2,441,406.57	-\$1,408,500.00	-\$1,177,380.68
		Total Operating Expenditure	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$28,250.00	-\$16,471.00	-\$17,686.50
		Total Operating Expenditure	\$5,811.79	-\$1,466.00	\$331,662.45
		Total Operating Income	-\$12,495,852.98	-\$8,924,614.00	-\$7,607,084.79
		Total Operating Expenditure	\$8,565,893.44	\$4,935,018.00	\$3,866,443.62

14.1.4	List of Monthly Payments - January 2024
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1245
DATE OF REPORT	08 February 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. List of Payment January 2024 [14.1.4.1 - 5 pages]

SUMMARY:

To receive the list of payments made for the month of January 2024.

BACKGROUND:

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

COMMENT:

The Cheque, EFT, Direct Debit, Credit Card, Payroll, Fuel Card payments that have been made for the month of November 2023 are attached.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 r13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors Preparation for Payment

FINANCIAL IMPLICATIONS:

A total of \$611,155.76 has been withdrawn from Municipal Bank Account.

RISK ASSESSMENT:

The Shire may incur reputational damage if financial obligations are not met.

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome

4.2 An efficient and effective organisation.

Strategy

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the list of payments for the month of January 2024 totalling \$611,155.76 being:

1. Electronic Funds Transfer from EFT8759 to EFT8828 payments from Municipal Fund totalling \$434,334.94
2. Direct Debit payments from the Municipal Fund totalling \$41,519.48
3. Payroll payments from the Municipal Fund totalling \$127,423.38
4. Credit Card payments for the Statement Month of December 2023 from the Municipal Fund totalling \$4,609.15
5. Fuel Card payments from the Municipal Fund totalling \$3,268.81

be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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**Shire of Menzies
Payments for the Month of January 2024**

Date	Name	Description	Amount
	Cheque		
	EFT		\$434,334.94
	Direct Debit		\$41,519.48
	Credit Card Payment		\$4,609.15
	Payroll		\$127,423.38
	Fuel Card Payment		\$3,268.81
	CabCharge Payment		
			<hr/>
	<u>Total Payments</u>		\$611,155.76
			<hr/> <hr/>

Shire of Menzies
Payments for the Month of January 2024

Chq/EFT	Date	Name	Description	Amount
EFT8759	12/01/2024	CANINE CONTROL	RANGER SERVICE 14TH DECEMBER 2023	1,815.00
EFT8760	12/01/2024	LEONORA PHARMACY	PHARMACY ITEMS SOLD ON CONSIGNMENT FOR THE MONTH OF DECEMBER 2023	592.26
EFT8761	12/01/2024	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 09/01/2024	344.28
EFT8762	12/01/2024	3E ADVANTAGE	ADMIN AND CRC PRINTER USAGE FOR THE MONTH DECEMBER 2023	2,822.03
EFT8763	12/01/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC MONTHLY DEBT RECOVERY DECEMBER 2023	88.00
EFT8764	12/01/2024	COOLGARDIE TYRE SERVICE	P0220 TOYOTA HILUX - TYRES AND WHEEL ALIGNMENT 000MN	1,320.00
EFT8765	12/01/2024	OAG OFFICE OF THE AUDITOR GENERAL	AUDIT FEES FOR THE YEAR ENDED 30 JUNE 2023	66,099.00
EFT8766	12/01/2024	SPECTRUM SURVEYS PTY LTD	LEVEL SURVEY OF MENZIES FOR EFFLUENT TREATMENT DESIGN.	3,570.93
EFT8767	12/01/2024	STEVEN TWEEDIE	GOVERNANCE ADVICE DECEMBER 2023	176.00
EFT8768	12/01/2024	SLADE CONTRACTING PTY LTD	HOT WATER SYSTEM 56 SHENTON STREET AND CHECK GAS OLD BUTCHER SHOP	2,441.24
EFT8769	12/01/2024	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH 24/25 ANNUAL BUDGET	783.75
EFT8770	12/01/2024	CHICHESTER METALS PTY LTD T/A FORTESCUE METALS GROUP (FMG)	RATES REFUND FOR ASSESSMENT A6070 E39/02165 MINING TENEMENT	490.35
EFT8771	12/01/2024	VANGUARD PUBLISHING PTY LTD T/A PREMIUM PUBLISHERS	2024 ROAD TRIP HOLIDAY PLANNER SHIRE PARTICIPATION AUSTRALIA'S GOLDEN OUTBACK	2,024.00
EFT8773	12/01/2024	SUMITOMO METAL MINING OCEANIA PTY	RATES REFUND FOR ASSESSMENT A5194 E31/01103 MINING TENEMENT	2,079.50
EFT8774	12/01/2024	GARTH MARLAND	P0242 - REIMBURSEMENT PASSENGER WINDOW 3MN	871.20
EFT8775	12/01/2024	HARVEY NORMAN FURNITURE KALGOORLIE	CEO - FURNITURE 39 MERCER STREET AND RUGS ADMIN BUILDING	4,815.00
EFT8776	12/01/2024	SECURE ENERGY PTY LTD	REMOTE SOLAR SYSTEM RESTORATION 13 DECEMBER 2023	704.00
EFT8777	12/01/2024	LY MINH THU VO	REIMBURSEMENT FOR SNACKS AND DRINKS FOR YOUTH ACTIVITIES	76.01
EFT8778	12/01/2024	GLENDIA TEEDE	RIEMBURSEMENT SHOWERHEAD CEO'S HOUSE	101.59
EFT8779	12/01/2024	GOLD ROAD RESOURCES	RATES REFUND FOR ASSESSMENT A5309 E38/03107 MINING TENEMENT	229.51
EFT8780	12/01/2024	RECCE GROUP	WATER FILTER FOR CEO'S HOUSE 39 MERCER STREET	1,018.50
EFT8782	12/01/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	CR PAUL WARNER - THE ROLE OF MAYORS AND PRESIDENT TRAINING AND KRISTY VAN KUYL - WALGA TRAINING MEETING PRACTICE FOR GOOD GOVERNANCE OUTCOMES TRAINING AND DEVELOPMENT	1,072.50
EFT8783	12/01/2024	WESTFARMERS LTD T/AS BUNNINGS	TOWN HALL UPGRADE PARTS AND CONSUMABLES 36 MERCER CLOTHESLINE	2,024.27
EFT8784	12/01/2024	ECOWATER SERVICES	FY 23/24 QUARTERLY - BIOMAX C120 MAINTENANCE SERVICES	1,022.40
EFT8785	12/01/2024	ORE INVESTMENTS PTY LTD T/A GOLDRUSH TOURS, GRT COMMERCIAL PANEL & PAINT	BUS TICKET SOLD ON CONSIGNMENT MENZIES TO KALGOORLIE	68.85
EFT8786	12/01/2024	HORIZON POWER	ELECTRICITY - SHIRE OF MENZIES VARIOUS PROPERTIES - USAGE FROM 27/10/2023 TO 29/12/2023	11,574.33
EFT8787	12/01/2024	KLEENHEAT GAS	12 X 45KG BOTTLES GAS	2,760.12
EFT8788	12/01/2024	KULBARDI HILL CONSULTING	SECOND PAYMENT - TOWN ENTRY STATEMENTS PROJECT - COMPLETION OF CONCEPT PLAN DRAWINGS	5,148.00
EFT8789	12/01/2024	LANDGATE	MINING TENEMENT SCHEDULE M2024/01	123.20
EFT8790	12/01/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2023/24 LOCAL GOVERNMENT PROFESSIONALS - CEO MEMBERSHIP - G TEEDE	398.25
EFT8791	12/01/2024	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 09/01/2024	180.00
EFT8792	12/01/2024	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 09/01/2024	360.00
EFT8793	12/01/2024	NETLOGIC INFORMATION TECHNOLOGY	FY 23/24 IT SUPPORT - CONSULTING LABOUR 13/12/2023 TO 15/12/2023	4,142.25
EFT8794	12/01/2024	OFFICE NATIONAL	STATIONERY SUPPLIES, PAPER	288.36
EFT8795	12/01/2024	SHIRE OF MENZIES	PAYROLL DEDUCTIONS PPE 09/01/2024	209.10
EFT8796	12/01/2024	MOORE STEPHENS T/AS MOORE AUSTRALIA	COMPLIANCE AUDIT RETURN/REGISTERS AND RECORDS/RISK MANAGEMENT SUPPORT SERVICES TO 31 DECEMBER 2023	19,713.10
EFT8797	12/01/2024	WATER CORPORATION	WATER - SHIRE OF MENZIES VARIOUS PROPERTIES - USAGE FROM 11/10/2023 TO 06/12/2023	7,512.33
EFT8798	25/01/2024	ARTEIL (WA) PTY LTD	ADMIN OFFICE CHAIRS	3,187.80
EFT8799	25/01/2024	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 23/01/2024	344.28
EFT8800	25/01/2024	TRADELINK PTY LIMITED	DEPOT CONSUMABLES HOSE FOR RETICULATION	220.31
EFT8801	25/01/2024	SEEK	SEEK JOB ADVERTISING - CARAVAN PARK CARETAKER	401.50
EFT8802	25/01/2024	COOLGARDIE TYRE SERVICE	P0234 - NEW TYRE FOR GRADER 12M ROAD GRADER 1EJU935	1,864.50
EFT8803	25/01/2024	WA COUNTRY HEALTH SERVICE (BUNBURY)	SERVICES PROVIDED TO PATIENT AT KALGOORLIE HEALTH CAMPUS WORKERS COMPENSATION ACCOMADATION 3 BED DAYS	9,708.00
EFT8804	25/01/2024	RSEA PTY LTD	MAUREEN UNIFORM ORDER	313.43
EFT8805	25/01/2024	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH DECEMBER 2023 MONTHLY FINANCIAL STATEMENTS	1,278.75
EFT8806	25/01/2024	REMOTE DIGITAL IMAGERY	MENZIES DISCOVERY DAY - AUDIO, PHOTO BOOTH AND PHOTOGRAPHY	8,140.40
EFT8807	25/01/2024	MAUREEN YULO-UY	REIMBURSEMENT FOR RETURN FLIGHT TO ATTEND TRAINING IN PERTH	430.28
EFT8808	25/01/2024	SHIRE OF MOUNT MAGNET	EHO/BUILDING SURVEYOR SERVICES - NOVEMBER 2023	9,959.47
EFT8809	25/01/2024	BAYARD, DANIELLE MARIE TA DANIELLE BAYARD CONSULTANT	FUNDRAISING AND PROJECT MANAGEMENT DESSERT STARS FOR DECEMBER 2024	1,500.00
EFT8810	25/01/2024	HARVEY NORMAN AV/IT KALGOORLIE	ADMIN STAFF AND CRC ELECTRONIC DEVICE UPGRADE	13,544.80
EFT8811	25/01/2024	JESSICA ANNE LAMBERT	RATES REFUND FOR ASSESSMENT A1429	671.14
EFT8812	25/01/2024	THE TRUSTEE FOR ORMISTON DISCRETIONARY TRUST TA EMMANUEL BATES COMMUNICATIONS	TO SUPPORT THE 2023/2024 DESERT STARS ALBUM AND TOUR FROM JULY 2023 TO JANUARY 204	31,500.00
EFT8813	25/01/2024	IBR ELECTRICAL AND SECURITY (IBRES)	RFQ 1/2023 CCTV - CONTRACT AWARD PROJECT PREPARTION	16,178.80
EFT8814	25/01/2024	WESTFARMERS LTD T/AS BUNNINGS	PIPE FITTINGS CEO'S HOUSE	1,629.58
EFT8815	25/01/2024	CHOICES FLOORING BY KENNEDYS	LADY SHENTON/CRC RECEPTION (CRC) - LUXAFLEX ROLLER BLINDS	11,545.00
EFT8816	25/01/2024	EAGLE PETROLEUM (W.A) PTY LTD	P0199 - FUEL PUMP FREIGHTER TANDEM FLAT TOP TRAILER	1,234.20
EFT8817	25/01/2024	ROYAR PTY LTD T/AS GOLDLINE	CONSUMABLES, FOOD AND DRINK ITEMS CRC	1,775.42
EFT8818	25/01/2024	GOLDFIELDS TOYOTA	P0242 - 70,000 KM SERVICE INCLUDING OILS AND WIPER BLADES - 3MN	471.37
EFT8819	25/01/2024	MENZIES REMOTE COMMUNITY SCHOOL	DONATION FOR MENZIES COMMUNITY SCHOOL CAMP 2024	20,000.00
EFT8820	25/01/2024	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 23/01/2024	170.00
EFT8821	25/01/2024	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 23/01/2024	360.00
EFT8822	25/01/2024	NETLOGIC INFORMATION TECHNOLOGY	FY 23/24 IT SUPPORT CONSULTING LABOUR SERVER AND PC MONITORING	179.00
EFT8823	25/01/2024	OFFICE NATIONAL	ADMIN WORK STATION AND RECEPTION COUNTER DESK	14,951.48
EFT8824	25/01/2024	THE TRUSTEE OF MAJ TRUST T/AS	NAME BADGE & POSTAGE - ELECTED MEMBERS	209.72
EFT8825	25/01/2024	VERLINDEN'S ELECTRICAL SERVICE	TOWN HALL ADMIN AIR CONDITIONER INSTALLATION ELECTRICAL WORK	2,315.50

