



SHIRE OF MENZIES

Agenda

NOTICE OF MEETING

An Ordinary Meeting of the Council will be held in the Council Chambers, 124 Shenton Street, Menzies on Thursday 16 April 2026 commencing at 1.00PM.

A handwritten signature in blue ink, appearing to read "Rob Stewart".

Rob Stewart
Acting 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*.

RECORDING OF MEETINGS

- All Council Meetings are digitally recorded, for audio only, except for Confidential Agenda Items (in accordance with Section 5.23(2) of the Local Government Act 1995) during which time recording ceases.
- Following publication and distribution of the meeting minutes to Council Members the digital audio recording will be available on the Shire's website.

Defamation – cl 14K Local Government (Administration) Regulations 1996

- (1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —
- (a) publicly broadcasting a meeting;
 - (b) making a recording of a meeting;
 - (c) making a recording of a meeting publicly available;
 - (d) retaining a recording of a meeting or a copy of a recording;
 - (e) providing a copy of a recording of a meeting to the Departmental CEO.

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1 DECLARATION OF OPENING

The Shire President, as Presiding Member, declared the meeting open at ____pm.

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

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

Staff Mr R Stewart, Acting Chief Executive Officer
Ms K Van Kuyl, Chief Financial Officer
Ms M Yulo-Uy, Executive Officer (Minutes)
Mr S McGay, Community Development Manager

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

6 APPLICATIONS FOR LEAVE OF ABSENCE

Cr A Tucker – from 20 February 2026 to 21 May 2026 (Previously approved, pursuant to Council Resolution 001/26)

7 DISCLOSURES OF INTEREST

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Item 16.1 Appointment of Acting (Temporary) Chief Executive Officer

9 CONFIRMATION/RECEIVAL OF MINUTES

9.1 Confirmation of Minutes
(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 19 March 2026 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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10 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

To be tabled

12 REPORTS OF COMMITTEES

Nil

13 REPORTS OF OFFICERS

13.1 Finance Reports

13.1.1	Finance Report - March 2026
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1641
DATE OF REPORT	7 April 2026
AUTHOR	Finance Team Leader, Tien Tran
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Statement of Financial Activity - March 2026 [13.1.1.1 - 29 pages] 2. Financial Information Statement - March 2026 [13.1.1.2 - 9 pages]

SUMMARY:

To receive the Statement of Financial Activity for the period ended 31 March 2026.

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, including:

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

Regulation 35 of the Regulations further requires a local government to prepare each month a statement of financial position of the local government as at the last day of the reporting 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 material variances between the budgeted and actual

amounts where they are not associated with timing differences for the purpose of keeping the Council informed of the Shire's current financial position.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations (1996):

Regulation 34 requires the local government to prepare and provide a statement of financial activity as of the end of the relevant month.

Regulation 35 requires the local government to prepare and provide a statement of financial position as of 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:

Applying the Council's Risk Management matrix, should the statutory process required not be followed there is a minor risk of reputational damage. As it is unlikely that the Council would ignore the statutory process, there is a low overall consequence. However, should the officer's recommendation not be adopted, the Council would be in contravention of Regulation 34.

STRATEGIC IMPLICATIONS:

The Shire's Council Plan 2025-2035 outlines the following Outcome, Strategy and Activity:

Outcome

8. An efficient and effective organisation.

Strategy

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

Activity:

8.1.2 Demonstrate sound financial planning and management, seeking a high level of legislative compliance and effective internal controls.

Accordingly, the officer’s recommendation aligns with the Shire’s Council Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Statement of Financial Activity for the period ended 31 March 2026, 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 March 2026**

**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 MARCH 2026**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2025/26 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)
Lot 93 (36) Mercer St - Building (Capital)	96%	20,000	15,003	19,227	(4,224)
Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	20%	150,000	150,000	29,850	120,150
Town Hall (Admin) - Building (Capital)	29%	100,000	99,999	28,746	71,253
Program Reseal Outside BUA	23%	1,140,000	0	262,773	(262,773)
Menzies North West (RRG 23/24)	97%	523,977	523,977	509,500	14,477

Financial Position		31 March 2025	31 March 2026
Adjusted Net Current Assets	171%	\$ 4,030,248	\$ 6,902,662
Cash and Equivalent - Unrestricted	146%	\$ 4,677,616	\$ 6,829,905
Cash and Equivalent - Restricted	97%	\$ 13,296,400	\$ 12,888,284
Receivables - Rates	151%	\$ 850,035	\$ 1,280,908
Receivables - Other	32%	\$ 267,080	\$ 86,435
Payables	32%	\$ 461,542	\$ 146,380

% 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 MARCH 2026**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2026
Prepared by: Tien Tran
Reviewed by: Kristy Van Kuyl (CFO)

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

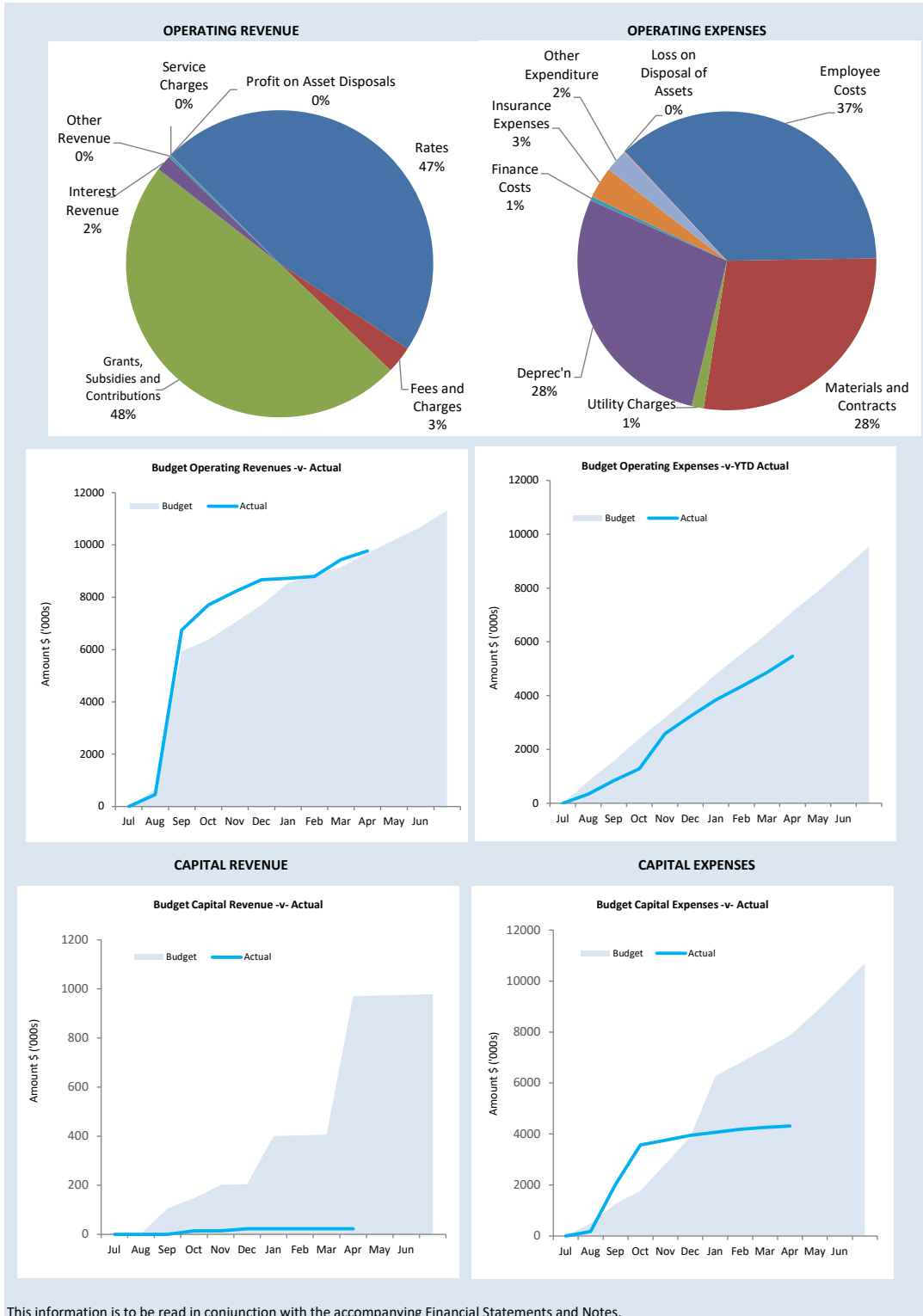
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 MARCH 2026**

SUMMARY GRAPHS



SHIRE OF MENZIES**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 MARCH 2026****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 MARCH 2026

BY NATURE

Note	Adopted Annual Budget	Amended 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	4,982,851	4,982,851	4,982,851	5,185,679	202,828	4%	▲
Grants, Subsidies and Contributions	12	1,816,720	1,832,771	1,469,867	1,572,153	102,286	7%	▲
Fees and Charges		251,028	354,628	267,649	316,827	49,178	18%	▲
Interest Revenue		304,000	304,000	228,982	184,626	(44,356)	(19%)	▼
Other Revenue		110,602	50,150	37,602	28,168	(9,434)	(25%)	▼
Profit on Disposal of Assets	7	93,813	93,813	93,813	1,364	(92,449)	(99%)	▼
		7,559,014	7,618,213	7,080,764	7,288,815			
Expenditure from operating activities								
Employee Costs		(3,161,466)	(3,176,008)	(2,355,532)	(2,004,427)	351,105	15%	▲
Materials and Contracts		(2,646,542)	(2,794,077)	(2,069,251)	(1,515,858)	553,393	27%	▲
Utility Charges		(175,700)	(163,407)	(122,472)	(70,466)	52,006	42%	▲
Depreciation		(2,676,314)	(2,676,314)	(2,007,180)	(1,521,570)	485,610	24%	▲
Finance Costs		(30,098)	(30,098)	(24,076)	(23,877)	199	1%	▲
Insurance Expenses		(177,287)	(188,134)	(140,877)	(186,559)	(45,682)	(32%)	▼
Other Expenditure		(512,097)	(516,695)	(398,875)	(132,994)	265,881	67%	▲
Loss on Disposal of Assets	7	0	(10,000)	(7,497)	(7,539)	(42)	(1%)	▼
Loss FV Valuation of Assets		0	0	0	0	0		
		(9,379,504)	(9,554,733)	(7,125,760)	(5,463,290)			
Non-cash amounts excluded from operating activities								
Add back Depreciation		2,676,314	2,676,314	2,007,180	1,521,570	(485,610)	(24%)	▼
Adjust (Profit)/Loss on Asset Disposal	7	(93,813)	(83,813)	(86,316)	6,175	92,491	(107%)	▲
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		0	0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0	0		
Fair Value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Loss on Asset Revaluation		0	0	0	0	0		
Adjustment in Fixed Assets		0	0	0	1	1		▲
		2,582,501	2,592,501	1,920,864	1,527,746			
Amount attributable to operating activities		762,011	655,981	1,875,868	3,353,271			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	3,703,044	3,703,044	2,597,181	2,485,999	(111,182)	(4%)	▼
Proceeds from Disposal of Assets	7	186,000	219,462	211,092	22,825	(188,267)	(89%)	▼
		3,889,044	3,922,506	2,808,273	2,508,824			
Outflows from investing activities								
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(1,426,976)	(1,210,976)	(909,207)	(232,710)	676,497	74%	▲
Plant and Equipment	8	(1,185,000)	(975,000)	(686,232)	(433,919)	252,313	37%	▲
Furniture and Equipment	8	0	0	0	0	0		
Infrastructure Assets - Roads	8	(5,777,276)	(5,667,276)	(3,744,942)	(2,877,062)	867,880	23%	▲
Infrastructure Assets - Footpaths	8	(75,000)	(75,000)	(56,250)	0	56,250	100%	▲
Infrastructure Assets - Parks and Ovals	8	(1,000,000)	(100,000)	(74,997)	(4,500)	70,497	94%	▲
Infrastructure Assets - Other	8	(767,106)	(1,032,140)	(821,363)	(620,619)	200,744	24%	▲
		(10,231,358)	(9,060,392)	(6,292,991)	(4,168,810)			
Amount attributable to investing activities		(6,342,314)	(5,137,886)	(3,484,718)	(1,659,986)			
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		0	0	0	0	0		
Transfer from Reserves	10	1,259,000	759,000	759,000	0	(759,000)	(100%)	▼
		1,259,000	759,000	759,000	0			
Outflows from financing activities								
Repayment of borrowings	9	(62,136)	(62,136)	(46,599)	(46,343)	256	1%	▲
Payments for principal portion of lease liabilities	9	0	0	0	0	0		
Transfer to Reserves	10	(1,650,136)	(1,570,136)	(1,540,136)	(99,456)	1,440,680	94%	▲
		(1,712,272)	(1,632,272)	(1,586,735)	(145,799)			
Amount attributable to financing activities		(453,272)	(873,272)	(827,735)	(145,799)			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	6,033,575	5,355,176	5,355,176	5,355,176	0	0%	
Amount attributable to operating activities		762,011	655,981	1,875,868	3,353,271			
Amount attributable to investing activities		(6,342,314)	(5,137,886)	(3,484,718)	(1,659,986)			
Amount attributable to financing activities		(453,272)	(873,272)	(827,735)	(145,799)			
Surplus or deficit at the end of the financial year	1	0	(0)	2,918,591	6,902,662			