Shire of Menzies
Payments for the Month of January 2024

Chq/EFT	Date	Name	Description	Amount
EFT8826	25/01/2024	WA ELECTORAL COMMISSION	2023 LOCAL GOVERNMENT ORDINARY ELECTION	25,835.77
EFT8827	25/01/2024	THE TRUSTEE FOR REBUS RESTROOMSUNIT	REPLACEMENT SEAT FOR SHOWER ROOM INCLUDING FREIGHT	1,043.33
EFT8828	25/01/2024	LAMBRO CONRACTING PTY LTD	RFT 03/2021 - UNSEALED ROAD MAINTENANCE GRADING FOR YARRI, KOOKYNI MALCOM AND MT CELIA ROAD FROM AUGUST 2023 TO OCTOBER 2023	104,311.90
TOTAL EFT PAYMENT				\$434,334.94

Shire of Menzies
Payments for the Month of January 2024

Direct Debit	Date	Name	Description	Amount
DD6070.1	02/01/2024	WESTNET	CRC PUBLIC INTERNET JANUARY 2024	54.99
DD6070.2	02/01/2024	THE WEST AUSTRALIAN	SUBSCRIPTION TO NEWSPAPER ONLINE - JANUARY 2024	28.00
DD6074.1	08/01/2024	POWER ICT PTY LTD	MESSAGES ON HOLD - DECEMBER 2023	75.90
DD6074.2	08/01/2024	TELSTRA	ACC. 3307495295 - PHONE USAGE 20/12/2023 TO 19/01/2024	269.50
DD6076.1	09/01/2024	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 09/01/2024	9,373.86
DD6076.2	09/01/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 09/01/2024	1,391.76
DD6076.3	09/01/2024	CARE SUPER	SUPERANNUATION CONTRIBUTIONS PPE 09/01/2024	694.26
DD6076.4	09/01/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST THE TRUSTEE FOR TWU	SUPERANNUATION CONTRIBUTIONS PPE 09/01/2024	563.75
DD6076.5	09/01/2024	SUPERANNUATION FUND T/AS TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 09/01/2024	411.49
DD6076.6	09/01/2024	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 09/01/2024	401.24
DD6082.1	10/01/2024	TELSTRA	SHIRE OF MENZIES OFFICE, CRC, INTERNET AND MOBILE PHONE FROM 17/12/2023 TO 16/01/2024	3,448.27
DD6088.1	12/01/2024	TELSTRA	ADMIN AND WORKS MOBILE PHONE USAGE FROM 23/12/2023 TO 22/01/2024	754.49
DD6091.1	19/01/2024	PIVOTEL SATELLITE PTY LTD	TRAK SPOT TRACKING CHARGE ACCOUNT 40063522 - JANUARY 2024	33.50
DD6093.1	18/01/2024	HORIZON POWER	ELECTRICITY - 510117 - UNIT B/29 SHENTON STREET - USAGE FROM 27/10/2023 TO 29/12/2023	1,788.30
DD6095.1	22/01/2024	PAUL WARNER	SITTING FEE FOR CR. PAUL WARNER JANUARY 2024	3,490.67
DD6095.2	22/01/2024	SUDHIR	SITTING FEE FOR CR. SUDHIR JANUARY 2024	1,338.16
DD6095.3	22/01/2024	GREGORY DWYER	SITTING FEE CR. GREG DWYER JANUARY 2024	907.58
DD6095.4	22/01/2024	IAN BAIRD	SITTING FEE CR. IAN BAIRD JANUARY 2024	907.58
DD6095.5	22/01/2024	JILLIAN DWYER	SITTING FEE CR JILL DWYER JANUARY 2024	907.58
DD6095.6	22/01/2024	ANDREW TUCKER	SITTING FEE FOR CR. ANDREW TUCKER JANUARY 2024	907.58
DD6095.7	22/01/2024	KRISTIE TUCKER	SITTING FEE FOR CR. KRISTIE TUCKER JANUARY 2024	907.58
DD6097.1	23/01/2024	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 23/01/2024	9,105.99
DD6097.2	23/01/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 23/01/2024	1,301.37
DD6097.3	23/01/2024	CARE SUPER	SUPERANNUATION CONTRIBUTIONS PPE 23/01/2024	694.26
DD6097.4	23/01/2024	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST THE TRUSTEE FOR TWU	SUPERANNUATION CONTRIBUTIONS PPE 23/01/2024	563.75
DD6097.5	23/01/2024	SUPERANNUATION FUND T/AS TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 23/01/2024	480.03
DD6097.6	23/01/2024	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 23/01/2024	402.17
DD6103.1	24/01/2024	AUSTRALIA POST	POSTAGE OF 3RD INSTALMENT NOTICES	51.17
DD6105.1	25/01/2024	NAB	NAB CONNECT FEE AND USAGE	24.99
DD6108.1	30/01/2024	THE WEST AUSTRALIAN	SUBSCRIPTION TO NEWSPAPER ONLINE - FEBRUARY 2024	28.00
DD6111.1	31/01/2024	NAB	ACCOUNT FEES AKF - 31 JANUARY 2024	211.71
TOTAL DIRECT DEBIT PAYMENT				\$41,519.48