▲ ▼ 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 2025/26 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 MARCH 2026

	30 June 2025	31 March 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	18,676,937	19,718,189
Trade and other receivables	601,275	1,042,243
Inventories	42,569	42,569
Contract assets	259,072	(0)
TOTAL CURRENT ASSETS	19,677,267	20,803,001
NON-CURRENT ASSETS		
Trade and other receivables	1,905	1,905
Other financial assets	19,905	19,905
Property, plant and equipment	15,331,962	15,362,760
Infrastructure	176,538,251	179,125,691
TOTAL NON-CURRENT ASSETS	191,892,023	194,510,262
TOTAL ASSETS	211,569,290	215,313,263
CURRENT LIABILITIES		
Trade and other payables	599,884	160,391
Other liabilities	933,380	851,664
Employee related provisions	157,081	157,081
TOTAL CURRENT LIABILITIES	1,752,480	1,184,929
NON-CURRENT LIABILITIES		
Employee related provisions	85,310	85,310
TOTAL NON-CURRENT LIABILITIES	628,345	628,345
TOTAL LIABILITIES	2,380,825	1,813,273
NET ASSETS	209,188,465	213,499,989
EQUITY		
Retained surplus	31,619,216	35,831,283
Reserve accounts	12,788,828	12,888,284
Revaluation surplus	164,780,422	164,780,422
TOTAL EQUITY	209,188,465	213,499,989

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 MARCH 2026

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

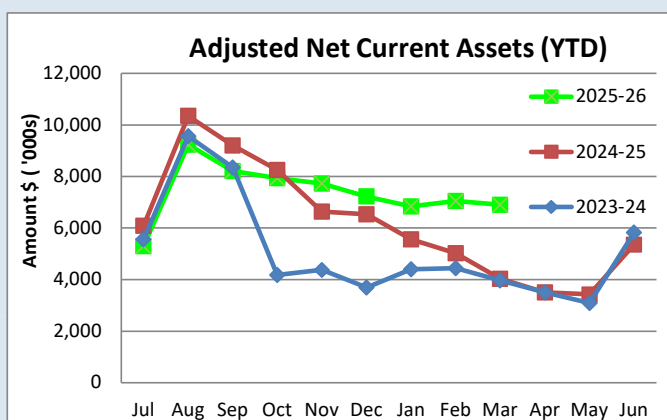
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 31/03/2025	Year to Date Actual 31/03/2026
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	5,888,109	4,677,616	6,829,905
Cash Restricted - Reserves	2	12,788,828	13,296,400	12,888,284
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	741,033	850,035	1,280,908
Receivables - Other	3	185,341	267,080	86,435
Impairment of Receivables	3	(325,099)	(340,752)	(325,099)
Other Assets Other Than Inventories	4	356,487	7,716	(0)
Inventories	4	42,569	11,331	42,569
		19,677,267	18,769,425	20,803,001
Less: Current Liabilities				
Payables	5	(593,128)	(461,542)	(146,380)
Contract Liabilities	11	(933,380)	(894,771)	(851,664)
Bonds & Deposits	14	(6,756)	(86,464)	(14,011)
Loan and Lease Liability	9	(62,136)	(15,109)	(15,793)
Provisions	11	(157,081)	(148,022)	(157,081)
		(1,752,480)	(1,605,908)	(1,184,929)
Less: Cash Reserves	10	(12,788,828)	(13,296,400)	(12,888,284)
Less: Component of Leave Receivable not Required to be funded		0	0	0
Add Back: Component of Leave Liability not Required to be funded		157,081	148,022	157,081
Add Back: Loan and Lease Liability		62,136	15,109	15,793
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		5,355,176	4,030,248	6,902,662

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)
\$6.9 M

Last Year YTD
Surplus(Deficit)
\$4.03 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

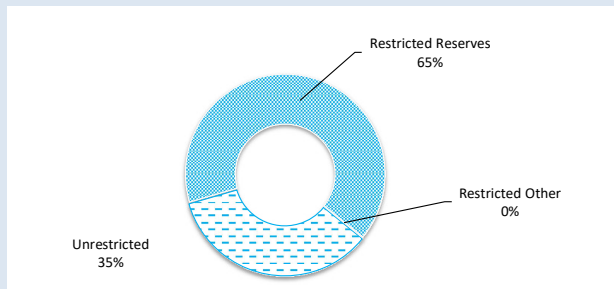
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash On Hand - Admin	750	0	0	750	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Bank Account	3,489,864	0	0	3,489,864	NAB	1.150%	Ongoing
Reserve Bank Account		12,888,284		12,888,284	NAB	1.150%	Ongoing
Term Deposits							
Municipal Maximiser Investment Account	3,339,001	0	0	3,339,001	NAB	1.150%	Ongoing
Investments							
Total	6,829,615	12,888,284	0	19,717,899			

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	Restricted
\$19.72 M	\$12.89 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2025	31 Mar 26
	\$	\$
Opening Arrears Previous Years	687,651	742,938
Levied this year	4,655,851	5,196,488
Less Collections to date	(4,600,564)	(4,656,613)
Equals Current Outstanding	742,938	1,282,813
Net Rates Collectable	742,938	1,282,813
% Collected	86.10%	78.40%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	8,765	1,458	2,097	17,362	29,682
Percentage	30%	5%	7%	58%	
Balance per Trial Balance					
Sundry Debtors					29,682
Impairment of Receivables					(325,099)
Receivables - Other					56,753
Total Receivables General Outstanding					(238,664)

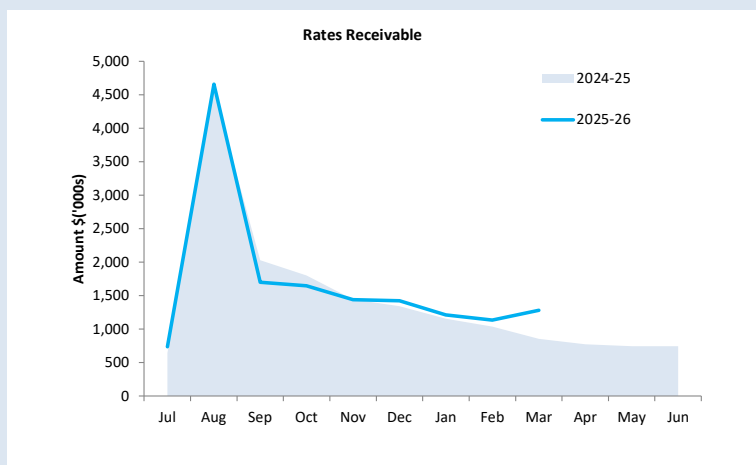
Amounts shown above include GST (where applicable)

KEY INFORMATION

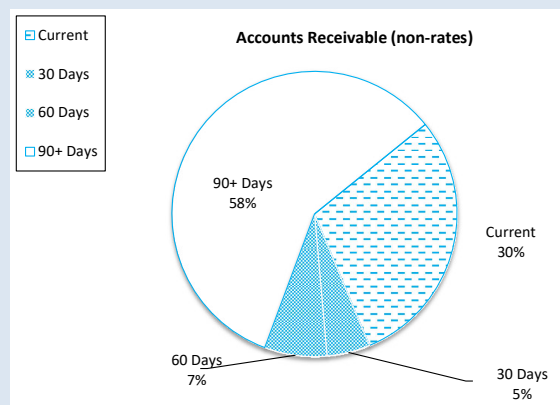
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
78%	\$1,282,813



Debtors Due
-\$238,664
Over 30 Days
70%
Over 90 Days
58%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2025	Asset Increase	Asset Reduction	Closing Balance 31 Mar 2026
	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials on hand	42,569	0	0	42,569
Contract assets				
Contract assets	259,072	0	(259,072)	(0)
Total Other Current assets				42,569
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 MARCH 2026

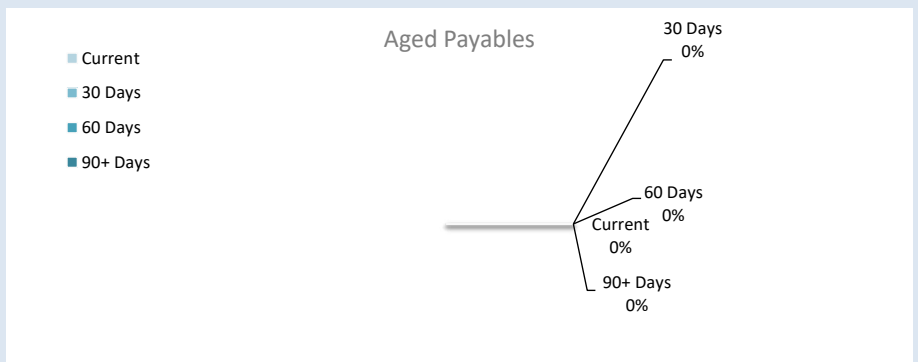
OPERATING ACTIVITIES
NOTE 5
Payables

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
ATO liabilities					74,564
Other accruals/payables					13,828
Prepaid rates					57,989
Total Payables General Outstanding					146,380

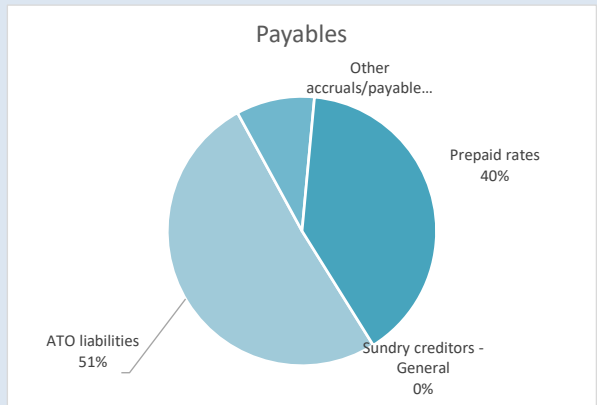
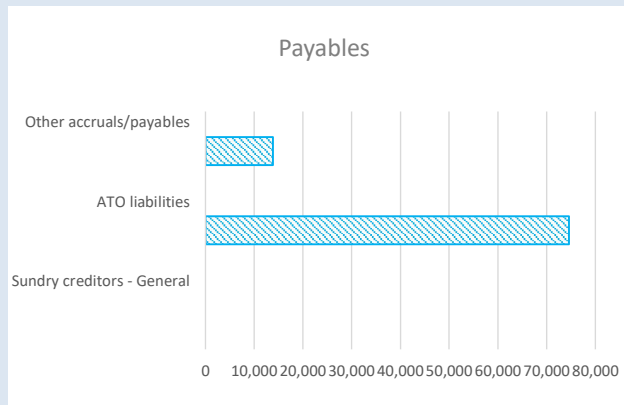
Amounts shown above include GST (where applicable)

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
\$146,380
Over 30 Days
0%
Over 90 Days
0%



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING 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	35	2,141,320	191,434	0	0	191,434	191,434	157	0	191,591
Unimproved valuations											
Mining	0.163930	243	23,817,997	3,904,484	0	0	3,904,484	3,904,484	272,405	(28)	4,176,861
Exploration and Prospecting	0.147540	525	4,303,828	634,987	0	0	634,987	634,987	(61,679)	(8,027)	565,281
Pastoral and Other	0.085300	86	978,687	83,482	0	0	83,482	83,482	0	0	83,482
Non-Rateable	0.000000	258	3,249	0			0	0	0	0	0
Sub-Totals		1,147	31,245,081	4,814,387	0	0	4,814,387	4,814,387	210,883	-8,055	5,017,215
Minimum Payment											
Minimum \$											
Gross rental valuations											
Vacant and improved	200	206	50,022	41,200	0	0	41,200	41,200	0	0	41,200
Unimproved valuations											
Mining	328	58	62,908	19,024	0	0	19,024	19,024	0	0	19,024
Exploration and Prospecting	328	320	380,660	104,960	0	0	104,960	104,960	0	0	104,960
Pastoral and Other	328	10	18,626	3,280	0	0	3,280	3,280	0	0	3,280
Sub-Totals		594	512,216	168,464	0	0	168,464	168,464	0	0	168,464
		1,741	31,757,297	4,982,851	0	0	4,982,851	4,982,851	210,883	-8,055	5,185,679
Discounts							0				0
Concession							0				0
Amount from General Rates							4,982,851				5,185,679
Ex-Gratia Rates							0				0
Movement in Excess Rates							0				0
Specified Area Rates							0				0
Total Rates							4,982,851				5,185,679

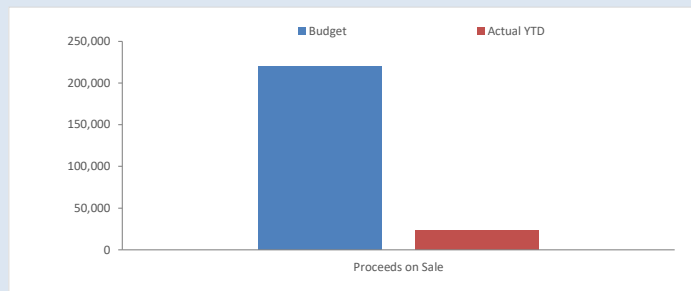
SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	\$
	Land - Vacant Freehold (Level 2)								
483	Lnd - Lot 25 (50 Britannia) - Kookynie	0	0		4,000	2,836		(1,164)	
261	Lnd - Lot 27 (54 Britannia) - Kookynie	0	0		4,000	2,836		(1,164)	
306	Lnd - Lot 653 (56) Ballard Street - Menzies	0	0		5,000	3,746		(1,254)	
305	Lnd - Lot 576 (95 Suiter) - Menzies	0	0		5,000	3,727		(1,273)	
322	Lnd - Lot 666 (106 Suiter) C/T 2052/27 - Menzies	0	0		6,000	4,157		(1,843)	
323	Lnd - Lot 667 (108 Suiter) C/T 2051/501- Menzies	0	0		5,000	4,157		(843)	
5130351	BUILD - Realisation on Disposal of Assets		33,462						
2130391	BUILD - Loss on Disposal of Assets			(10,000)					
	Plant and Equipment								
103	2023 Toyota Prado Diesel Wagon At Gxl (Ceo) 1Mn	0	0		0	0			
103	2023 Toyota Prado Diesel Wagon At Gxl (Ceo) 1Mn	45,501	50,000	4,499	0	0			
515	P0207 Hino 300 Series 816 Medium Auto Rubbish Truck - Mn963	494	5,000	4,506	0	0			
15	P0202 Hino X-Long Crew Cab Truck 1Esm849	2,144	20,000	17,856	0	0			
60	P0206 Hino 300 Series 920 Medium 003Mn	12,600	20,000	7,400.00	0	0			
51	P0143 Trailer - Skid Steer 1Tfu134	(344)	1,000	1,344.00	0	0			
48	Toyota Hilux 4X4 Dual C/Chasis P0220	15,000	15,000		0	0			
84	1Isz676 Toyota Hilux 4X4 Hi Rider P0232	0	15,000	15,000.00	0	0			
82	1Isz681 Toyota Hiace Commuter Bus P0228	0	30,000	30,000.00	0	0			
95	P0242 - Toyota Hilux 2022 - 1Isz696	16,792	30,000	13,208	0	0			
203	P0162 Box Trailer 7 X 4 1Tik887	0	0		0	1,364	1,364		
		92,187	219,462	93,813	(10,000)	29,000	22,825	1,364	(7,539)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$219,462	\$22,825	10%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

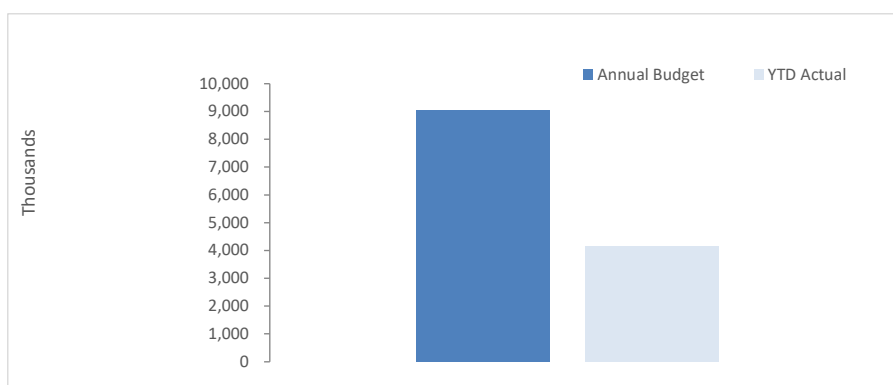
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	1,426,976	909,207	1,210,976	232,710	(676,497)
Equipment on Reserves	0	0	0	0	0
Plant and Equipment	1,185,000	686,232	975,000	433,919	(252,313)
Motor Vehicles	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	5,777,276	3,744,942	5,667,276	2,877,062	(867,880)
Infrastructure Assets - Footpaths	75,000	56,250	75,000	0	(56,250)
Infrastructure Assets - Parks and Ovals	1,000,000	74,997	100,000	4,500	(70,497)
Infrastructure Assets - Other	767,106	821,363	1,032,140	620,619	(200,744)
Capital Expenditure Totals	10,231,358	6,292,991	9,060,392	4,168,810	(2,124,181)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	3,703,044	2,597,181	3,703,044	2,485,999	(111,182)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	186,000	211,092	219,462	22,825	(188,267)
Council contribution - Cash Backed Reserves					
Various Reserves	759,000	759,000	759,000	0	(759,000)
Council contribution - operations	5,583,314	2,725,718	4,378,886	1,659,986	(1,065,732)
Capital Funding Total	10,231,358	6,292,991	9,060,392	4,168,810	(2,124,181)

SIGNIFICANT ACCOUNTING POLICIES

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

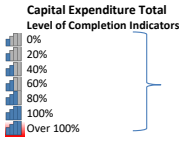
KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$9.06 M	\$4.17 M	46%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.7 M	\$2.49 M	67%



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

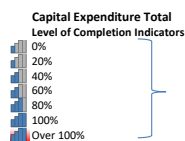


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% 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								
0.97		Lot 713 Mahon Street - Land (Capital)	4130809	508	LC004	(12,000)	(13,000)	(12,999)	(12,648)	351
		Total - Economic Services				(12,000)	(13,000)	(12,999)	(12,648)	351
0.97		Total - Land				(12,000)	(13,000)	(12,999)	(12,648)	351
		Buildings								
		Housing								
1.00		Lot 91 (27) Wilson St - Building (Capital)	4090110	510	BC004	(35,000)	0	0	0	0
0.96		Duplex Lot 55A Walsh St - Building (Capital)	4090110	510	BC005	(50,000)	(20,000)	(15,003)	(19,227)	(4,224)
1.00		Duplex Lot 55A Walsh St (North Unit) - Building (Capital)	4090110	510	BC007	(12,000)	0	0	0	0
0.00		Duplex Lot 55B Walsh St (South Unit) - Building (Capital)	4090110	510	BC008	(12,000)	(12,000)	(9,000)	0	9,000
1.00		15 Onslow Street - Building Capital	4090110	510	BC025	(20,000)	0	0	0	0
0.00		Lot 1089 (3) Wilson St - Building (Capital)	4090210	510	BC019	(40,000)	(55,000)	(41,247)	0	41,247
3.61		GROH House 4x2 Lot 100 Mercer Street	4090210	510	BC023	(88,093)	(13,093)	(13,092)	(47,225)	(34,133)
1.99		GROH House 2x1 Lot 100 Mercer Street	4090210	510	BC024	(122,883)	(22,883)	(22,883)	(45,467)	(22,584)
		Total - Housing				(379,976)	(172,976)	(101,225)	(111,919)	(10,694)
		Community Amenities								
0.00		Niagara Toilet Block (Septic) - Building (Capital)	4100710	510	BC041	(120,000)	(120,000)	(90,000)	0	90,000
		Total - Community Amenities				(120,000)	(120,000)	(90,000)	0	90,000
		Recreation And Culture								
0.02		Town Hall (Hall) - Building (Capital)	4110110	510	BC026	(150,000)	(100,000)	0	(2,389)	(2,389)
1.00		Old Butcher Shop Lot 1094 (53) Shenton St - Building (Capital)	4110610	510	BC029	(60,000)	0	0	0	0
0.00		War memorial (Capital - Infrastructure)	4110610	510	C0049	(200,000)	(200,000)	(149,994)	0	149,994
1.00		Marmion Village Reserve Improvements	4110370	570	PC005	0	0	0	0	0
		Total - Recreation And Culture				(410,000)	(300,000)	(149,994)	(2,389)	147,605
		Transport								
0.16		Depot - Workshop (Capital)	4120110	510	BC037C	(15,000)	(55,000)	(55,000)	(8,950)	46,050
		Total - Transport				(15,000)	(55,000)	(55,000)	(8,950)	46,050
		Economic Services								
1.00		Building not specified	4130210	510	BC000	(100,000)	0	0	0	0
0.20		Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	4130210	510	BC028	(150,000)	(150,000)	(150,000)	(29,850)	120,150
0.43		Goongarrie Cottage South - Building (Capital)	4130210	510	BC032	(50,000)	(50,000)	(49,998)	(21,275)	28,723
0.34		Goongarrie Cottage North - Building (Capital)	4130210	510	BC033	(50,000)	(50,000)	(49,998)	(16,933)	33,065
0.00		Caravan Park Upgrade (Capital)	4130210	510	BC021A	(30,000)	(100,000)	(74,997)	0	74,997
0.00		Community Centre Lot 8 (50) Shenton St - Building (Capital)	4130210	510	BC030	(10,000)	(100,000)	(74,997)	0	74,997
		Total - Economic Services				(390,000)	(450,000)	(399,990)	(68,058)	331,932
		Other Property & Services								
0.29		Town Hall (Admin) - Building (Capital)	4140210	510	BC027	(100,000)	(100,000)	(99,999)	(28,746)	71,253
1.00		Station Masters House Goongarrie - Building (Capital)	4130210	510	BC031	0	0	0	0	0
0.29		Total - Other Property & Services				(100,000)	(100,000)	(99,999)	(28,746)	71,253
0.18		Total - Buildings				(1,414,976)	(1,197,976)	(896,208)	(220,061)	676,147
		Plant & Equipment								
		Governance								
1.67		ERP Software (Enterprise Resource Planning Software)	4040230	530	C0143	(150,000)	(20,000)	(20,000)	(33,465)	(13,465)
0.00		Vehicle Replacement CEO	4040230	530	CP001	(90,000)	(120,000)	0	0	0
		Total - Governance				(240,000)	(140,000)	(20,000)	(33,465)	(13,465)
		Transport								
1.00		Equipment Trailer Replacement	4120330	530	C1221	(50,000)	0	0	0	0
0.97		New Equipment Camp Trailer	4120330	530	C1222	(25,000)	(35,000)	(35,000)	(33,993)	1,007
1.01		Vehicle Replacement Works Manager	4120330	530	CP004	(70,000)	(70,000)	(52,497)	(70,981)	(18,484)
1.00		Rubbish Truck with Compactor	4120330	530	CP006	(5,000)	0	0	0	0
1.00		Service Truck Replacement	4120330	530	CP007	(20,000)	0	0	0	0
1.00		Tip Truck Replacement	4120330	530	CP014	(140,000)	(125,000)	(125,000)	(125,030)	(30)
0.93		Work Utility Vehicle Replacement	4120330	530	CP016	(50,000)	(40,000)	(29,997)	(37,191)	(7,194)
0.98		Commuter Bus Replacement	4120330	530	CP017	(85,000)	(75,000)	(56,250)	(73,150)	(16,900)
0.93		Work Utility Vehicle Replacement	4120330	530	CP018	(50,000)	(40,000)	(29,997)	(37,200)	(7,203)
0.00		New Rock Crusher (New Plant -Capital)	4120330	530	CP019	(400,000)	(400,000)	(299,997)	0	299,997
0.46		Tjuntjuntjarra - Bin Lifter, Tipper Trailer	4120330	530	CP020	(50,000)	(50,000)	(37,494)	(22,909)	14,585
		Total - Transport				(945,000)	(835,000)	(666,232)	(400,454)	265,778
0.45		Total - Plant & Equipment				(1,185,000)	(975,000)	(686,232)	(433,919)	252,313
		Infrastructure - Roads								
		Transport								
0.23		Program Reseal Outside BUA	4120141	540	RC000	(1,250,000)	(1,140,000)	0	(262,773)	(262,773)