Shire of Menzies
Payments for the Month of January 2024

Date	Name	Description	Amount
CEO CARD NO: **** * 2547			
TOTAL CEO CREDIT CARD			\$ -
CFO CARD NO: **** * 6310			
30/11/2023	WOOLWORTHS	ADMIN CHRISTMAS DECORATIONS	13.00
4/12/2023	COLES	CRC CHRISTMAS DECORATIONS	43.00
4/12/2023	KMART	COMMUNITY CHRISTMAS HAMPER FOR COMMUNITY CHRISTMAS LIGHTS COMPETATION	38.00
4/12/2023	BWS KALGOORLIE	COMMUNITY CHRISTMAS HAMPER FOR COMMUNITY CHRISTMAS LIGHTS COMPETATION	36.00
4/12/2023	RED DOTS	COMMUNIT CHRISTMAS PARTY CONSUMABLES	81.98
5/12/2023	BUNNINGS	PRIZES CHRISTMAS LIGHT COMPETITION	198.00
5/12/2023	COLES	PRIZES CHRISTMAS LIGHT COMPETITION	181.15
7/12/2023	LANDGATE	CERTIFICATE OF TITLE 53 WALSH STREET MENZIES	30.50
8/12/2023	EB COMMS	SEAN MCGAY - STAFF DEVELOPMENT TRAINING GRAPHIC DESIGN	1,490.60
11/12/2023	COLES	COMMUNITY CHRISTMAS PARTY DRINKS AND GIFT CARDS	185.00
13/12/2023	WOOLWORTHS	CRC METEOR SHOWER SUPPLIES	38.65
13/12/2023	KMART	CHRISTMAS GIFT CARDS FOR PRIZES	100.00
14/12/2023	HANNAN BAKERY	BREAD SUPPLIES	10.40
15/12/2023	STARLINK	PURCHASE AND FREIGHT STARLINK HARDWARE	629.00
18/12/2023	COLES	CRC RESALE 2 X 24 PACK FRANTELE WATER	36.80
18/12/2023	NEWSAGENCY	CRC - STATIONARY GREETING CARDS	30.00
18/12/2023	BUNNINGS	GIFT CARDS CHRISTMAS LIGHTS	400.00
20/12/2023	JAYCAR PTY LTD	DIGITAL WEATHER STATION	369.00
21/12/2023	SHIRE OF MENZIES	ADMIN POSTAGE STAMPS	257.70
27/12/2023	ADOBE SYSTEM PTY ,LTD	ADOBE MONTHLY SUBSCRIPTION	386.65
28/12/2023	CARD FEE	MONTHLY CARD FEE AND CHARGES	53.72
TOTAL CFO CREDIT CARD			\$ 4,609.15
11/01/2024		PAYROLL PAYMENT PPE 09/01/2024	52,090.36
25/01/2024		PAYROLL PAYMENT PPE 23/01/2024	75,333.02
TOTAL PAYROL			\$ 127,423.38
29/01/2024		FUEL CARD - CEO - FOR THE MONTH OF JANUARY 2024	1,068.44
30/01/2024		FUEL CARD - CFO - FOR THE MONTH OF JANUARY 2024	1,245.57
31/01/2024		FUEL CARD - CDM - FOR THE MONTH OF JANUARY 2024	577.45
01/02/2024		FUEL CARD - WORKS MANAGER - FOR THE MONTH OF JANUARY 2024	377.35
TOTAL FUEL CARD			\$ 3,268.81

14.2 Administration Reports

14.2.1	Delegations - Annual Review
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1246
DATE OF REPORT	17 January 2024
AUTHOR	Rob Stewart, Governance Officer
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Draft 2024 CEO Delegations Register [14.2.1.1 - 141 pages]

SUMMARY:

To present the Delegations Register for endorsement.

BACKGROUND:

Delegations are granted to the Chief Executive Officer (CEO) (and other officers in some instances) to assist in the efficient and effective running of the organisation to preclude many minor matters from coming before the Council and to maximise service to members of the public, residents and ratepayers.

Delegations were last endorsed by the Council at its meeting held on 24 November 2022 and updated on 6 June 2023. At the later meeting new delegation 1.1.33 Delegation - Payments from Municipal or Trust Funds was adopted and has been incorporated into the revised Policy Manual.

Only one other minor change is necessary. A transposition in Delegation 1.1.21 (Nominate an Employee to be a Designated Employee) referred to in Section 3.57 of the Act. The reference should have been to Section 5.37.

No other changes are necessary.

COMMENT:

The Delegations in the Delegation Register remain appropriate and applicable and can be endorsed by the Council without amendment, except noting the inclusion of Delegation 1.1.33 noted above and the transposition in Delegation 1.1.21.

CONSULTATION:

No external consultation was necessary for the preparation of this report.

STATUTORY AUTHORITY:

Sections 5.42,5.43, 5.44, 5.45 and 5.46 Local Government Act 1995.

Section 5.42 of the Local Government Act 1995 provides for a local government to delegate to the CEO the exercise of any of its powers or the discharge of its duties.

The Act also provides, at Section 5.45, a number of powers or duties that cannot be delegated.

Furthermore, pursuant to Section 5.44 of the Act, the CEO may delegate the discharge of any of the CEO’s duties under the Act other than the power of delegation. Such delegation must be in writing. Importantly, Section 5.45 of the Act provides that a delegation has effect for the period of time specified in the delegation, or, where no period has been specified, indefinitely.

Nevertheless, at least once every financial year, delegations are to be reviewed by the delegator (in this instance, the Council). Any delegation granted by the Council to the CEO must be reviewed once in each financial year (Section 5.46(2)).

Finally, a person to whom a power or duty is delegated under the Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
If the Delegation Register is not reviewed at least once every financial year, the local government may be deemed non-compliant.	Low	To mitigate the risk, the Council will review and adopt the attached draft Delegation Register.

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome:

4.2 An efficient and effective organisation.

Strategy:

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Delegations:

- a) 1.1.1 to 1.1.33;
- b) 1.2.1
- c) 2.1.1 to 2.1.10;
- d) 3.1.1 to 3.1.11;
- e) 4.1.1 to 4.1.6;
- f) 5.1.1 to 5.1.8;
- g) 6.1.1 to 6.1.6;
- h) 7.1.1 to 7.1.4;
- i) 8.1.1 to 8.1.4;
- j) 9.1.1;
- k) 9.2;
- l) 10.1.1 to 10.1.3;
- m) 10.2.1 to 10.2.3;
- n) 10.3.1 to 10.3.2;
- o) 10.4.1; and
- p) 11.1.1

be adopted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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SHIRE OF MENZIES

DELEGATION REGISTER

Current as at 29 February 2024

DRAFT

Delegation Register

Shire of Menzies

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Shire of Menzies

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Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

Introduction

FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer, and where appropriate to other employees or other persons,
- Authorisations and appointments made by the Council, or as of right by virtue of legislation

The Register includes the relevant delegation decision for each matter.

The CEO has established a separate Register of Delegations, Sub Delegations, Authorisations and Appointments, where the CEO has been delegated matters, or is able to do so, as of right.

As a matter of principle throughout the Register, the Chief Executive Officer is the only employee authorised by the Shire of Menzies to commence (or authorise the commencement of) legal proceedings.

TERMINOLOGY AND ACRONYMS

Clause – of the Shire of Menzies Local Planning Scheme No 2 referenced by ‘cl’, as in cl8.

Employee – refers to an employee of the Shire of Menzies. It should be noted although the Chief Executive Officer may generally only delegate a function or duty to an employee (s5.44 Local Government Act 1995 and others), any ‘person’ may be appointed an Authorised Person (although some Acts, such as the Building Act 2011 require only employees or certain qualified employees to be ‘authorised’ or ‘appointed’). Thus, care needs to be taken to ensure that contractors are not ‘delegated’ functions or duties, although they may be appointed as Authorised Persons.

Regulation – subordinate legislation, referenced by ‘r’, as in r22.

Schedule – to an Act, referenced as ‘Sch’, as in Sch 3.2.

Section - of an Act, referenced by ‘s’, as in s5.42.

Sub delegation – the terms ‘sub delegate’ and ‘sub delegation’ are used as a style preference, rather than ‘on delegate’ or ‘on delegation’.

DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire’s Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not ‘undermine’ the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to be better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the Chief Executive Officer in the case of most sub delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub delegation or authorisation within the Shire’s decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire.

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Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the 'head of power' for the exercise of delegation to an elected member, employee, or person,
- the 'head of power' for sub delegation (where such authority exists under the relevant legislation),
- the precise authority being delegated, including any limits, restrictions, or conditions,
- relevant Shire policies applicable to the execution of the delegation or sub delegation,
- the statutory requirements for the Council to review all delegations, and others to review sub delegations

AUTHORISATIONS

This Register includes authorisations under the Local Government Act 1995 and other legislation. In most cases, authorisations are made by the Chief Executive Officer under delegated authority, or as of right. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of Local Government officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as 'acting through' functions under s5.45(2) of the Local Government Act 1995.

APPOINTMENTS

This Register includes appointments under various statutes, in some cases such appointments are "as of right" and in others the Council has chosen not to make an appointment at the date of adoption of this Register.

LOCAL GOVERNMENT ACT 1995

Most delegations and sub delegations described in this Register originate under the Local Government Act 1995 which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s5.43, which are:

- any power or duty that requires a decision of an absolute majority or special majority of the local government,
- accepting a tender which exceeds an amount determined by the local government,
- appointing an auditor,
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government,
- any of the local government's powers under s5.98, 5.98A, s5.99, s5.99A and s5.100 of the Act,
- borrowing money on behalf of the local government,
- hearing or determining an objection of a kind referred to in s9.5 of the Act,
- the power under s9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government,

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1. Local Government Act 1995 Delegations

- any power or duty that requires the approval of the Minister or the Governor.

In addition, there are several other matters which cannot be delegated to the CEO:

- under r18G of the Local Government (Administration) Regulations and s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors,
- matters covered by the CEO Standards, adopted by Council and which relate to the recruitment and performance management of the Chief Executive Officer
- under r16 of the Local Government (Financial Management) Regulations which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day-to-day accounts or financial management operations.

The delegation powers under the Local Government Act 1995 relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

OTHER LEGISLATION

Legislation other than the Local Government Act 1995, its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Menzies) include:

- Animal Welfare Act 2002,
- Australian Citizenship Act 2007,
- Building Act 2011 and Building Regulations 2012
- Bush Fires Act 1954, regulations and local laws created under that Act,
- Cat Act 2011 and regulations
- Caravan Parks and Camping Grounds Act 1995,
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations,
- Dog Act 1976 and regulations,
- Equal Employment Opportunity Act 1984,
- Environmental Protection Act 1986,
- Food Act 2008,
- Freedom of Information Act 1992,
- Graffiti Vandalism Act 2016,
- Health (Miscellaneous Provisions) Act 1911 regulations and local laws created under that Act,
- Health (Asbestos) Regulations 1992,
- Land Administration Act 1997, and regulations,
- Litter Act 1979 and regulations,
- Local Government (Miscellaneous Provisions) Act 1960,
- Parks and Reserves Act 1895,
- Planning and Development Act 2005 including regulations, policies, and the Town Planning Scheme,
- Public Interest Disclosure Act 2003,
- Public Health Act 2016,

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Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

- Rates and Charges (Rebates and Deferments) Act 1982,
- Road Traffic Act 1974,
- Strata Titles Act 1985

The Shire of Menzies Town Planning Scheme No 2 permits delegation by Council to employees (rather than via the CEO as per the Local Government Act). Accordingly, the process defined by the Town Planning Scheme for delegating authority and duties is utilised.

SUB DELEGATION BY THE CHIEF EXECUTIVE OFFICER

The Local Government Act 1995 allows the Chief Executive Officer to delegate any of the powers delegated to the office of Chief Executive Officer to another employee (s5.44(1)), in writing (s5.44(2)) and may include conditions (s5.44(4)).

Such matters are addressed in the CEO Register of Delegations.

REVIEW OF DELEGATIONS

The Register of Delegations relevant to the CEO and other employees will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1), (2)).

As a matter of principle, the Shire of Menzies will review all delegations, authorisations, and appointments at least once in every financial year, whether under the Local Government Act 1995, or another Act. This is despite the varying requirements for review viz:

- Building Act 2011 - no requirement
- Bush Fires Act 1954 - no requirement
- Cat Act 2011 - annual review requirement
- Dog Act 1976 - annual review requirement
- Food Act 2008 - no requirement
- Graffiti Vandalism Act 2016 - no requirement
- Public Health Act 2016 - no requirement
- Planning and Development Act 2005 - annual review requirement

This will include the Chief Executive Officer reviewing all sub delegations, authorisations and appointments made by him or her.

RECORD OF ACTIONS AND DECISIONS

If a person is exercising a power or duty that has been delegated (including sub delegated), the Local Government Act requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- how the person exercised the power or discharged the duty,
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (r19 Local Government (Administration) Regulations 1996)

Sections responsible for a work process are to ensure that data is captured, and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Similar provisions do not exist under other legislation regarding record keeping (except for the Building Act 2011).

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

The CEO has determined that in relation to all record keeping of the exercise of delegated authority under legislation other than the Local Government Act 1995 that the provisions of the latter will apply and the same record keeping approach as required under the Local Government Act will be applied.

These requirements will be applied as an administrative instruction from the CEO.

PRIMARY/ANNUAL RETURNS AND GIFT DISCLOSURES

A person to whom a duty or power is delegated under the Local Government Act 1995 is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests s5.70 LGA
- complete a Primary Return s5.75 LGA
- complete Annual Returns s5.76 LGA

Although these requirements relate only to delegations under the Local Government Act 1995 and not any other Acts, the Council and the CEO have taken the decision to require compliance with those provisions, even when made under other Acts, to ensure all employees are treated equally in such disclosures.

A delegation has prepared in this Register to give effect to this approach, with the CEO delegated authority to nominate employees as "designated employees".

ACTING THROUGH ANOTHER PERSON

The Local Government Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire - s5.45 (2):

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- a CEO from performing any of his or her functions by acting through another person.

The key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in his or her own right.

Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to 'act through' another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept.

Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government and Communities Guideline No 17 - Delegations.

CERTIFICATION

I.....SHIRE PRESIDENT OF THE SHIRE OF MENZIES CERTIFY THAT THIS REGISTER WAS REVIEWED AND ADOPTED BY COUNCIL ON.....

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

Local Government Act 1995 Delegations

1.1 Council to CEO

1.1.1 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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1. Local Government Act 1995 Delegations

1.1.2 Compensation - Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	a. Delegation is limited to settlements which do not exceed a material value of \$500.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2	Adopted 24 November 2022 Item 13.2.1
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Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.3 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.

Compliance Links:	Local Government Act 1995: s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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1. Local Government Act 1995 Delegations

1.1.4 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority - Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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1. Local Government Act 1995 Delegations

1.1.5 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.

Compliance Links:	Local Government Act 1995 :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.6 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.

Compliance Links:	
Record Keeping	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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1. Local Government Act 1995 Delegations

1.1.7 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

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1. Local Government Act 1995 Delegations

1.1.8 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].
Council Conditions on this Delegation:	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.

Compliance Links:	.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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1. Local Government Act 1995 Delegations

1.1.9 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.

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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
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Compliance Links:	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1– Public Thoroughfare Obstruction – Determine Conditions</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.10 Gates Across Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.11 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

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1. Local Government Act 1995 Delegations

Compliance Links:	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.13 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Council Conditions on this Delegation:	

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 4.2 - Purchasing and Tenders Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.16 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: <ol style="list-style-type: none"> i. the proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit

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	Council Policy 4.2 - Purchasing and Tenders Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the

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	<p>goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$20,000 (ex GST) whichever is the lesser value [F&G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
Council Conditions on this Delegation:	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ol style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must comply with the any Council Policy and must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering the extended term.</p>

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy 4.2 - Purchasing and Tenders Policy</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.18 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government												
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)												
Delegate:	Chief Executive Officer												
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 												
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Category</th> <th>Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td> <td>\$250,000</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the</td> <td><\$250,000*</td> </tr> </tbody> </table> 	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the	<\$250,000*
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the	<\$250,000*												

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1. Local Government Act 1995 Delegations

	Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<i>*as specified in F&G.r.11(2)(h)(ii)</i>
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
	<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.</p>	

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 4.2 - Purchasing and Tender Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
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1. Local Government Act 1995 Delegations

1.1.19 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) the highest bidder at public auction [s.3.58(2)(a)]. (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and

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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. <p>d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal. <p>e. Where property to be disposed of have a market value of \$20,000 or less, by offering them for public sale or as consideration for an asset to be acquired, and to accept the most advantageous offer in the following circumstances:</p> <ul style="list-style-type: none"> • assets with a written down value less than the Shire's adopted capitalisation threshold (individually or collectively) • that are surplus to requirements, unlikely to be used, are damaged or impounded <p>f. Assets with a written down value more than the Shire's adopted capitalisation threshold but less than \$20,000 (individually or collectively):</p> <ul style="list-style-type: none"> • that are surplus to requirements, unlikely to be used, are damaged or impounded, or • if outright disposal of the asset is disclosed in Budget, or • if the value of the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, and both disposal and acquisition are disclosed in Budget, then, subject to the asset not being available to the purchaser until such time as the new asset is available for Shire use. <p>g. The Chief Executive Officer is authorised to dispose of asset/s where the asset/s to be disposed of have a market value of \$20,000 or more, and to accept the most advantageous offer in the following circumstances:</p> <ul style="list-style-type: none"> • if disposal of the asset is disclosed in Budget, and either; <ul style="list-style-type: none"> ➢ the asset is not being used as part of the consideration for a public tender for supply, by public auction or tender for outright sale, <u>or</u> ➢ the asset may be used as part of the consideration for an acquisition under a preferred supplier arrangement, the disposal must be:
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	<ul style="list-style-type: none"> ○ advertised for public auction or outright sale, and disclosure to this effect made in the acquisition specifications, or ○ advertised for public submissions, and subsequent consideration of submissions. <p>h. All matters dealing with disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council, except leases for staff in Shire owned properties.</p>
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Compliance Links:	Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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1. Local Government Act 1995 Delegations

1.1.20 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1) (a)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Authority to make payments is subject to annual budget limitations. b. The Chief Executive Officer is authorised to arrange payments from the Municipal Fund and Trust Fund, and transfers to and from Reserve Accounts as necessary. c. No creditor payments of any kind may be made from a Reserve Account. Reserve Accounts are permitted to have funds transferred to and from the Municipal Fund only. d. No payments whatsoever are permitted to be made in cash, except from Petty Cash. e. Creditor payments are to be certified by the person ordering and/or receiving the goods, or services, prior to actual payment being made. f. Cheques are to be signed and electronic funds transfers authorised by two persons, at least one of whom must be the Chief Executive Officer, except that if the Chief Executive Officer is unavailable, then it shall be the Chief Financial Officer and another person authorised by the Chief Executive Officer. g. All payments are to be reported to the following Council meeting as having been paid during the month. h. Contravention of this Delegation of Authority will be considered serious misconduct and may result in disciplinary action.
Compliance Links:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996

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1. Local Government Act 1995 Delegations

	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
	Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.21 Nominate an Employee to be a Designated Employee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s5.37 Definition of a Designated Employee
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate an employee to be a Designated Employee.
Council Conditions on this Delegation:	
Compliance Links:	Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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1. Local Government Act 1995 Delegations

1.1.22 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Chief Executive Officer may write off minor amounts up to \$500.00 in the following circumstances: <ul style="list-style-type: none"> • interest and charges on rates (not rates) – where as a result of daily interest calculations, it is clear that the rates were intended to be paid in full, but either an error occurred, or the payment was received by mail after the calculation was made. • sundry debtors – where the debtor can no longer be traced, or recovery is deemed unlikely. b. This delegation is not authority for the write-off of rates, but may be applied to rate interest and charges, administrative charges or sundry debtors considered unrecoverable or where it would be an inefficient use of resources to pursue the amount. c. Should additional information come to hand, a debt previously written-off under this delegation or by authority of Council may be reinstated, and recovery pursued. d. The Chief Executive Officer to report to Council any debts written off.
Compliance Links:	Collection of Rates Debts – refer Delegations: 1.1.26 Agreement as to Payment of Rates and Service Charges 1.1.28 Recovery of Rates or Service Charges 1.1.29 Recovery of Rates Debts – Require Lessee to Pay Rent 1.1.30 Recovery of Rates Debts – Actions to Take Possession of the Land
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.23 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 4.9 Investments. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17] e. Liquidity: <ul style="list-style-type: none"> • at least 50% of total investment portfolio must be liquefiable within 30 days: • cash flow report to be monitored at least weekly to ensure cash funds are available to meet commitments. • generally, investments should not exceed 3 months to ensure liquidity, subject to investment rates available, and the likelihood of funds being required. f. Authorised Investments: <ul style="list-style-type: none"> • Institutions and minimum credit rating (Standard & Poor's) approved/required are:

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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ➤ All banks within the meaning of the Banking Act 1959. A-1 (Short) to A (Long) (A minimum of 50% of total investments must remain with a Bank) ➤ Commonwealth Government A-1 to AA ➤ State Government A-1 to AA ➤ Other Financial Institutions A-1 (Short) to A (Long) • Maximum term of any investment is 1 year • Cash / Bank Deposits / Securities: <ul style="list-style-type: none"> ➤ At Call/Short-Dated deposits with a bank within the meaning of the Banking Act 1959 of the Commonwealth or a bank established by or under a law of a State or Territory of the Commonwealth. ➤ Bills of exchange that have been accepted or endorsed by a bank. ➤ Certificates of deposit and term deposits issued by a bank whether negotiable, convertible or not. • Restrictions: <ul style="list-style-type: none"> ➤ Organisations with which deposits are placed must have a long-term credit rating of A (or equivalent or higher) as assessed by a recognised Ratings Agency. ➤ All securities other than those guaranteed by the Commonwealth or a State Government must have a short-term domestic credit rating of A1 (or equivalent or higher) as assessed by a recognised Ratings Agency.
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Compliance Links:	Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy 4.9 - Investments
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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1. Local Government Act 1995 Delegations

1.1.24 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.