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

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	Balance			Adopted		Amended		Variance (Under)/Over
			Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	
					\$	\$	\$	\$	\$	
0.00		Tjuntjunjarra Access Rd (Capital)	4120142	540	RC049	(300,000)	(300,000)	(225,000)	0	225,000
0.00		Tjuntjunjarra Internal Roads Program (20-21)	4120142	540	RC249	(250,000)	(250,000)	(249,999)	0	249,999
1.00		Menzies North West Rd (R2R)	4120147	540	R2R007	(1,480,789)	(1,480,789)	(1,110,591)	(1,480,789)	(370,198)
0.00		Tjuntjunjarra Access Rd (RRG)	4120150	540	RRG049	(448,201)	(448,201)	(336,150)	0	336,150
1.00		Kookynie Malcom Rd (RRG)	4120150	540	RRG038	0	0	0	0	0
0.97		Menzies North West (RRG 23/24)	4120151	540	RRG007F	(523,977)	(523,977)	(523,977)	(509,500)	14,477
1.00		Menzies North West slk 60.46-66.72 (RRG 24/25)	4120151	540	RRG007G	(624,000)	(624,000)	(624,000)	(624,000)	0
0.00		RRG Road Renewals - Menzies North West slk 50.21-54.21(RRG 2	4120151	540	RRG007H	(297,914)	(297,914)	(223,434)	0	223,434
0.00		Tjuntjunjarra Access Road (Indigenous Community Access Rd)	4120164	540	ICA049	(602,395)	(602,395)	(451,791)	0	451,791
		Total - Transport				(5,777,276)	(5,667,276)	(3,744,942)	(2,877,062)	867,880
0.51		Total - Infrastructure - Roads				(5,777,276)	(5,667,276)	(3,744,942)	(2,877,062)	867,880
		Infrastructure - Footpaths								
		Transport								
0.00		Footpath Construction General (Budgeting Only)	4120170	560	FC000	(75,000)	(75,000)	(56,250)	0	56,250
		Total - Transport				(75,000)	(75,000)	(56,250)	0	56,250
0.00		Total - Infrastructure - Footpaths				(75,000)	(75,000)	(56,250)	0	56,250
		Infrastructure - Parks & Ovals								
		Recreation And Culture								
0.05		Menzies Playground	4110370	570	PC003	(500,000)	(100,000)	(74,997)	(4,500)	70,497
1.00		Sport Court & Town Gym (Capital)	4110370	570	PC004	(500,000)	0	0	0	0
		Total - Recreation And Culture				(1,000,000)	(100,000)	(74,997)	(4,500)	70,497
0.05		Total - Infrastructure - Parks & Ovals				(1,000,000)	(100,000)	(74,997)	(4,500)	70,497
		Infrastructure - Other								
		Community Amenities								
0.00		Menzies Effluent Pond (Capital)	4100180	590	C0106	(85,000)	(110,000)	0	0	0
0.99		LRCI Menzies Waste (Fencing&Shelter) Expenditure	4100180	590	LRC0124	0	(41,228)	(41,228)	(40,909)	319
		Total - Community Amenities				(85,000)	(151,228)	(41,228)	(40,909)	319
		Recreation And Culture								
0.00		Menzies Water Park Infrastructure (Capital)	4110390	590	PC002	(100,000)	(100,000)	(74,997)	0	74,997
0.90		LRCI Menzies Skatepark	4110390	590	LRC0121	(372,106)	(392,106)	(392,106)	(352,080)	40,026
		Total - Recreation And Culture				(472,106)	(492,106)	(467,103)	(352,080)	115,023
		Transport								
0.00		Town Improvement Project (Capital)	4120190	590	C0105	(80,000)	(80,000)	(59,994)	0	59,994
0.96		Town Dam Upgrade	4120790	590	C0121	(130,000)	(160,000)	(159,999)	(153,756)	6,243
		Total - Transport				(210,000)	(240,000)	(219,993)	(153,756)	66,237
		Economic Services								
0.46		Astrotourism (Capital)	4130290	590	C0050	0	(15,000)	(11,250)	(6,965)	4,285
0.98		LRCI KMS Marker (Lake Ballard) Expenditure	4130290	590	LRC0123	0	(59,772)	(59,772)	(58,485)	1,287
0.00		Kookynie Street Light	4130190	590	C052	0	(30,000)	0	0	0
0.19		EV Charging System Expenditure	4130690	590	C0109	0	(44,034)	(22,017)	(8,423)	13,594
		Total - Economic Services				0	(148,806)	(93,039)	(73,874)	19,165
0.60		Total - Infrastructure - Other				(767,106)	(1,032,140)	(821,363)	(620,619)	200,744
0.46		Grand Total				(10,231,358)	(9,060,392)	(6,292,991)	(4,168,810)	2,124,181

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

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 2025	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	605,171	0	0	0	46,343	62,136	62,136	558,828	543,035	543,035	23,877	30,098	30,098
Total	605,171	0	0	0	46,343	62,136	62,136	558,828	543,035	543,035	23,877	30,098	30,098
Current loan borrowings	62,136							15,793					
Non-current loan borrowings	543,035							543,035					
	605,171							558,828					

All debenture repayments were financed by general purpose revenue.

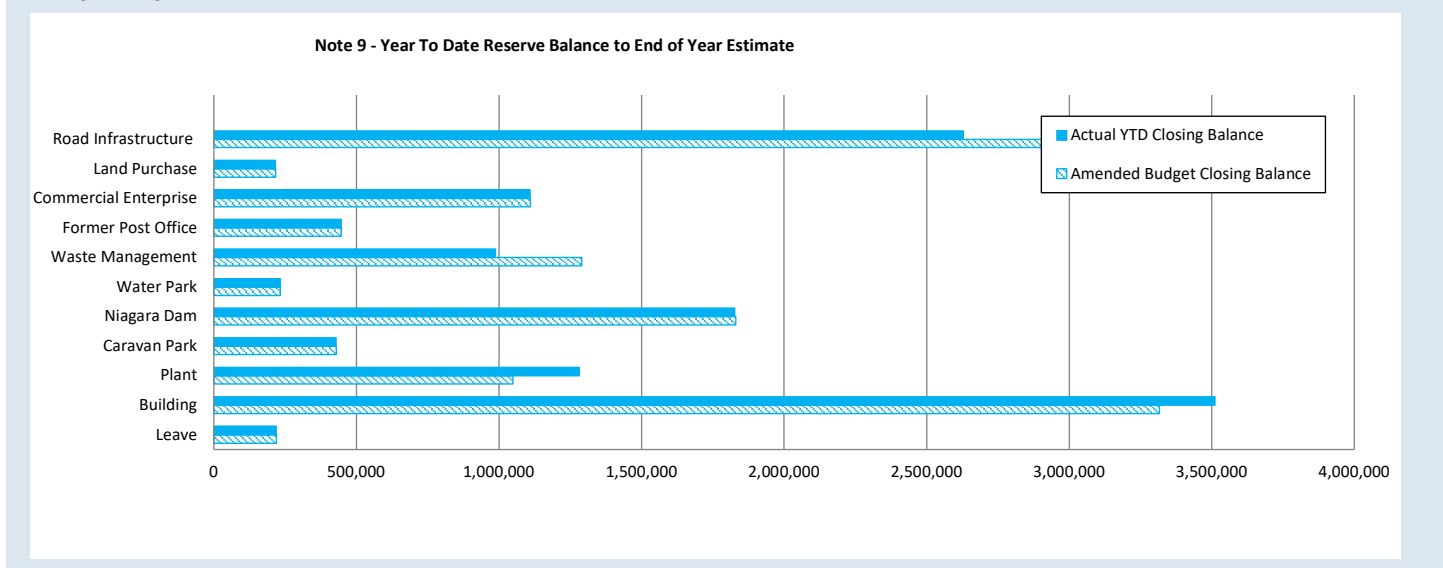
**SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026**

**OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESERVES**

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	217,079	2,040	1,691	0	0	0	0	219,119	218,770
Building	3,484,145	32,688	27,092	0	0	(200,000)	0	3,316,833	3,511,237
Plant	1,271,657	11,928	9,886	0	0	(234,000)	0	1,049,585	1,281,543
Caravan Park	425,414	3,996	3,312	0	0	0	0	429,410	428,726
Niagara Dam	1,813,230	17,016	14,103	0	0	0	0	1,830,246	1,827,332
Water Park	230,855	2,172	1,800	0	0	0	0	233,027	232,655
Waste Management	980,895	9,204	7,628	300,000	0	0	0	1,290,099	988,523
Former Post Office	442,859	4,152	3,441	0	0	0	0	447,011	446,301
Commercial Enterprise	1,100,278	10,320	8,553	0	0	0	0	1,110,598	1,108,832
Land Purchase	214,252	2,016	1,671	0	0	0	0	216,268	215,923
Road Infrastructure	2,608,163	24,468	20,279	1,150,136	0	(325,000)	0	3,457,767	2,628,442
	12,788,828	120,000	99,456	1,450,136	0	(759,000)	0	13,599,964	12,888,284

KEY INFORMATION



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2025	Liability Increase	Liability Reduction	Closing Balance 31 Mar 2026
		\$	\$	\$	\$
Other Liabilities					
- Contract liabilities	12	84,134	155,807	(152,093)	87,847
- Capital grant/contribution liabilities	13	849,246	1,797,289	(1,882,718)	865,831
Total other liabilities		933,380	1,953,096	(2,034,812)	953,678
Employee Related Provisions					
Annual leave		138,045	0	0	138,045
Long service leave		19,036	0	0	19,036
Total Provisions		157,081	0	0	157,081
Total Other Current Liabilities					1,110,759
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 MARCH 2026

NOTE 12

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent Grant, Subsidies and Contributions Liability				Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Mar 2026	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	766,625	766,625	574,965	711,930
Grants Commission - Roads (WALGGC)	0	0	0	0	457,772	457,772	343,323	400,295
Law, order, public safety								
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	8,000	8,000	5,994	5,920
Transport								
Direct Grant (MRWA)	0	0	0	0	297,159	297,159	297,159	297,159
Street Lighting Subsidy (MRWA)	0	0	0	0	1,713	1,713	1,278	0
Town Dam Upgrade	0	35,000	0	35,000	83,800	83,800	62,847	0
Economic services								
WACRN Community Resource Centre Grant	0	80,000	(80,000)	0	80,000	80,000	80,000	80,000
DSS Community Hub Grant	56,813	40,807	(69,994)	27,626	98,734	98,734	74,043	69,994
City Kalgoorlie Boulder Community-Led Support Operating Grant	25	0	0	25	0	0	0	0
CRC Development Grant Expenditure Accounts	6,000	0	(2,100)	3,900	9,000	9,000	6,750	2,100
EV Charging System	0	0	0	0	0	15,052	11,295	0
CRC Champion Grant	0	0	0	0	5,000	5,000	3,744	588
	62,838	155,807	(152,093)	66,551	1,807,803	1,822,855	1,461,398	1,567,986
Contributions								
Recreation and culture								
Menzies Discovery Day Contributions	0	0	0	0	5,000	833	621	0
LIBRARY - Contributions & Donations	0	0	0	0	3,917	3,917	2,934	0
Economic services								
INDUE Cashless Debit Card Contribution	21,296	0	0	21,296	0	0	0	0
LBW contribution for Astrotourism	0	0	0	0	0	4,167	4,167	4,167
Other property and services								
Contributions and Donations - General	0	0	0	0	0	1,000	747	0
	21,296	0	0	21,296	8,917	9,917	8,469	4,167
TOTALS	84,134	155,807	(152,093)	87,847	1,816,720	1,832,771	1,469,867	1,572,153

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

NOTE 13
CAPITAL GRANTS AND CONTRIBUTIONS

Provider	Unspent Capital Grants, Subsidies and Contributions Liability				Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Mar 2026	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Capital Grants and Subsidies								
General purpose funding								
LRCIP Grant - Marmion Village - Access Road	0	0	51,022	51,022.42	0	0	0	(39,116)
LRCIP Grant - Tjunjuntjara CCTV	0	0	(44,210)	(44,209.55)	0	0	0	57,505
Community amenities								
LRCIP Grant - Phase 4 - Menzies Waste (Fencing & Shelter)	0	0	(35,465)	(35,465)	0	0	0	39,406
LRCIP Grant - Marmion Village Reserve Improvements	0	0	46,810	46,810	0	0	0	(40,573)
LRCIP Grant - Phase 4 - Marmion Village Access Improvement	0	0	0	0	76,936	76,936	57,702	0
LRCIP Grant - Phase 4 - Menzies Skatepark	202,322	0	(202,322)	0	342,106	342,106	256,578	324,568
LRCIP Grant - Phase 4 - Sealing Kensington Street Menzies	0	0	0	0	114,020	114,020	85,515	0
Transport								
RTR Grant Funded - Menzies North West Rd	0	1,480,789	(1,480,789)	0	1,480,789	1,480,789	1,110,591	1,480,789
RRG Grant Funded -Menzies North West Road - 23/24	46,342	0	(46,342)	0	265,889	265,889	265,887	265,889
RRG Grant Funded 20/21 -Tjunjuntjara Access Rd	0	0	0	0	448,201	448,201	448,200	0
WALGGC Special Road Grant - Tjunjuntjara Access Road	442,395	250,000	0	692,395	602,395	602,395	0	0
RRG Road Renewals - Menzies North West slk 60.46-66.72 (RRG 23/24)	149,083	0	(149,083)	0	372,708	372,708	372,708	372,708
RRG Road Renewals - Menzies North West slk 50.21-54.21 (RRG 25/26)	0	66,500	0	66,500	0	0	0	0
Economic services								
LRCIP Grant Phase 4 - KMS Marker (Lake Ballard)	0	0	(22,340)	(22,340)	0	0	0	24,822
	840,143	1,797,289	(1,882,718)	754,713	3,703,044	3,703,044	2,597,181	2,485,999
Capital Contributions								
Transport								
City Kalgoorlie Boulder Cutline Road Expenditure	9,103	0	0	9,103	0	0	0	0
	9,103	0	0	9,103	0	0	0	0
Total Capital grants, subsidies and contributions	849,246	1,797,289	(1,882,718)	763,816	3,703,044	3,703,044	2,597,181	2,485,999

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

NOTE 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 2025	Amount Received	Amount Paid	Closing Balance 31 Mar 2026
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Pet Bonds	617.50	107.00	(100.00)	624.50
Staff Housing Bonds	2,786.00	1,184.00	(800.00)	3,170.00
BCITF	(591.74)	19,653.14	(19,653.14)	(591.74)
Building Levy	37.95	13,465.65	(13,465.65)	37.95
Nomination Fees	0.00	800.00	(800.00)	0.00
Unclaimed Monies	1,182.42	0.00	0.00	1,182.42
Hall Hire Bond	400.00	1,000.00	(850.00)	550.00
Other Housing Bond	1,845.00	600.00	(2,060.00)	385.00
Community Bus Bond	200.00	0.00	0.00	200.00
Retention Bonds & Liabilities	279.28	8,173.44	0.00	8,452.72
Sub-Total	6,756.41	44,983.23	(37,728.79)	14,010.85
Trust Funds				
Nil				
Sub-Total	0.00	0.00	0.00	0.00
	6,756.41	44,983.23	(37,728.79)	14,010.85

KEY INFORMATION

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

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 2025/26 year is \$25,000 and 10%.

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Rates	202,828	4%	▲		Timing	Rates were levied ahead of budgeted expectations
Grants, Subsidies and Contributions	102,286	7%	▲		Timing	MRWA - Direct Roads Grant - Received in July 24, budget phased over 12 months.
Fees and Charges	49,178	18%	▲	\$	Timing	Positive variance due to Caravan Park charges and Domestic refuse tracking higher than
Interest Revenue	(44,356)	(19%)	▼	\$	Timing	Interest budget phased over year.
Other Revenue	(9,434)	(25%)	▼		Timing	Other revenue currently tracking lower than budgeted.
Profit on Disposal of Assets	(92,449)	(99%)	▼	\$	Timing	Disposal are yet to occurred
Expenditure from operating activities						
Employee Costs	351,105	15%	▲	\$	Timing	Employee Costs currently tracking lower than budgeted.
Materials and Contracts	553,393	27%	▲	\$	Timing	Materials & Contracts currently tracking lower than budgeted, mainly due to Capital purchases.
Utility Charges	52,006	42%	▲	\$	Timing	Negative variance due to timing of Electricity Bill.
Depreciation	485,610	24%	▲	\$	Timing	Depreciation within the Transport programme is currently tracking lower than budgeted.
Insurance Expenses	(45,682)	(32%)	▼	\$	Timing	Insurance expenditure payable July and December, budgeted over twelve months.
Other Expenditure	265,881	67%	▲	\$	Timing	Rate write-offs budgeted for July 24 were higher than actuals and the Tjuntjunjara Community Programs & Events is yet to occur.
Non-cash amounts excluded from operating activities						
Add back Depreciation	(485,610)	(24%)	▼	\$	Timing	Depreciation within the Transport programme is currently tracking lower than budgeted.
Adjust (Profit)/Loss on Asset Disposal	92,491	(107%)	▲		Timing	Disposal are yet to occurred
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(111,182)	(4%)	▼		Timing	Budgeted Non Operating Grant Income tracking lower than actuals.
Proceeds from Disposal of Assets	(188,267)	(89%)	▼	\$	Timing	No Disposals have yet occurred.
Land and Buildings	676,497	74%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Plant and Equipment	252,313	37%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Roads	867,880	23%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Footpaths	56,250	100%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Parks and Ovals	70,497	94%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Other	200,744	24%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
FINANCING ACTIVITIES						
Transfer from Reserves	(759,000)	(100%)	▼	\$	Timing	Most allocations occur at year-end
Transfer to Reserves	1,440,680	94%	▲	\$	Timing	Most allocations occur at year-end

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MARCH 2026

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)			(678,399)	(678,399)
4130290	LRC0123	LRCI KMS Marker (Lake Ballard) Expenditure	25/09/2025 OCM resolution 129/25	Capital Expenses			(54,000)	(732,399)
4100180	LRC0124	LRCI Menzies Waste (Fencing&Shelter) Expenditure	25/09/2025 OCM resolution 129/25	Capital Expenses			(10,228)	(742,627)
4130210	BC000	Building not specified	25/09/2025 OCM resolution 129/25	Capital Expenses		64,228		(678,399)
4030281		GEN PUR - Transfer Interest to Reserve	19/03/2026 OCM resolution 019/26	Capital Expenses		80,000		(598,399)
4040230	C0143	ERP Software (Enterprise Resource Planning Software)	19/03/2026 OCM resolution 019/26	Capital Expenses		130,000		(468,399)
4040230	CP001	Vehicle Replacement CEO	19/03/2026 OCM resolution 019/26	Capital Expenses			(30,000)	(498,399)
4090110	BC002	CEO House - Lot - 1085 (34) Wilson St - Building (Capital)	19/03/2026 OCM resolution 019/27	Capital Expenses			(50,000)	(548,399)
4090110	BC004	Lot 91 (27) Wilson St - Building (Capital)	19/03/2026 OCM resolution 019/28	Capital Expenses		35,000		(513,399)
4090110	BC005	Lot 93 (36) Mercer St - Building (Capital)	19/03/2026 OCM resolution 019/29	Capital Expenses		30,000		(483,399)
4090110	BC007	Duplex Lot 55A Walsh St (North Unit) - Building (Capital)	19/03/2026 OCM resolution 019/30	Capital Expenses		12,000		(471,399)
4090110	BC025	15 Onslow Street - Building Capital	19/03/2026 OCM resolution 019/31	Capital Expenses		20,000		(451,399)
4090210	BC019	Lot 1089 (3) Wilson St - Building (Capital)	19/03/2026 OCM resolution 019/32	Capital Expenses			(15,000)	(466,399)
4090210	BC023	GROH House 4x2 Lot 100 Mercer Street	19/03/2026 OCM resolution 019/33	Capital Expenses		75,000		(391,399)
4090210	BC024	GROH House 2x1 Lot 100 Mercer Street	19/03/2026 OCM resolution 019/34	Capital Expenses		100,000		(291,399)
4100180	C0106	Menzies Effluent Pond (Capital)	19/03/2026 OCM resolution 019/33	Capital Expenses			(25,000)	(316,399)
4100180	LRC0124	LRCI Menzies Waste (Fencing&Shelter) Expenditure	19/03/2026 OCM resolution 019/34	Capital Expenses			(31,000)	(347,399)
4110110	BC026	Town Hall (Hall) - Building (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses		50,000		(297,399)
4110370	PC003	Menzies Playground	19/03/2026 OCM resolution 019/34	Capital Expenses		400,000		102,601
4110370	PC004	Sport Court & Town Gym (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses		500,000		602,601
4110390	LRC0121	LRCI Menzies Skatepark	19/03/2026 OCM resolution 019/34	Capital Expenses			(20,000)	582,601
4110610	BC029	Old Butcher Shop Lot 1094 (53) Shenton St - Building (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses		60,000		642,601
4120110	BC037C	Depot - Workshop (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses			(40,000)	602,601
4120141	RC000	Program Reseal Outside BUA	19/03/2026 OCM resolution 019/34	Capital Expenses		110,000		712,601
4120330	C1221	Equipment Trailer Replacement	19/03/2026 OCM resolution 019/34	Capital Expenses		50,000		762,601
4120330	C1222	New Equipment Camp Trailer	19/03/2026 OCM resolution 019/34	Capital Expenses			(10,000)	752,601
4120330	CP006	Rubbish Truck with Compactor	19/03/2026 OCM resolution 019/34	Capital Expenses		5,000		757,601
4120330	CP007	Service Truck Replacement	19/03/2026 OCM resolution 019/34	Capital Expenses		20,000		777,601
4120330	CP014	Tip Truck Replacement	19/03/2026 OCM resolution 019/34	Capital Expenses		15,000		792,601
4120330	CP016	Work Utility Vehicle Replacement	19/03/2026 OCM resolution 019/34	Capital Expenses		10,000		802,601
4120330	CP017	Commuter Bus Replacement	19/03/2026 OCM resolution 019/34	Capital Expenses		10,000		812,601
4120330	CP018	Work Utility Vehicle Replacement	19/03/2026 OCM resolution 019/34	Capital Expenses		10,000		822,601
4120790	C0121	Town Dam Upgrade	19/03/2026 OCM resolution 019/34	Capital Expenses			(30,000)	792,601
4130190	C052	Kookynie Street Light	19/03/2026 OCM resolution 019/34	Capital Expenses			(30,000)	762,601
4130210	BC000	Building not specified	19/03/2026 OCM resolution 019/34	Capital Expenses		35,772		798,373
4130210	BC021A	Caravan Park Upgrade (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses			(70,000)	728,373
4130210	BC030	Community Centre Lot 8 (50) Shenton St - Building (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses			(90,000)	638,373
4130290	C0050	Astrotourism (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses			(15,000)	623,373
4130290	LRC0123	LRCI KMS Marker (Lake Ballard) Expenditure	19/03/2026 OCM resolution 019/34	Capital Expenses			(5,772)	617,601
4130690	C0109	EV Charging System Expenditure	19/03/2026 OCM resolution 019/34	Capital Expenses			(44,034)	573,567
4130809	LC004	Lot 713 Mahon Street - Land (Capital)	19/03/2026 OCM resolution 019/34	Capital Expenses			(1,000)	572,567

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended
								Budget Running Balance
5110381		REC - Transfers from Reserve	19/03/2026 OCM resolution 019/34	Capital Revenue			(500,000)	72,567
5130350		BUILD - Proceeds on Disposal of Assets	19/03/2026 OCM resolution 019/34	Capital Revenue		33,461		106,028
5130351		BUILD - Realisation on Disposal of Assets	19/03/2026 OCM resolution 019/34	Capital Revenue	(33,461)			106,028
2030100		RATES - Employee Costs	19/03/2026 OCM resolution 019/34	Operating Expenses			(13,500)	92,528
2030112		RATES - Valuation Expenses	19/03/2026 OCM resolution 019/34	Operating Expenses			(5,000)	87,528
2030211		GEN PUR - Bank Fees & Charges	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,000)	85,528
2040115		MEMBERS - Printing and Stationery	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,000)	84,528
2040209		OTH GOV - Conference, Travel and Accommodation	19/03/2026 OCM resolution 019/34	Operating Expenses			(10,000)	74,528
2050313	ES001	Emergency Services Callouts	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,386)	72,142
2050565		ESL BFB - Maintenance Plant & Equipment	19/03/2026 OCM resolution 019/34	Operating Expenses			(10,000)	62,142
2090188	BO003	Lot 165 (25) Onslow St (CFO) - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		2,000		64,142
2090188	BO005	Lot 93 (36) Mercer St - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(4,500)	59,642
2090188	BO006	Lot 1086 (41) Mercer St - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		3,000		62,642
2090188	BO007	Duplex Lot 55A Walsh St (North Unit) - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,000)	61,642
2090188	BO009	23 Onslow Street - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		2,000		63,642
2090188	BO010	29A Reid Street (North Unit) - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		1,000		64,642
2090188	BO011	29B Reid Street (South Unit) - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		1,000		65,642
2090188	BO025	15 Onslow Street - Building Operation	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,300)	62,342
2090189	BM006	Lot 1086 (41) Mercer St (CRC) - Building Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,000)	59,342
2090189	BM007	Duplex Lot 55A Walsh St (North Unit) - Building Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(4,000)	55,342
2090288	BO015	Front Unit Lot 1090 (53A) Walsh St - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,100)	53,242
2090288	BO016	Teachers Unit Lot 1090 (53B) Walsh St - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,100)	52,142
2090288	BO017	Unit Lot 45 (29a) Shenton (Front) - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,500)	49,642
2100111	W0016	Rubbish Collection Menzies	19/03/2026 OCM resolution 019/34	Operating Expenses		8,000		57,642
2100111	W0018	Rubbish Collection Niagara	19/03/2026 OCM resolution 019/34	Operating Expenses			(8,000)	49,642
2100117	W0011	Menzies Rubbish Tip Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(30,000)	19,642
2100212		SAN OTH - Waste Disposal	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,700)	16,942
2100652		PLAN - Consultants	19/03/2026 OCM resolution 019/34	Operating Expenses		10,000		26,942
2100711	W0048	Comet Vale Cemetery Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,000)	23,942
2100788	BO039	Public Toilets Menzies - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,000)	22,942
2100788	BO045	Ularring Enviro Loo - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		5,000		27,942
2100788	BO048	Truck Bay Ablution Block - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		11,000		38,942
2110355	W0014	Water Park Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,000)	35,942
2110365	W0015	Parks and Gardens Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(48,500)	(12,558)
2110365	W0033	Slashing & Maintenance Blocks Menzies	19/03/2026 OCM resolution 019/34	Operating Expenses		15,000		2,442
2110365	W0037	Hard Surface Cleaning Menzies Town	19/03/2026 OCM resolution 019/34	Operating Expenses		55,500		57,942
2110365	W0042	Tree Planting (Operational)	19/03/2026 OCM resolution 019/34	Operating Expenses			(23,000)	34,942
2110365	W0047	52 Shenton Street Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,000)	31,942
2110366	W0003	Town Sports Oval Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(6,500)	25,442
2110367	W0005	Rodeo Grounds Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,000)	24,442
2110688	BO029	Old Butcher Shop Lot 1094 (53) Shenton St - Building Operator	19/03/2026 OCM resolution 019/34	Operating Expenses			(6,500)	17,942
2110689	BM029	Old Butcher Shop Lot 1094 (53) Shenton St - Building Maintena	19/03/2026 OCM resolution 019/34	Operating Expenses		5,000		22,942
2110689	W0022	Museum and Surrounds Maintenance/Operation	19/03/2026 OCM resolution 019/34	Operating Expenses		16,000		38,942
2120211	RM000	Road Maintenance General (Budgeting Only)	19/03/2026 OCM resolution 019/34	Operating Expenses		34,700		73,642
2120211	RM032	Walsh St Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(17,000)	56,642
2120211	RM041	Gregory St Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,500)	55,142
2120211	RM042	Brown St Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,700)	53,442
2120211	RM047	Onslow St Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,800)	49,642
2120211	RM055	Gill St Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(6,500)	43,142
2120211	RM056	Mahon St Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,700)	41,442