Compliance Links:	Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.25 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 4.12 – Financial Hardship. b. Agreements must be in writing and, subject to the Council Policy 4.12 – Financial Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Compliance Links:	Council Policy 4.12 – Financial Hardship
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.26 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
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1. Local Government Act 1995 Delegations

1.1.27 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 4.12 – Financial Hardship.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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2	Adopted 24 November 2022 Item 13.2.1
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1. Local Government Act 1995 Delegations

1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 4.12- Financial Hardship.

Compliance Links:	Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Council Policy 4.12 – Financial Hardship
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy 4.12 – Financial Hardship b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.
Compliance Links:	Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.

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1. Local Government Act 1995 Delegations

	Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Council Policy 4.2 Financial Hardship
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.30 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s.6.76(5)].
Council Conditions on this Delegation:	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.31 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and contracts formed through a public tender.
Council Conditions on this Delegation:	<p>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</p> <ol style="list-style-type: none"> It is exercised at the sole discretion of the Local Government; It is in the best interests of the Local Government; It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; It has potential to promote local and/or regional economic benefits. <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$50,000 or less.</p> <p>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</p>

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

	<p>e. This authority may only be exercised where the total consideration under the resulting contract is \$250,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy 4.2 - Purchasing and Tender Policy</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
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Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.32 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

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Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy 4.2 - Purchasing and Tender Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

Delegation Register

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1. Local Government Act 1995 Delegations

1.1.33 Payment from Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Financial Management) Regulations 1996 'A payment may only be made from the municipal fund or the trust fund- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds – by the CEO; or (b) otherwise, if the payment is authorised in advance by a resolution of the Council.'
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	That the Chief Executive Officer be delegated the authority to approve requisitions and purchase orders for the supply of goods and services and to make payments from the Shire Municipal Fund or Trust Fund in accordance with Regulation 12 of the Local Government (Financial Management) Regulations 1996.
Council Conditions on this Delegation:	1. Subject to the requirements of Regulations 5, 11, 12 and 13 of the Local Government (Financial Management) Regulations 1996. 2. All Payments are to be authorised and signed in accordance with the Council's policies and approved work procedures. Authority to the CEO is subject to annual budget limitations. 3. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next available ordinary meeting of the Council. 4. Must comply with relevant council policies as adopted from time to time.

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy 4.2 - Purchasing and Tender Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 29 June 2023 Item 13.2.1
2	Adopted 29 February 2024 Item 14.2.1
3	

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

1.2 Local Law Delegations to the CEO

1.2.1 Local Laws

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	All the powers, duties, and responsibilities of the local government, in respect of all the Local Laws of the Shire of Menzies.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	All the powers, duties, and responsibilities of the local government, in respect of all the Local Laws of the Shire of Menzies: <ul style="list-style-type: none"> • Activities in Thoroughfares and Public Places Local Law 2007 • Bush Fire Brigades Local Law 2015 (06/09/2019) • Urban Environment and Nuisance Local Law 2007 • Activities in Throughfare and Public Places Amendment Local Law 2013 • Dogs Local Law 2007 • Menzies Cemetery Bylaws • Kookynie Cemetery By-laws adoption • Health By-laws • Health By-laws Series A adoption • Health By-Laws Series A revised adoption • Comet Vale Cemetery - Local Laws
Council Conditions on this Delegation:	
Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	This delegation does not apply to applications for residential buildings with a floor area of 60m ² or less. Such applications are to be referred to Council for determination.

Compliance Links:	Building Act 2011
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Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

	<p>s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i></p>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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3	Adopted 29 February 2024 Item 14.2.1

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Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	
Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
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Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	

Compliance Links:	Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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Delegation Register

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2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.

Compliance Links:	Building Act 2011: s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
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Shire of Menzies

2. Building Act 2011 Delegations

2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything regarding non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	
Compliance Links:	Building Act 2011: Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order

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Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

	Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	
Compliance Links:	<i>Building Act 2011 - s.146 Confidentiality</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Council Conditions on this Delegation:	
Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate, or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier, or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	
Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

2.1.10 Appointment of approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).</p> <p><i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i></p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i></p>
Council Conditions on this Delegation:	

Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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2. Building Act 2011 Delegations

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3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Shire President and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	<p>a. Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).</p> <p>b. The Fire and Emergency Services Authority and surrounding shires will be advised, prior to a decision being made.</p> <p>c. Should the President or Chief BFCO be unavailable or hold joint office - the deputy to that position, or - the Chief Executive Officer as Chief BFCO, only, may act in that office in relation to this matter.</p> <p>d. If not holding joint office, the Chief Executive Officer is to be advised in order that notification to other FCOs, Shires and the community may be arranged as quickly as possible.</p>

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)]. 7. The Fire and Emergency Services Authority and surrounding shires will be advised, prior to a decision being made.

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	<p>8. Should the President or Chief BFCO be unavailable or hold joint office - the deputy to that position, or - the Chief Executive Officer as Chief BFCO, only, may act in that office in relation to this matter.</p> <p>9. If not holding joint office, the Chief Executive Officer is to be advised in order that notification to other FCOs, Shires and the community may be arranged as quickly as possible.</p>
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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
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3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C].

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	<p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p> <p>10. The Fire and Emergency Services Authority and surrounding shires will be advised, prior to a decision being made.</p> <p>11. Should the President or Chief BFCO be unavailable or hold joint office - the deputy to that position, or - the Chief Executive Officer as Chief BFCO, only, may act in that office in relation to this matter.</p> <p>12. If not holding joint office, the Chief Executive Officer is to be advised in order that notification to other FCOs, Shires and the community may be arranged as quickly as possible.</p>
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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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3	Adopted 29 February 2024 Item 14.2.1

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3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer, or an authorised CALM Act officer.</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3	Adopted 29 February 2024 Item 14.2.1

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3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].

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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3	Adopted 29 February 2024 Item 14.2.1

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3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred because of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
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4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates, and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .

Compliance Links:	<p>Cat Regulations 2012</p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Council Conditions on this Delegation:	

Compliance Links:	<i>Cat Regulations 2012</i> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3	Adopted 29 February 2024 Item 14.2.1

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4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .

Compliance Links:	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who may not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.5 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.6 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	<p>a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i>.</p> <p>b. The CEO may waive the registration fee for a maximum of 12 months where a cat is rescued from impoundment by a new owner.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$250 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.2 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i>, or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of

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Shire of Menzies

5. Dog Act 1974 Delegations

	section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. The CEO may waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.</p>
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	<p><i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.3 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the <<insert LG name>> Dogs Local Law.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.6 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)]. 4. Authority to consider application [s.33H(5)]
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Delegation does not include s.33M(1)(b) as the setting of a fixed fee is recommended to occur by Council resolution in accordance with s.6.16 of the Local Government Act 1995
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Contract Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine applications for compensation in relation to any item seized if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Contract Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Contract Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	<p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 WA Priority Classification System Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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Delegation Register

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6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1

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6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Contract Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2	Adopted 24 November 2022 Item 13.2.1
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7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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8. Public Health Act 2016 Delegations

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2	Adopted 24 November 2022 Item 13.2.1
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8. Public Health Act 2016 Delegations

8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> The Public Health Act 2016 or other specified Act Specified provisions of the Public Health Act 2016 or other specified Act Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> an environmental health officer or environmental health officers as a class; OR a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Subject to each person so appointed being; <ul style="list-style-type: none"> Appropriately qualified and experienced [s.25(1)(a)]; and Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers
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8. Public Health Act 2016 Delegations

	<p>s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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9. Planning and Development Act 2005 Delegations

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2 Local Planning Scheme – Council to CEO

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Shire of Menzies Town Planning Scheme No 1;
Express Power or Duty Delegated:	The CEO is delegated authority to determine development applications that fully comply with all requirements of the Act and Regulations, and the Town Planning Scheme.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>The Chief Executive Officer is delegated authority to determine planning and development applications in the following circumstances –</p> <p>a) All “P” uses as per the Planning Scheme Zoning Table,</p> <p>b) All “IP” uses as per the Planning Scheme Zoning Table, where i) The proposed development is on land having – • existing development, and • the proposed development is a use consistent with the existing development having similar or more stringent conditions, all of which will apply to the proposed development, in addition to any extra conditions specific to the proposed development</p> <p>c) “AA” uses as per the Planning Scheme Zoning Table, where:</p> <ul style="list-style-type: none"> ➤ The proposed development is a use previously approved by Council on that land and the conditions imposed at that time (if any) are to be re-imposed without reduction, or ➤ The proposed development is on land having: <ul style="list-style-type: none"> • existing development, or • common boundary with land having an existing development and both: <ul style="list-style-type: none"> a) the proposed development is a use consistent with the existing development having similar or more stringent conditions, all of which will apply to the proposed development, in addition to any extra conditions specific to the proposed development, and b) the proposed development is adjoining the existing development ➤ “SA” uses as per the Planning Scheme Zoning Table where: <ul style="list-style-type: none"> • The proposed development is a use previously approved by Council on that land and the conditions imposed at that time (if any) are to be re-imposed without reduction, or • The proposed development is on land having:

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	<p>a) existing development, and both – • the proposed development is a use consistent with the existing development, having similar or more stringent conditions, all of which will apply to the proposed development, in addition to any extra conditions specific to the proposed development, and</p> <p>b) the proposed development is adjoining the existing development.</p> <p>The Chief Executive Officer is delegated authority to commence advertising of any proposal submitted to Council for approval at a time considered appropriate.</p> <p>Notwithstanding compliance in all other respects with clause 1 of this delegation, where advertising of a proposal is required the proposed development is not to be approved by the Chief Executive Officer unless the submissions are solely in support of a proposed development, and all submissions received in response to advertising of the proposed development are to be referred to Council for determination.</p> <p>The Chief Executive Officer is delegated authority to issue notices in accordance with the Planning and Development Act 2005 s.214 (2), (3), and (5), and shall report each such instance to the next following Council meeting.</p>
Council Conditions on this Delegation:	See above

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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10 Statutory Authorisations and Delegations to Local Government from State Government Entities

The matters described in this Part are from the State Government to Local Government, and as such require no ratification or decision making by the Shire of Menzies. They are a record of such delegations only.

10.1 Environmental Protection Act 1986

10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

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Environment

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No. 47. 19-Mar-2004
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EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Shire of Menzies – Register of Delegations February 2024

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Shire of Menzies

10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

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No. 232. 20-Dec-2013
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EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

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10.1.3 Noise Management Plans – Construction Sites

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No. 71. 16-May-2014
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EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation Register

Shire of Menzies

10.2 Planning and Development Act 2005

10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Brookton-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittaring Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cotchedloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dawkalla Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/Weir Kimberley Shire of Donnybrook-Rainup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Esrombath City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goswells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalbarrie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Matherhama City of Mervale Shire of Menzies Shire of Merredin Shire of Mingeneew Shire of Moora Shire of Morawa Town of Moaman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Munding Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

- Shire of Nannup
 - Shire of Narembean
 - Shire of Narrogin
 - Town of Merriquin
 - City of Nedlands
 - Shire of Nganyayarraku
 - Shire of Northam
 - Shire of Northampton
 - Shire of Nungarin
 - Shire of Peppermint Grove
 - Shire of Perenjori
 - City of Perth
 - Shire of Pingelly
 - Shire of Plantagenet
 - Town of Port Hedland
 - Shire of Quairading
 - Shire of Ravensthorpe
 - City of Rockingham
 - Shire of Roebourne
 - Shire of Sandstone
 - Shire of Serpentine Jarrahdale
 - Shire of Shark Bay
 - City of South Perth
 - City of Stirling
 - City of Subiaco
 - City of Swan
-
- Shire of Tammin
 - Shire of Three Springs
 - Shire of Toodyay
 - Shire of Trayning
 - Shire of Upper Gascoyne
 - Town of Victoria Park
 - Shire of Victoria Plains
 - Town of Vincent
 - Shire of Wagin
 - Shire of Wandering
 - City of Wanneroo
 - Shire of Waroona
 - Shire of West Arthur
 - Shire of Westonia
 - Shire of Wickiepin
 - Shire of Williams
 - Shire of Wiluna
 - Shire of Wongan-Ballidu
 - Shire of Woodanilling
 - Shire of Wyalkatchem
 - Shire of Wyndham-East Kimberley
 - Shire of Yalgoo
 - Shire of Yilgarn
 - Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

Delegation Register

Shire of Menzies

10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)

GOVERNMENT GAZETTE Tuesday, 30 May 2017 No.14

GUIDANCE NOTE:

This delegation must be read in conjunction with amendments Gazetted on Tuesday, 18 December 2018 No.193 – please see inserted below.

PL403

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To delegate to the Managing Director, Policy, Planning and Investment—Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled “DEL 2011/02 Powers of local governments (MRS)” published in the *Government Gazette* on 10 June 2014, to give effect to this delegation,

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- (c) where that land is partly within the development control area described in section 10 of the *Suan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

3. Large Format Digital Signage applications

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - Category 1 road means that frontage access is not allowed (control of access);
 - Category 2 road means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - Category 3 road means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“Category 1 road” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“Category 2 road” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“Category 3 road” applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding—

- (a) PRR Category 1, 2 and 3—call Main Roads WA on 138 138.
- (b) ORR Category 1, 2 and 3—call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ol style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

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Delegation Register

Shire of Menzies

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<p>1. Where a development application has one or more of the following characteristics—</p> <p>(a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</p> <p>(b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or</p>	<p>1. Where the local government first decides to refuse the application under the MRS; or</p> <p>2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.</p>
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<p>(c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or</p> <p>(d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or</p> <p>(e) Development on a lot affected by the regional road reservation where—</p> <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$20 000; or <p>(f) Development on a lot affected by the regional road reservation where—</p> <ul style="list-style-type: none"> • none of the proposed development is within the regional road reservation; and • has a construction value greater than \$150 000 	

Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<p>1. All development applications, other than those where local government first decides to refuse it.</p>	<p>1. Where the local government first decides to refuse the application under the MRS</p>

Notes—

- (1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
- (2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's DC Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads. (<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- (3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. (<http://www.planning.wa.gov.au/publications/1197.asp>)
- (4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
- (5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC Policy 5.4 *Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)

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2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

- (a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- (b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- (c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral Requirements for applications from a public authority for large format digital signage development on land within a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that is reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply—

- (a) DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- (b) the local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- (c) Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- (d) the delegate is not bound to follow any recommendation received.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "development means the development or use of any land, including—
 - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
 - (b) the carrying out on the land of any excavation or other works;
 - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building".
- "DoT" means the Department of Transport
- "Large format digital signage" means an electronic billboard whether freestanding or attached to another structure with a display area of greater than 13m²
- "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "Public authority" means any of the following—
 - (a) a Minister of the Crown in right of the State;

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- (b) a department of the Public Service, State trading concern, State instrumentality or State public utility;
- (c) any other person or body, whether corporate or not, who or which, under the authority of a written law, administers or carries on for the benefit of the State, a social service or public utility;
- “regional road” means any road designated under the region Scheme as follows—
 - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
 - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*

CORRECTION TO DELEGATION 2017/02 GOVERNMENT GAZETTE 2 June 2017

PL101

CORRECTION

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport
Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—
“TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled “DEL 2015/02 Powers of local governments and Department of Transport (MRS)” published in the *Government Gazette* on 18 December 2015, to give effect to this delegation.”

AMENDMENT TO DELEGATION 2017/02 GOVERNMENT GAZETTE, Tuesday, 18 December 2019, No.193

GUIDANCE NOTE:

The below gazettal amends the above delegation and the two must be read in conjunction.

PL402

PLANNING AND DEVELOPMENT ACT 2005

AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DoT

Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

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Shire of Menzies

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

2. Amendment to Section A

1. The word “but excluding any application relating to large format digital signage” are deleted from clause 2.
2. Clause 3 is deleted.

3. Amendments to Section B

1. The words in brackets “(excluding applications under clause 3, Section A)” are deleted from the title to clause 4.
2. Clause 5 is deleted.
3. In the interpretation section the terms “Large format digital signage” and “Public Authority” and their respective definitions, are deleted.

Delegation Register

Shire of Menzies

10.2.3 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

10.3 Main Roads Act 1930

10.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION
RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS**

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

Dated:

THE COMMON SEAL OF THE)
 COMMISSIONER OF MAIN ROADS)
 WAS AFFIXED BY)
)
 COMMISSIONER OF MAIN ROADS)
)
 FOR THE TIME BEING IN THE)
 PRESENCE OF:)

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of)
)
)
 _____)
 [*Insert name of Local Government*])
)
 Was hereunto affixed pursuant to a)
 resolution of the Council in the)
 presence of.)
)

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Delegation Register

Shire of Menzies

10.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

Dated:

THE COMMON SEAL OF THE)
 COMMISSIONER OF MAIN ROADS)
 WAS AFFIXED BY)
)
)
 COMMISSIONER OF MAIN ROADS)
 FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)
)
)
 WAS AFFIXED PURSUANT TO A RESOLUTION)
 OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

Delegation Register

Shire of Menzies

10.4 Road Traffic (Vehicles) Act 2012

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies



Government of **Western Australia**
Department of **Transport**

Driver and Vehicle Services

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

A handwritten signature in blue ink, appearing to read 'C. Davers', written over a horizontal line.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](https://transport.wa.gov.au)

Extracted online on 15 March 2021

Delegation Register

Shire of Menzies

11 Authorisations and Appointments by the Council

11.1.1 Authorisations and Appointments by Council

The following Authorisations or appointments of Authorised Persons are made by the Council of the Shire of Menzies.

Act/Section	Position	Purpose	Comment
Local Government Act 1995 s5.120	CEO	In the absence of the CEO designating another employee to be the Complaints Officer, the CEO is, by default.	This effectively relates to Division 4 Complaints under the Code of Conduct.
Local Government Act 1995, Reg 11 (3) Local Government (Model Code of Conduct) Regulations 2021 and Shire of Menzies Model Code of Conduct for Council Members, Committee Members and Candidates for Election (2021)	CEO	Council has authorised the CEO to receive complaints and withdrawals of complaints.	This effectively relates to Division 3 Complaints under the Code of Conduct.
Building Regulations 2012: r.70 Approved officers and authorised officers	CEO	Appointed an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A).	
Animal Welfare Act 2002 s33(2)(a)(v)	CEO	Appointed as a General Inspector.	If a request is made by the CEO of the relevant Department. To be reviewed every financial year.
Bush Fires Act 1954 s59(1), (3); s59A(2)	CEO	Only the CEO may institute legal proceedings. Only the CEO or the Shire President may withdraw infringement notices pursuant to s59A (3) Bush Fires Act 1954 and r4 Bush Fires (Infringements) Regulations 1958	

Shire of Menzies – Register of Delegations February 2024

Delegation Register

Shire of Menzies

Fines, Penalties and Infringement Notices Enforcement Act 1994 s13(2)	CEO	Appointed and authorised as a Prosecuting Officer for the purpose of the Fines, Penalties and Infringement Notices Enforcement Act 1954.	Authorised to lodge and withdraw matters which have been registered with Fines Enforcement Registry. FER are notified of appointments by the City (see s13)
Litter Act 1979 26(1)(c)	All Council members and all employees – as of right, by virtue of Act.	Appointed and authorised as an authorised officer for the purposes of the Litter Act 1979.	Shall be issued with a certificate of appointment as an authorised officer in the prescribed form, evidencing the area of jurisdiction entrusted to him/her under this Act, which he shall, on reasonable demands, be produced.
Litter Act 1979 s30(4a)	CEO Shire President	CEO is authorised to withdraw infringement notices. If the Chief Executive Officer has issued the relevant infringement notice, the Shire President is authorised to withdraw such a notice.	