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended
								Budget Running Balance
2120211	RM100	Shenton St Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,500)	38,942
2120212	RM000A	Road Maintenance - Sealed Outside BUA (Budgeting Only)	19/03/2026 OCM resolution 019/34	Operating Expenses		7,696		46,638
2120212	RM059	Niagara Dam Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(7,696)	38,942
2120213	RM000B	Road Maintenance - Gravel Outside BUA (Budgeting Only)	19/03/2026 OCM resolution 019/34	Operating Expenses		186,000		224,942
2120213	RM005	Yerilla Lake Raeside Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(10,000)	214,942
2120213	RM036	Pianto Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(77,000)	137,942
2120213	RM038	Kookynie Malcom Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(10,000)	127,942
2120213	RM060	Menzies Cemetery Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(36,000)	91,942
2120213	RM061	Menzies Refuse Site Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(50,000)	41,942
2120213	RM075	Lake Ballard Access Rd Road Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,000)	38,942
2120214	RM000C	Road Maintenance - Formed Outside BUA (Budgeting Only)	19/03/2026 OCM resolution 019/34	Operating Expenses		229,000		267,942
2120214	RM001	Pinjin Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(35,000)	232,942
2120214	RM002	Kookynie Yarri Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(41,500)	191,442
2120214	RM003	Kookynie Mt Remarkable Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(36,000)	155,442
2120214	RM004	Cranky Jack Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(12,000)	143,442
2120214	RM007	Menzies North West Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(72,000)	71,442
2120214	RM008	Evanston Menzies Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(46,000)	25,442
2120214	RM010	Davyhurst Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(3,500)	21,942
2120214	RM013	Riverina Snake Hill Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,000)	20,942
2120214	RM015	Leonora Mt Ida Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(11,000)	9,942
2120214	RM025	Kookynie Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(6,000)	3,942
2120214	RM026	Mount Ida Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(26,000)	(22,058)
2120214	RM034	Bullfinch Evanston Rd Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(16,000)	(38,058)
2120217	W0026	Truck Bay & Public Car Park Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses		38,500		442
2120217	W0027	Main Street Cleaning and General	19/03/2026 OCM resolution 019/34	Operating Expenses			(31,000)	(30,558)
2120217	W0044	Town reticulation project	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,000)	(32,558)
2120765	W0006	Town Dam Maintenance/Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(4,000)	(36,558)
2130211		TOUR - Visitor Centre Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(10,000)	(46,558)
2130235		TOUR - Signage	19/03/2026 OCM resolution 019/34	Operating Expenses		10,000		(36,558)
2130242	EV001	Small Events	19/03/2026 OCM resolution 019/34	Operating Expenses		37		(36,521)
2130242	EV009	Recycling Drop Off	19/03/2026 OCM resolution 019/34	Operating Expenses			(5,000)	(41,521)
2130245		TOUR - Astrotourism Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,500)	(44,021)
2130259	BM032	Goongarrie Cottage South - Building Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses		2,660		(41,361)
2130259	BM033	Goongarrie Cottage North - Building Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses		1,660		(39,701)
2130259	BO032	Goongarrie Cottage South - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,660)	(42,361)
2130259	BO033	Goongarrie Cottage North - Building Operations	19/03/2026 OCM resolution 019/34	Operating Expenses			(1,660)	(44,021)
2130391		BUILD - Loss on Disposal of Assets	19/03/2026 OCM resolution 019/34	Operating Expenses	(10,000)			(44,021)
2140221		ADMIN - Information Technology	19/03/2026 OCM resolution 019/34	Operating Expenses			(30,000)	(74,021)
2140240		ADMIN - Advertising and Promotion	19/03/2026 OCM resolution 019/34	Operating Expenses			(5,000)	(79,021)
2140252		ADMIN - Consultants	19/03/2026 OCM resolution 019/34	Operating Expenses		30,000		(49,021)
2140281		ADMIN - Write Off	19/03/2026 OCM resolution 019/34	Operating Expenses			(580)	(49,601)
2140289	BM027	Town Hall (Admin) - Building Maintenance	19/03/2026 OCM resolution 019/34	Operating Expenses			(20,000)	(69,601)
2140316		PWO - Postage and Freight	19/03/2026 OCM resolution 019/34	Operating Expenses			(15,000)	(84,601)
2140321		PWO - Information Technology	19/03/2026 OCM resolution 019/34	Operating Expenses			(500)	(85,101)
2140324		PWO - Annual Leave	19/03/2026 OCM resolution 019/34	Operating Expenses		4,000		(81,101)
2140330		PWO - Occupational Health and Safety	19/03/2026 OCM resolution 019/34	Operating Expenses			(400)	(81,501)
2140341		PWO - Subscriptions & Memberships	19/03/2026 OCM resolution 019/34	Operating Expenses			(200)	(81,701)
2140352		PWO - Consultants	19/03/2026 OCM resolution 019/34	Operating Expenses		7,500		(74,201)
2140365	W0039	Depot Consumables (Non Transport)	19/03/2026 OCM resolution 019/34	Operating Expenses		2,000		(72,201)
2140365	W0041	Training - Employees Hours	19/03/2026 OCM resolution 019/34	Operating Expenses			(2,000)	(74,201)

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
2140371		PWO Bldg Mtce - Employee Costs	19/03/2026 OCM resolution 019/34	Operating Expenses		15,000		(59,201)
3040201		OTH GOV - Reimbursements	19/03/2026 OCM resolution 019/34	Operating Revenue		500		(58,701)
3090101		STF HOUSE - Staff Rental Reimbursements	19/03/2026 OCM resolution 019/34	Operating Revenue			(5,000)	(63,701)
3090220		OTH HOUSE - Fees & Charges	19/03/2026 OCM resolution 019/34	Operating Revenue		60,000		(3,701)
3100120		SAN - Domestic Refuse Collection Charges	19/03/2026 OCM resolution 019/34	Operating Revenue		1,000		(2,701)
3110120		HALLS - Town Hall Hire	19/03/2026 OCM resolution 019/34	Operating Revenue		100		(2,601)
3110135		HALLS - Other Income	19/03/2026 OCM resolution 019/34	Operating Revenue			(100)	(2,701)
3110700		OTH CUL - Contributions & Donations - Other Culture	19/03/2026 OCM resolution 019/34	Operating Revenue		(4,167)		(6,867)
3120235	AGRN962	AGRN962 Flood Damage Reimbursement	19/03/2026 OCM resolution 019/34	Operating Revenue			(74,352)	(81,219)
3130200		TOUR - Contributions & Donations	19/03/2026 OCM resolution 019/34	Operating Revenue		4,167		(77,053)
3130221		TOUR - Caravan Park Fees	19/03/2026 OCM resolution 019/34	Operating Revenue		50,000		(27,053)
3130222		TOUR - Caravan Park Laundry Fees	19/03/2026 OCM resolution 019/34	Operating Revenue			(4,500)	(31,553)
3130320		BUILD - Fees & Charges (including Licences)	19/03/2026 OCM resolution 019/34	Operating Revenue		2,000		(29,553)
3130610	CI0109	EV Charging System Income	19/03/2026 OCM resolution 019/34	Operating Revenue		15,052		(14,501)
3140200		ADMIN - Contributions & Donations	19/03/2026 OCM resolution 019/34	Operating Revenue		1,000		(13,501)
3140235		ADMIN - Other Income Relating to Administration	19/03/2026 OCM resolution 019/34	Operating Revenue		13,500		(1)
					(43,461)	2,701,866	(2,701,867)	(1)

SHIRE OF MENZIES FINANCIAL INFORMATION SCHEDULE AS AT 31 MARCH 2026



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.

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
		General Purpose Funding				
		Rates				
		Operating Income				
	3030120	RATES - Instalment Admin Fee Received	-\$7,000.00	\$0.00	-\$7,000.00	-\$2,520.00
	3030121	RATES - Account Enquiry Charges	-\$100.00	\$0.00	-\$100.00	\$0.00
	3030122	RATES - Reimbursement of Debt Collection Costs	-\$3,000.00	\$0.00	-\$3,000.00	\$0.00
	3030130	RATES - Rates Levied - Synergy	-\$4,982,851.24	\$0.00	-\$4,982,851.24	-\$5,185,678.84
	3030145	RATES - Penalty Interest Received	-\$40,000.00	\$0.00	-\$40,000.00	-\$43,565.23
	3030146	RATES - Instalment Interest Received	-\$10,000.00	\$0.00	-\$10,000.00	-\$11,826.49
	3030147	RATES - Pensioner Deferred Interest Received	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$5,042,951.24	\$0.00	-\$5,042,951.24	-\$5,243,590.56
		Other General Purpose Funding				
		Operating Income				
	3030201	GEN PUR - Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
	3030210	GEN PUR - Financial Assistance Grant - General	-\$766,625.00	\$0.00	-\$766,625.00	-\$711,930.00
	3030211	GEN PUR - Financial Assistance Grant - Roads	-\$457,772.00	\$0.00	-\$457,772.00	-\$400,295.25
	3030214	GEN PUR - Grant Funding	\$0.00	\$0.00	\$0.00	\$22,183.07
	3030220	GEN PUR - Charges - Photocopying / Faxing	\$0.00	\$0.00	\$0.00	\$0.00
	3030235	GEN PUR - Other Income	-\$1,000.00	\$0.00	-\$1,000.00	-\$1,795.33
	3030245	GEN PUR - Interest Earned - Reserve Funds	-\$200,000.00	\$0.00	-\$200,000.00	-\$99,456.41
	3030246	GEN PUR - Interest Earned - Municipal Funds	-\$50,000.00	\$0.00	-\$50,000.00	-\$24,319.80
		Total Operating Income	-\$1,475,397.00	\$0.00	-\$1,475,397.00	-\$1,215,613.72
		Rates				
		Operating Expenditure				
	2030100	RATES - Employee Costs	\$56,182.94	\$13,500.00	\$69,682.94	\$56,851.67
	2030104	RATES - Training & Development	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2030109	RATES - Travel & Accommodation	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2030112	RATES - Valuation Expenses	\$10,000.00	\$5,000.00	\$15,000.00	\$2,549.50
	2030113	RATES - Title/Company Searches	\$500.00	\$0.00	\$500.00	\$97.80
	2030114	RATES - Debt Collection Expenses	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	2030116	RATES - Postage and Freight	\$2,000.00	\$0.00	\$2,000.00	\$1,173.64
	2030118	RATES - Rates Write Off	\$240,000.00	\$0.00	\$240,000.00	\$14,609.88
	2030119	RATES - Seizure of Land	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	2030152	RATES - Consultants	\$10,000.00	\$0.00	\$10,000.00	\$2,196.00
	2030187	RATES - Other Expenses Relating To Rates	\$3,000.00	\$0.00	\$3,000.00	\$0.00
	2030199	RATES - Administration Allocated	\$57,849.00	\$0.00	\$57,849.00	\$37,145.71
		Total Operating Expenditure	\$403,531.94	\$18,500.00	\$422,031.94	\$114,624.20
		Other General Purpose Funding				
		Operating Expenditure				
	2030211	GEN PUR - Bank Fees & Charges	\$7,000.00	\$2,000.00	\$9,000.00	\$5,510.17
	2030214	GEN PUR - Rounding	\$10.00	\$0.00	\$10.00	\$2.03
	2030299	GEN PUR - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$45,576.00	\$2,000.00	\$47,576.00	\$30,276.00
		Total Operating Income	-\$6,518,348.24	\$0.00	-\$6,518,348.24	-\$6,459,204.28
		Total Operating Expenditure	\$449,107.94	\$20,500.00	\$469,607.94	\$144,900.20
		Governance				
		Other Governance				
		Operating Income				
	3040135	MEMBERS - Other Income	\$0.00	\$0.00	\$0.00	-\$1.82
	3040201	OTH GOV - Reimbursements	\$0.00	-\$500.00	-\$500.00	-\$456.32
	3040235	OTH GOV - Other Income	\$0.00	\$0.00	\$0.00	-\$1.82
	3040290	OTH GOV - Profit on Disposal of Assets	-\$4,499.00	\$0.00	-\$4,499.00	\$0.00
		Total Operating Income	-\$4,499.00	-\$500.00	-\$9,876.00	-\$459.96
		Members Of Council				
		Operating Expenditure				
	2040103	MEMBERS - Uniforms	\$0.00	\$0.00	\$0.00	\$31.77
	2040104	MEMBERS - Training & Development	\$20,000.00	\$0.00	\$20,000.00	\$1,690.00
	2040109	MEMBERS - Members Travel and Accommodation	\$40,000.00	\$0.00	\$40,000.00	\$20,132.20
	2040111	MEMBERS - Mayors/Presidents Allowance	\$22,138.00	\$0.00	\$22,138.00	\$16,603.47
	2040112	MEMBERS - Deputy Mayors/Presidents Allowance	\$5,534.00	\$0.00	\$5,534.00	\$4,150.53
	2040113	MEMBERS - Members Sitting Fees	\$98,791.28	\$0.00	\$98,791.28	\$61,243.69
	2040114	MEMBERS - Communications Allowance	\$8,624.00	\$0.00	\$8,624.00	\$5,529.77
	2040115	MEMBERS - Printing and Stationery	\$400.00	\$1,000.00	\$1,400.00	\$414.13
	2040116	MEMBERS - Election Expenses	\$23,000.00	\$0.00	\$23,000.00	\$13,637.83
	2040121	MEMBERS - Information Systems	\$0.00	\$0.00	\$0.00	\$973.64
	2040129	MEMBERS - Donations to Community Groups	\$20,000.00	\$0.00	\$20,000.00	\$1,500.00
	2040130	MEMBERS - Insurance Expenses	\$13,764.00	\$0.00	\$13,764.00	\$13,879.74
	2040186	MEMBERS - Expensed Minor Asset Purchases	\$15,000.00	\$0.00	\$15,000.00	\$11,810.00
	2040188	MEMBERS - Chambers Operating Expenses	\$20,000.00	\$0.00	\$20,000.00	\$12,046.22
	2040199	MEMBERS - Administration Allocated	\$385,661.00	\$0.00	\$385,661.00	\$247,638.00
		Total Operating Expenditure	\$672,912.28	\$1,000.00	\$673,912.28	\$411,280.99
		Other Governance				
		Operating Expenditure				
	2040200	OTH GOV - Employee Costs	\$456,519.72	\$0.00	\$456,519.72	\$360,786.09
	2040203	OTH GOV - Uniforms	\$1,000.00	\$0.00	\$1,000.00	\$54.45
	2040204	OTH GOV - Training & Development	\$8,000.00	\$0.00	\$8,000.00	\$462.73
	2040205	OTH GOV - Recruitment	\$5,000.00	\$0.00	\$5,000.00	\$0.00