Shire of Menzies – Register of Delegations February 2024

Delegation Register
Shire of Menzies

Shire of Menzies – Register of Delegations February 2024

14.2.2	Review of Policy 3.9 Meeting Venue
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1249
DATE OF REPORT	29 January 2024
AUTHOR	Executive Officer, Maureen Yulo-Uy
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 3.9 Meeting Venue [14.2.2.1 - 1 page]

SUMMARY:

To review Policy 3.9 Meeting Venue in accordance with the Council's rolling review of all policies.

BACKGROUND:

The current policy provides that Council Meetings be held in the Menzies Council Chambers except for two Ordinary Meetings which may be held in Tjuntjuntjara or Kookynie.

COMMENT:

The existing policy can be endorsed without amendment.

CONSULTATION:

WA Local Government Association (WALGA)

STATUTORY AUTHORITY:

There is no statutory provision for where a meeting must be held.

The only part of the Act/Regulations that deals with location is in relation to the attendance of a member, by electronic means, and their location at the time.

POLICY IMPLICATIONS:

This policy is being reviewed by the Council in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

There are no financial implications if the officer's recommendation is endorsed.

RISK ASSESSMENT:

If the policy is not regularly reviewed and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the shire.

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome:

4.2 An efficient and effective organisation.

Strategy:

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 3.9 Meeting Venue be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 3.9 – Meeting Venue

Relevant Delegation

N/A

Objective

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

– End of Policy

ADOPTED: 30 AUGUST 2018
REVIEWED: 29 FEBRUARY 2024

14.2.3	Review of Policy 3.10 Agenda Format/ Officer's Reports
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1250
DATE OF REPORT	13 February 2024
AUTHOR	Executive Officer, Maureen Yulo-Uy
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 3.10 Agenda Format Adopted 25 02 2021 [14.2.3.1 - 6 pages]

SUMMARY:

To review Policy 3.10 Agenda Format/Officer's Reports, in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

At its meeting held on 25 May 2023, the Council resolved:

'The CEO shall cause to be presented to the Council monthly and over the course of one year, on a rolling basis, sufficient policy review reports such that all policies of the Council shall be reviewed at least once.'

COMMENT:

This report will recommend that the Council's current policy relating to Agenda Format/Officer's Reports be repealed and replaced with a new policy.

The current policy requires significant changes for the following reasons:

- a. The order of business and agenda format need to be updated to reflect the existing template
- b. The strategic implications do not need to be specified, as this section continuously changes, depending on what is adopted by the Council.

Please note that the regulations regarding meeting procedures are currently being developed as part of the first tranche of Local Government Reform, which will apply to all Local Governments. Once implemented, this could potentially invalidate this policy.

CONSULTATION:

No external consultation.

STATUTORY AUTHORITY:

Shire of Menzies Meeting Procedures Local Law 2021
Part 5 (1) provides that the Order of Business of an ordinary meeting of the Council shall be determined by the local government from time to time.

POLICY IMPLICATIONS:

This report will recommend the repeal and replacement of a policy.

FINANCIAL IMPLICATIONS:

There are no financial implications if the officer's recommendation is endorsed.

RISK ASSESSMENT:

There are no risk implications if the new policy is adopted.

STRATEGIC IMPLICATIONS:

The Shire's Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome:

4.2 An efficient and effective organisation.

Strategy:

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That:

1. Policy 3.10 Agenda Format/Officer's Reports be repealed

2. New Policy 3.10 Order of Business and Agenda Format, as follows:

'Policy Statement

At the Shire of Menzies, our commitment to efficiency, productivity, and clarity in our operations extends to Council Meetings. To achieve these objectives, we are instituting a standardised order of business and agenda format for all Council Meetings.

The Order of Business for Council Meetings is as follows:

1. Declaration of Opening
2. Announcement of Visitors
3. Members of the Public Present
4. Record of Attendance
5. Response to Previous Public Questions Taken on Notice
6. Public Question Time
7. Approved Leave of Absence
8. Disclosures of Interest
9. Notice of Items to be Discussed Behind Closed Doors
10. Confirmation/Receival of Minutes
11. Petitions/Deputations/Presentations
12. Announcement by Presiding Member without Discussion
13. Report of Committees
14. Reports of Officers
15. Motions of Which Previous Notice Has Been Given
16. New Business of an Urgent Nature
17. Behind Closed Doors- Confidential Reports
18. Next Meeting
19. Closure of Meeting

The agenda format for Council Meetings is as follows:

Item number	Agenda Title
LOCATION	
APPLICANT	
DOCUMENT REF	
DATE OF REPORT	
AUTHOR	
RESPONSIBLE OFFICER	
OFFICER DISCLOSURE OF INTEREST	
ATTACHMENT	

SUMMARY:

(Purpose: To provide a brief overview of the main points, decisions, or outcomes related to the agenda item.)

BACKGROUND:

(Purpose: To provide context and background information on the agenda item.)

COMMENT:

(Purpose: To provide additional information that can help the Council make an informed decision.)

CONSULTATION:

(Purpose: To outline any consultations or discussions that have taken place with relevant stakeholders regarding the agenda item.)

STATUTORY AUTHORITY:

(Purpose: To specify the legal or regulatory authority under which the agenda item is being addressed.)

POLICY IMPLICATIONS:

(Purpose: To assess the alignment of proposed actions with organisational policies.)

FINANCIAL IMPLICATIONS:

(Purpose: To outline the financial impact of the issue being discussed. This section provides clarity on the costs involved and helps the Council assess budgetary considerations.)

RISK ASSESSMENT:

(Purpose: To identify and assess potential risks associated with the agenda item. This section helps the Council understand the potential consequences and uncertainties involved in various courses of action.)

Risk Statement	Level of Risk	Risk Mitigation Strategy

STRATEGIC IMPLICATIONS:

(Purpose: To discuss how the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

(Purpose: To outline the specific voting procedures that must be followed during the voting process to ensure that the resulting council decision is valid and legally binding.)

OFFICER RECOMMENDATION:

(Purpose: To outline the proposed course of action based on the assessment of all available information. Note that this section should stand alone, that is, the reader will be able to understand the full intent)

COUNCIL DECISION:

(Note: This section should stand alone, that is, the reader will be able to understand the full intent of the decision.)'

be adopted.

COUNCIL DECISION:

Council Resolution Number	
----------------------------------	--

Moved		Seconded	
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Carried	
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POLICY – 3.10 – Agenda Format – Officers Report

Relevant Delegation

N/A

Policy Statement

The policy 3.10 Ordinary Council Meeting Agenda and Officer's reports be amended to reflect new agenda format to be implemented June 2020.

12.1 FINANCE AND ADMINISTRATION

12.2 WORKS AND SERVICES

12.3 HEALTH BUILDING AND TOWN PLANNING

12.4 COMMUNITY DEVELOPMENT

12.5 MANAGEMENT AND POLICY

12.5.4 Confirmed Minutes of the GVROC and NGWG Meetings

Please refer to Attachment 1 and 2 for Agenda format to be used for Council meetings.

ATTACHMENT A – REPORT TEMPLATE

1.1.1 TITLE

LOCATION:
APPLICANT:
DOCUMENT REF:
DISCLOSURE OF INTEREST:
DATE:
AUTHOR:

IN BRIEF:

BACKGROUND:

COMMENT:

CONSULTATION:

STATUTORY AUTHORITY:

POLICY IMPLICATIONS:

FINANCIAL IMPLICATIONS:

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy

STRATEGIC IMPLICATIONS:

Select one or more of the outcomes from the Strategic Plan – delete those not relevant

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.

14.4 *Heritage & Natural assets conserved*

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

VOTING REQUIREMENTS:

Simple / absolute majority

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council

COUNCIL DECISION:

COUNCIL RESOLUTION:	No.
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MOVED: Cr

SECONDED: Cr

Carried /

ATTACHMENT B – ORDER OF THE MEETING

ORDER OF THE MEETING

- 1 DECLARATION OF OPENING
- 2 ANNOUNCEMENT OF VISITORS
- 3 RECORD OF ATTENDANCE
- 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- 5 PUBLIC QUESTION TIME
- 6 APPLICATIONS BY MEMBERS
- 7 DECLARATIONS OF INTEREST
- 8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS
- 9 CONFIRMATION / RECEIVAL OF MINUTES
- 10 PETITIONS / DEPUTATIONS / PRESENTATIONS
- 11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
- 12 REPORTS OF OFFICERS
 - 12.1 FINANCE AND ADMINISTRATION
 - 12.1.1 Statement of Financial Activity for the Month of
 - 12.1.2 Monthly Listing of Payments for the Month of
 - 12.1.3 Monthly Investment Report for the Month of
 - 12.1.4 Other Reports on Financial Matters
 - 12.2 WORKS AND SERVICES
 - 12.3 HEALTH BUILDING AND TOWN PLANNING
 - 12.4 COMMUNITY DEVELOPMENT
 - 12.5 MANAGEMENT AND POLICY
 - 12.5.1 Actions Performed under Delegation for the period April - May 2020
 - 12.5.2 CEO Status Report
 - 12.5.3 Other Management and Policy Reports
 - 12.5.4 Confirmed Minutes of the GVROC and NGWG Meetings
- 13 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS
- 14 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

- 15 NEW BUSINESS OF AN URGENT NATURE INTRODUCED
BY DECISION OF THE MEETING (LATE ITEMS)
- 16 NEXT MEETING
- 17 CLOSURE OF MEETING

– End of Policy

COMMENT

Formerly		
New Policy	17 December 2015	
Last Reviewed	June 2020 (Res 1901)	
Next Review Date	February 2021	
Amended		
Adopted	June 2020	30 August 2018
Version	1	

14.2.4	Review of Policy 4.7 Creditors Preparation for Payment
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1251
DATE OF REPORT	12 February 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 4.7 Creditors Preparation for Payment [14.2.4.1 - 1 page]

SUMMARY:

To review Policy 4.7 Creditors Preparation for Payment in accordance with the Council's rolling review of all policies.

BACKGROUND:

The Policy 4.7 Creditors Preparation for Payment was adopted by the Council on 30 August 2018.

COMMENT:

The existing policy can be endorsed without amendment.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Regulation 11 of the Local Government (Financial Management) Regulation 1996 provides procedures for making payments.

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use for
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.

POLICY IMPLICATIONS:

This policy is being reviewed by the Council in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

There are no policy implications if the officer's recommendation is endorsed.

RISK ASSESSMENT:

If the policy is not regularly reviewed and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the shire.

STRATEGIC IMPLICATIONS:

The Shire’s Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome:
4.2 An efficient and effective organisation.

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

Accordingly, the officer’s recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 4.7 Creditor Preparation for Payment be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 4.7 – Creditors Preparation for Payment

Relevant Delegation

N/A

Policy Statement

1. Where practicable, invoices are to be certified by the person who placed the order to indicate–
 - i) that the purchase was duly authorised;
 - ii) that the goods and services were received in a satisfactory condition, or to a satisfactory standard, and
 - iii) the price and computations on the invoice are correct;
2. As confirmation of compliance with Council's Purchasing Policy, attached to the invoice or first invoice of a number of payments, should be –
 - i) the duplicate copy of the purchase order (or photocopy),
 - ii) any documentation regarding quotes obtained both for the successful quote and for the quotes not accepted,
 - iii) any summary of quotes received, or calculations used to make the decision.
3. Information that is solely sales in nature does not need to be attached, unless considered relevant to the decision made.

– End of Policy

ADOPTED: 30 AUGUST 2018
REVIEWED: 29 FEBRUARY 2024

14.2.5	Review Policy 4.8 Petty Cash and Till Float
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1252
DATE OF REPORT	12 February 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 4.8 Petty Cash and Till Float [14.2.5.1 - 1 page]

SUMMARY:

To review Policy 4.8 Petty Cash and Till Float in accordance with the Council's rolling review of all policies.

BACKGROUND:

The Policy 4.8 Petty Cash and Till Float was adopted by the Council on 30 August 2018.

COMMENT:

The existing policy can be endorsed without amendment.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Regulation 11 of the Local Government (Financial Management) Regulation 1996 provides procedures for making payments.

- (1) (b) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of by petty cash system.

POLICY IMPLICATIONS:

This policy is being reviewed by the Council in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

There are no policy implications if the officer's recommendation is endorsed.

RISK ASSESSMENT:

If the policy is not regularly reviewed and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the shire.

STRATEGIC IMPLICATIONS:

The Shire’s Strategic Community Plan 2021-2031 outlines the following Outcome and Strategy:

Outcome:
4.2 An efficient and effective organisation.

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

Accordingly, the officer’s recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 4.8 Petty Cash and Till Float be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 4.8 – Petty Cash and Till Float

Relevant Delegation

N/A

Policy Statement

1. Petty Cash –
 - a) A petty cash float may be held in the custody of a suitable officer at the direction of the Chief Executive Officer
 - b) All claims on petty cash are to be supported by receipts for the expenditure, or written explanation of the expenditure, and authorised by Chief Executive Officer prior to payment
 - c) Prior to recoup, payments made and cash on hand are to be reconciled.
2. Till Floats –
 - a) Till floats may be held in the care of suitable officers at the direction of the Chief Executive Officer, at–
 - Shire Office for front counter
 - Community Resource Centre
 - Caravan Park
 - b) No cash payments are to be made from the till float
 - c) Cash on hand is to be reconciled with record of receipts and till float daily.

– End of Policy

ADOPTED: 30 AUGUST 2018
REVIEWED: 29 FEBRUARY 2024

14.2.6	Review Policy 4.9 Investments
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1253
DATE OF REPORT	12 February 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 4.9 Investments Adopted 25 02 2021 [14.2.6.1 - 3 pages]

SUMMARY:

To review Policy 4.9 Investments in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Policy 4.9 Investments was adopted by the Council on 30 August 2018.

COMMENT:

The existing Investments policy provides guidance for investing surplus funds, recommendations for investment, delegation of authority, as well as review and reporting.

Consequently, it is advisable to consider repealing and replacing the current Policy 4.9 Investments to provide more comprehensive guidance on investment procedures, including adherence to legal requirements, investment objectives, authority delegation, and review/reporting mechanisms.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Local Government Act 1995

Section 6.14 of the Act provides that a local government is to comply with the regulations when investing money held in municipal fund or trust fund.

Local Government (Financial Management) Regulations 1996

Regulation 8(3) provides that money from different accounts may be placed in a common investment authorised by the Act.

Regulation 19(1) and (2) provides that a local government is to ensure control over investments and the identification of all investments.

Regulation 19C(2) provides the restriction when investing, where a local government may not do any of the following:

- (1) Deposit with an institution except an authorised institution
- (2) Deposit for fixed term of more than 3 years
- (3) Invest in bonds that are not guaranteed by the Commonwealth Government, or State or Territory government.
- (4) Invest in bonds with a term to maturity of more than 3 years.
- (5) Invest in a foreign currency.

POLICY IMPLICATIONS:

This policy is being reviewed by the Council in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

There are no financial implications if the officer's recommendation is endorsed.

RISK ASSESSMENT:

If the policy is not regularly reviewed and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the organisation.

STRATEGIC IMPLICATIONS:

The Council's Community Strategic Plan 2021 – 2031 outlines the following outcome and strategy:

Outcome

4.2: An efficient and effective organisation.

Strategy

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

Accordingly, the officer's recommendation aligns with the Strategic Community Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That:

1. Current Policy 4.9 Investments be repealed.
2. New Policy 4.9 Investments, as follows:

'Objective

This policy outlines the requirements for investing the Shire's surplus funds in accordance with the Local Government (Financial Management) Regulations 1996.

Policy Statement

1. Authority to Invest

In accordance with the Local Government Act 1995 section 6.14 and CEO Register of Delegations, Sub delegations, Authorisations and Appointments Register 1.1.14 the Chief Executive Officer and/or Chief Financial Officer is authorised officer to invest surplus Council funds within a recognised financial institution in accordance with Regulation 19(1) and (2) of the Local Government (Financial Management) Regulations 1996.

Council recommendation is to invest in one or more of the following financial institutions:

- Commonwealth Bank
- National Australia Bank
- ANZ Banking Corporation
- Westpac Banking Corporation
- Bankwest

Any proposal to invest in another financial institution is to be referred to Council.

2. Investment funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.
3. In accordance with Regulation 19C(2) of the Local Government (Financial Management) Regulations 1996 the Shire of Menzies will not undertake any of the following investment activities:
 - Deposit with an institution except an authorised institution
 - Deposit for fixed term of more than 3 years
 - Invest in bonds at are not guaranteed by the Commonwealth Government, or State or Territory government.
 - Invest in bonds with a term to maturity of more than 3 years.
 - Invest in foreign currency.
4. A monthly Investment Report be presented to Council Information Bulletin giving details of all current investments showing:
 - Name of financial institution

- Summary investment amount
- Term and date of maturity
- Interest rate'

be adopted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 4.9 - Investments

Relevant Delegation

N/A

1 Objective

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

2 Policy Statement

2.1 Purpose of Policy

The purpose of this policy is to ensure that:

- The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18(1)a of the Trustees Act 1962 (the 'Prudent Person' rule):
- At all times the Council has in place a current set of policies and delegations for its Investment Officers (Delegation Number 2.5): and
- Adherence to the guidelines by all officers with delegated authority to invest/control surplus funds.

2.2 This Policy is to be made available to all employees involved in daily investment decisions.

2.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

3 Prudent Person Rule

3.1 The investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of the changes of the Trustees Act, the list of prescribed investments has been removed and replaced with Prudent Person rule.

3.2 The main features of the Prudent Person rule include:

- Exercising the care, diligence and skill that a "Prudent Person" would exercise in managing the affairs of other persons; and
- A duty to invest funds in investments that are not speculative or hazardous.

3.3 In exercising powers of investment, there are important matters for consideration:

- The purpose of the investment and the needs and circumstances;
- The desirability of diversifying investments and the nature of and risk associated with existing investments;

- The need to maintain the real value of capital and income; the risk of capital or income loss or depreciation; the potential for capital appreciation;
- The likely income returns and timing of the income return; the length of the term of the proposed investment;
- The liquidity and marketability of the proposed investment; the aggregate value of the investment;
- The effect of the proposed investment in relation to tax liability (if any);
- The likelihood of inflation affecting the value of the proposed investment; and
- The cost of making the proposed investment and the results of a review of existing investments.

4 Investment Objectives

4.1 To add value through prudent investment of funds;

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

5 Authority to Invest

5.1 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.

5.2 Recommendations are to invest in one or more of the following:

- Commonwealth Bank
- National Australia Bank
- Westpac bank
- ANZ Bank
- Bankwest

Any proposal to invest in another institution, for whatever reason, is to be referred to Council:

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

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

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

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

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

6 Delegation of Authority

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

7 Review and Reporting

7.1 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.

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

7.3 For Audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on Councils behalf at 30 June each year.

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

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

– End of Policy

COMMENT

Formerly		
New Policy		
Last Reviewed	30 August 2018	
Next Review Date	February 2021	
Amended	15 November 2016	
Adopted	30 August 2018	24 November 2016
Version	1	

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS OF AN URGENT NATURE

17 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

18 NEXT MEETING

The next meeting is to be held on Thursday 28 March 2024 in _____ commencing at 1.00pm.

19 CLOSURE OF MEETING

The Shire President declared the meeting closed at _____pm.