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
	2040209	OTH GOV - Conference, Travel and Accommodation	\$7,000.00	\$10,000.00	\$17,000.00	\$11,723.22
	2040210	OTH GOV - Motor Vehicle Expenses	\$37,705.70	\$0.00	\$37,705.70	\$19,486.22
	2040211	OTH GOV - Civic Functions, Refreshments & Receptions	\$10,000.00	\$0.00	\$10,000.00	\$5,481.80
	2040215	OTH GOV - Printing and Stationery	\$500.00	\$0.00	\$500.00	\$277.91
	2040216	OTH GOV - Postage and Freight	\$0.00	\$0.00	\$0.00	\$0.00
	2040221	OTH GOV - Information Systems	\$0.00	\$0.00	\$0.00	\$0.00
	2040240	OTH GOV - Advertising & Promotion	\$0.00	\$0.00	\$0.00	\$0.00
	2040241	OTH GOV - Subscriptions & Memberships	\$75,500.00	\$0.00	\$75,500.00	\$59,739.41
	2040250	OTH GOV - Consultancy - Statutory	\$0.00	\$0.00	\$0.00	\$0.00
	2040251	OTH GOV - Consultancy - Strategic	\$50,000.00	\$0.00	\$50,000.00	\$2,939.48
	2040252	OTH GOV - Other Consultancy	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2040285	OTH GOV - Legal Expenses	\$50,000.00	\$0.00	\$50,000.00	\$10,619.20
	2040286	OTH GOV - Expensed Minor Asset Purchases	\$5,000.00	\$0.00	\$5,000.00	\$953.64
	2040292	OTH GOV - Depreciation	\$4,619.00	\$0.00	\$4,619.00	\$2,309.73
	2040298	OTH GOV - Staff Housing Allocated	\$0.00	\$0.00	\$0.00	\$0.00
	2040299	OTH GOV - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$754,410.42	\$10,000.00	\$764,410.42	\$499,597.68
		Total Operating Income	-\$4,499.00	-\$500.00	-\$9,876.00	-\$459.96
		Total Operating Expenditure	\$1,427,322.70	\$11,000.00	\$1,438,322.70	\$910,878.67
		Law, Order & Public Safety				
		Fire Prevention, Animal Control, Law, Order & Public Safety				
		Operating Income				
	3050135	FIRE - Other Income	-\$4,000.00	\$0.00	-\$4,000.00	-\$142.49
	3050220	ANIMAL - Pound Fees	-\$50.00	\$0.00	-\$50.00	\$0.00
	3050221	ANIMAL - Animal Registration Fees	-\$500.00	\$0.00	-\$500.00	-\$454.53
	3050310	OLOPS - Grants	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$4,550.00	\$0.00	-\$4,550.00	-\$597.02
		Emergency Services Levy - Bush Fire Brigade				
		Operating Income				
	3050502	ESL BFB - Admin Fee/Commission	-\$4,000.00	\$0.00	-\$4,000.00	\$0.00
	3050510	ESL BFB - Operating Grant	-\$8,000.00	\$0.00	-\$8,000.00	-\$5,920.25
	3050545	ESL BFB - Non-Payment Penalty Interest	-\$4,000.00	\$0.00	-\$4,000.00	-\$5,457.80
		Total Operating Income	-\$16,000.00	\$0.00	-\$16,000.00	-\$11,378.05
		Fire Prevention				
		Operating Expenditure				
	2050110	FIRE - Motor Vehicle Expenses	\$572.00	\$0.00	\$572.00	\$6.68
	2050113	FIRE - Fire Prevention and Planning	\$0.00	\$0.00	\$0.00	\$0.00
	2050188	FIRE - Building Operations	\$6,891.00	\$0.00	\$6,891.00	\$704.54
	2050189	FIRE - Building Maintenance	\$1,241.00	\$0.00	\$1,241.00	\$0.00
	2050192	FIRE - Depreciation	\$3,311.00	\$0.00	\$3,311.00	\$1,655.33
		Total Operating Expenditure	\$12,015.00	\$0.00	\$12,015.00	\$2,366.55
		Animal Control				
		Operating Expenditure				
	2050253	ANIMAL - Contract Services	\$42,900.00	\$0.00	\$42,900.00	\$28,184.26
	2050265	ANIMAL - Animal Care Day Menzies	\$5,000.00	\$0.00	\$5,000.00	\$4,065.54
	2050288	ANIMAL - Animal Pound Operations	\$0.00	\$0.00	\$0.00	\$0.00
	2050289	ANIMAL - Animal Pound Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
	2050292	ANIMAL - Depreciation	\$2,329.00	\$0.00	\$2,329.00	\$1,164.59
	2050299	ANIMAL - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$88,795.00	\$0.00	\$88,795.00	\$58,178.19
		Other Law, Order & Public Safety				
		Operating Expenditure				
	2050311	OLOPS - CCTV Maintenance	\$15,000.20	\$0.00	\$15,000.20	\$6,266.24
	2050312	OLOPS - LEMC Support	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2050313	OLOPS - Community Emergency Services	\$3,012.00	\$2,386.00	\$5,398.00	\$0.00
	2050392	OLOPS - Depreciation	\$58,036.00	\$0.00	\$58,036.00	\$29,018.09
	2050399	OLOPS - Administration Allocated	\$9,642.00	\$0.00	\$9,642.00	\$6,190.99
		Total Operating Expenditure	\$86,690.20	\$2,386.00	\$89,076.20	\$41,475.32
		Emergency Services Levy - Bush Fire Brigade				
		Operating Expenditure				
	2050530	ESL BFB - Insurance Expenses	\$3,250.00	\$0.00	\$3,250.00	\$3,250.00
	2050565	ESL BFB - Maintenance Plant & Equipment	\$11,268.70	\$10,000.00	\$21,268.70	\$18,705.39
	2050589	ESL BFB - Maintenance Land & Buildings	\$2,683.00	\$0.00	\$2,683.00	\$0.00
	2050599	ESL BFB - Administration Allocated	\$9,642.00	\$0.00	\$9,642.00	\$6,190.99
		Total Operating Expenditure	\$26,843.70	\$10,000.00	\$36,843.70	\$28,146.38
		Total Operating Income	-\$20,550.00	\$0.00	-\$20,550.00	-\$11,975.07
		Total Operating Expenditure	\$214,343.90	\$12,386.00	\$226,729.90	\$130,166.44
		Health				
		Preventative Services - Inspection/Admin				
		Operating Income				
	3070420	HEALTH - Health Regulatory Fees & Charges	-\$300.00	\$0.00	-\$300.00	-\$422.50
		Total Operating Income	-\$300.00	\$0.00	-\$300.00	-\$422.50
		Preventative Services - Inspection/Admin				
		Operating Expenditure				
	2070411	HEALTH - Contract EHO	\$39,000.00	\$0.00	\$39,000.00	\$22,575.00

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
	2070412	HEALTH - Analytical Expenses	\$400.00	\$0.00	\$400.00	\$377.21
	2070499	HEALTH - Administration Allocated	\$9,642.00	\$0.00	\$9,642.00	\$6,190.99
	2070553	PEST - Pest Control Programs	\$15,000.00	\$0.00	\$15,000.00	\$0.00
		Total Operating Expenditure	\$64,042.00	\$0.00	\$64,042.00	\$29,143.20
		Other Health				
		Operating Expenditure				
	2070750	OTH HEALTH - Nurse Expenses	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2070741	OTH HEALTH - Subscriptions & Membership	\$11,100.00	\$0.00	\$11,100.00	\$0.00
		Total Operating Expenditure	\$1,000.00	\$0.00	\$1,000.00	\$0.00
		Total Operating Income	-\$300.00	\$0.00	-\$300.00	-\$422.50
		Total Operating Expenditure	\$65,042.00	\$0.00	\$65,042.00	\$29,143.20
		Education & Welfare				
		Other Welfare				
		Operating Expenditure				
	2080700	WELFARE - Employee Costs	\$23,145.42	\$0.00	\$23,145.42	\$14,470.65
	2080712	WELFARE - Youth Services	\$2,500.00	\$0.00	\$2,500.00	\$1,287.87
		Total Operating Expenditure	\$25,645.42	\$0.00	\$25,645.42	\$15,758.52
		Total Operating Expenditure	\$25,645.42	\$0.00	\$25,645.42	\$15,758.52
		Housing				
		Staff and Other Housing				
		Operating Income				
	3090101	STF HOUSE - Staff Rental Reimbursements	-\$30,000.00	\$5,000.00	-\$25,000.00	-\$17,670.00
	3090135	STF HOUSE - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
	3090220	OTH HOUSE - Fees & Charges	-\$24,300.00	-\$60,000.00	-\$84,300.00	-\$122,682.52
	3090235	OTH HOUSE - Other Income	-\$200.00	\$0.00	-\$200.00	\$0.00
		Total Operating Income	-\$54,500.00	-\$55,000.00	-\$109,500.00	-\$140,352.52
		Staff Housing				
		Operating Expenditure				
	2090186	STF HOUSE - Expensed Minor Asset Purchases	\$20,000.00	\$0.00	\$20,000.00	\$10,667.45
	2090187	STF HOUSE - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2090188	STF HOUSE - Staff Housing Building Operations	\$68,564.00	-\$200.00	\$68,364.00	\$48,525.26
	2090189	STF HOUSE - Staff Housing Building Maintenance	\$144,716.00	\$7,000.00	\$151,716.00	\$69,114.48
	2090192	STF HOUSE - Depreciation	\$126,945.00	\$0.00	\$126,945.00	\$69,398.88
	2090198	STF HOUSE - Staff Housing Costs Recovered	-\$173,809.00	\$0.00	-\$173,809.00	-\$80,329.53
	2090199	STF HOUSE - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$0.00
		Total Operating Expenditure	\$224,982.00	\$6,800.00	\$231,782.00	\$117,376.54
		Other Housing				
		Operating Expenditure				
	2090270	OTH HOUSE - Loan Interest Repayments	\$30,097.54	\$0.00	\$30,097.54	\$23,877.37
	2090285	OTH HOUSE - Legal Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2090286	OTH HOUSE - Expensed Minor Asset Purchases	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2090288	OTH HOUSE - Building Operations	\$24,861.00	\$5,700.00	\$30,561.00	\$20,669.82
	2090289	OTH HOUSE - Building Maintenance	\$75,997.00	\$0.00	\$75,997.00	\$25,459.78
	2090292	OTH HOUSE - Depreciation	\$88,743.00	\$0.00	\$88,743.00	\$54,185.35
	2090298	OTH HOUSE - Staff Housing Costs Recovered	-\$41,437.00	\$0.00	-\$41,437.00	-\$9,163.44
	2090299	OTH HOUSE - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$49,527.58
		Total Operating Expenditure	\$217,827.54	\$5,700.00	\$223,527.54	\$164,556.46
		Total Operating Income	-\$54,500.00	-\$55,000.00	-\$109,500.00	-\$140,352.52
		Total Operating Expenditure	\$442,809.54	\$12,500.00	\$455,309.54	\$281,933.00
		Community Amenities				
		Community Amenities				
		Operating Income				
	3100110	SAN - Grants	\$0.00	\$0.00	\$0.00	-\$39,406.00
	3100120	SAN - Domestic Refuse Collection Charges	-\$10,000.00	-\$1,000.00	-\$11,000.00	-\$10,809.00
	3100200	SAN OTH - Commercial Collection Charge	\$0.00	\$0.00	\$0.00	\$0.00
	3100321	SEW - Septic Tank Inspection Fees	-\$700.00	\$0.00	-\$700.00	\$0.00
	3100335	SEW - Other Income	-\$1,000.00	\$0.00	-\$1,000.00	-\$1,298.00
	3100620	PLAN - Planning Application Fees	-\$500.00	\$0.00	-\$500.00	\$0.00
	3100710	COM AMEN - Grants	\$0.00	\$0.00	\$0.00	\$0.00
	3100735	COM AMEN - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$12,200.00	-\$1,000.00	-\$13,200.00	-\$51,513.00
		Sanitation - General				
		Operating Expenditure				
	2100111	SAN - Waste Collection	\$160,203.00	\$0.00	\$160,203.00	\$97,826.39
	2100117	SAN - General Tip Maintenance	\$100,790.00	\$30,000.00	\$130,790.00	\$53,013.30
	2100118	SAN - Purchase of Bins (Sulo and Other)	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2100152	SAN - Consultants	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	2100192	SAN - Depreciation	\$22,720.00	\$0.00	\$22,720.00	\$11,359.84
	2100199	SAN - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$337,279.00	\$30,000.00	\$367,279.00	\$186,963.33
		Sanitation - Other				
		Operating Expenditure				
	2100212	SAN OTH - Waste Disposal	\$0.00	\$2,700.00	\$2,700.00	\$1,303.50
	2100214	SAN OTH - Purchase of Street Bins	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$0.00	\$2,700.00	\$2,700.00	\$1,303.50

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
		Sewerage				
		Operating Expenditure				
		2100365 SEW - Maintenance/Operations	\$7,524.00	\$0.00	\$7,524.00	\$0.00
		2100399 SEW - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$46,090.00	\$0.00	\$46,090.00	\$24,763.80
		Town Planning & Regional Development				
		Operating Expenditure				
		2100615 PLAN - Printing and Stationery	\$0.00	\$0.00	\$0.00	\$0.00
		2100640 PLAN - Advertising & Promotion	\$0.00	\$0.00	\$0.00	\$0.00
		2100650 PLAN - Contract Town Planning	\$4,080.00	\$0.00	\$4,080.00	\$0.00
		2100652 PLAN - Consultants	\$20,000.00	-\$10,000.00	\$10,000.00	\$1,198.09
		2100653 PLAN - Scheme Amendments	\$0.00	\$0.00	\$0.00	\$0.00
		2100699 PLAN - Administration Allocated	\$9,642.00	\$0.00	\$9,642.00	\$6,190.99
		Total Operating Expenditure	\$33,722.00	-\$10,000.00	\$23,722.00	\$7,389.08
		Other Community Amenities				
		Operating Expenditure				
		2100711 COM AMEN - Cemetery Maintenance/Operations	\$44,070.00	\$3,000.00	\$47,070.00	\$17,181.13
		2100788 COM AMEN - Public Conveniences Operations	\$168,030.00	-\$15,000.00	\$153,030.00	\$70,108.22
		2100789 COM AMEN - Public Conveniences Maintenance	\$45,548.00	\$0.00	\$45,548.00	\$3,215.50
		2100792 COM AMEN - Depreciation	\$7,332.00	\$0.00	\$7,332.00	\$3,665.96
		2100799 COM AMEN - Administration Allocated	\$9,642.00	\$0.00	\$9,642.00	\$6,190.99
		Total Operating Expenditure	\$274,622.00	-\$12,000.00	\$262,622.00	\$100,361.80
		Total Operating Income	-\$12,200.00	-\$1,000.00	-\$13,200.00	-\$51,513.00
		Total Operating Expenditure	\$691,713.00	\$10,700.00	\$702,413.00	\$320,781.51
		Recreation & Culture				
		Operating Income				
		3110120 HALLS - Town Hall Hire	-\$200.00	-\$100.00	-\$300.00	-\$1,381.83
		3110135 HALLS - Other Income	-\$100.00	\$100.00	\$0.00	\$0.00
		3110310 REC - Grants	-\$533,062.28	\$0.00	-\$533,062.28	-\$324,568.28
		3110320 REC - Fees & Charges	-\$500.00	\$0.00	-\$500.00	\$0.00
		3110335 REC - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
		3110500 LIBRARY - Contributions & Donations	-\$3,916.67	\$0.00	-\$3,916.67	\$0.00
		3110501 LIBRARY - Reimbursements Lost Books	\$0.00	\$0.00	\$0.00	\$0.00
		3110540 LIBRARY - Fines & Penalties	\$0.00	\$0.00	\$0.00	\$0.00
		3110600 HERITAGE - Contributions & Donations	\$0.00	\$0.00	\$0.00	\$0.00
		3110700 OTH CUL - Contributions & Donations - Other Culture	-\$5,000.00	\$4,166.67	-\$833.33	\$0.00
		3110720 OTH CUL - Fees & Charges	\$0.00	\$0.00	\$0.00	\$0.00
		3110735 OTH CUL - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$542,778.95	\$4,166.67	-\$538,612.28	-\$325,950.11
		Public Halls And Civic Centres				
		Operating Expenditure				
		2110186 HALLS - Expensed Minor Asset Purchases	\$0.00	\$0.00	\$0.00	\$0.00
		2110188 HALLS - Town Halls and Public Bldg Operations	\$16,506.00	\$0.00	\$16,506.00	\$8,887.44
		2110189 HALLS - Town Halls and Public Bldg Maintenance	\$6,012.00	\$0.00	\$6,012.00	\$5,216.41
		2110199 HALLS - Administration Allocated	\$57,849.00	\$0.00	\$57,849.00	\$61,909.52
		Total Operating Expenditure	\$80,367.00	\$0.00	\$80,367.00	\$76,013.37
		Other Recreation And Sport				
		Operating Expenditure				
		2110353 REC - Sports Courts Maintenance/Operations	\$19,962.00	\$0.00	\$19,962.00	\$10,095.64
		2110355 REC - Water Park Maintenance/Operations	\$15,710.00	\$3,000.00	\$18,710.00	\$22,926.51
		2110365 REC - Parks & Gardens Maintenance/Operations	\$320,433.00	\$4,000.00	\$324,433.00	\$306,009.44
		2110366 REC - Town Sports Oval Maintenance/Operations	\$18,789.00	\$6,500.00	\$25,289.00	\$37,371.63
		2110367 REC - Rodeo Grounds Maintenance/Operations	\$0.00	\$1,000.00	\$1,000.00	\$1,406.25
		2110368 REC - Playground Equipment Mtce	\$9,787.00	\$0.00	\$9,787.00	\$9,173.32
		2110386 REC - Expensed Minor Asset Purchases	\$10,000.00	\$0.00	\$10,000.00	\$0.00
		2110388 REC - Youth Centre Building Operations	\$9,227.00	\$0.00	\$9,227.00	\$9,295.47
		2110389 REC - Youth Centre Building Maintenance	\$9,893.00	\$0.00	\$9,893.00	\$10,135.49
		2110392 REC - Depreciation	\$114,883.00	\$0.00	\$114,883.00	\$64,663.59
		2110399 REC - Administration Allocated	\$96,415.00	\$0.00	\$96,415.00	\$99,055.28
		Total Operating Expenditure	\$625,099.00	\$14,500.00	\$639,599.00	\$570,132.62
		Tv And Radio Re-Broadcasting				
		Operating Expenditure				
		2110465 TV RADIO - Re-Broadcasting Maintenance/Operations	\$10,609.00	\$0.00	\$10,609.00	\$8,344.22
		2110492 TV RADIO - Depreciation	\$42,519.00	\$0.00	\$42,519.00	\$29,596.87
		2110499 TV RADIO - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$91,694.00	\$0.00	\$91,694.00	\$62,704.89
		Libraries				
		Operating Expenditure				
		2110512 LIBRARY - Book Purchases	\$1,500.00	\$0.00	\$1,500.00	\$0.00
		2110516 LIBRARY - Postage and Freight	\$400.00	\$0.00	\$400.00	\$0.00
		2110541 LIBRARY - Subscriptions & Memberships	\$2,000.00	\$0.00	\$2,000.00	\$629.14
		2110586 LIBRARY - Expensed Minor Asset Purchases	\$2,000.00	\$0.00	\$2,000.00	\$13.00
		2110588 LIBRARY - Library Building Operations	\$0.00	\$0.00	\$0.00	\$0.00
		2110599 LIBRARY - Administration Allocated	\$9,642.00	\$0.00	\$9,642.00	\$6,190.99
		Total Operating Expenditure	\$15,542.00	\$0.00	\$15,542.00	\$6,833.13

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
		Heritage				
		Operating Expenditure				
	2110652	HERITAGE - Consultants	\$0.00	\$0.00	\$0.00	\$0.00
	2110688	HERITAGE - Building Operations	\$17,547.00	\$6,500.00	\$24,047.00	-\$1,083.34
	2110689	HERITAGE - Building Maintenance	\$41,477.00	-\$21,000.00	\$20,477.00	\$18,246.26
		Total Operating Expenditure	\$59,024.00	-\$14,500.00	\$44,524.00	\$17,162.92
		Other Culture				
		Operating Expenditure				
	2110700	OTH CUL - Employee Costs	\$23,145.42	\$0.00	\$23,145.42	\$14,096.54
	2110711	OTH CUL - Australia Day	\$2,565.00	\$0.00	\$2,565.00	\$1,540.40
	2110712	OTH CUL - ANZAC Day	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2110714	OTH CUL - Christmas Events	\$20,000.00	\$0.00	\$20,000.00	\$18,774.49
	2110716	OTH CUL - Postage and Freight	\$0.00	\$0.00	\$0.00	\$0.00
	2110717	OTH CUL - Community Arts	\$0.00	\$0.00	\$0.00	\$0.00
	2110719	OTH CUL - Menzies School Programs	\$50,000.00	\$0.00	\$50,000.00	\$0.00
	2110723	OTH CUL - Outback Graves	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
	2110725	OTH CUL - Festival & Events	\$0.00	\$0.00	\$0.00	\$0.00
	2110743	OTH CUL - Other Festival Events	\$0.00	\$0.00	\$0.00	\$0.00
	2110760	OTH CUL - Tjuntjunjara Community Programs & Events	\$57,000.00	\$0.00	\$57,000.00	\$0.00
	2110799	OTH CUL - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$219,131.00	\$0.00	\$219,131.00	\$109,175.23
		Total Operating Income	-\$542,778.95	\$4,166.67	-\$538,612.28	-\$325,950.11
		Total Operating Expenditure	\$1,090,857.00	\$0.00	\$999,163.00	\$842,022.16
		Transport				
		Transport				
		Operating Income				
	3120110	ROADC - Regional Road Group Grants (MRWA)	-\$1,086,798.00	\$0.00	-\$1,086,798.00	-\$638,597.01
	3120111	ROADC - Roads to Recovery Grant	-\$1,480,789.00	\$0.00	-\$1,480,789.00	-\$1,480,789.00
	3120113	ROADC - Other Grants - Roads/Streets	\$0.00	\$0.00	\$0.00	\$0.00
	3120117	ROADC - Other Grants - Aboriginal Roads	-\$602,395.00	\$0.00	-\$602,395.00	\$0.00
	3120133	ROADC - Other Contrib & Donations - Roads/Streets	\$0.00	\$0.00	\$0.00	\$0.00
	3120200	ROADM - Street Lighting Subsidy	-\$1,713.00	\$0.00	-\$1,713.00	\$0.00
	3120210	ROADM - Direct Road Grant (MRWA)	-\$297,159.00	\$0.00	-\$297,159.00	-\$297,159.00
	3120211	ROADM - Other Grants	\$0.00	\$0.00	\$0.00	\$0.00
	3120235	ROADM - Other Income	-\$74,352.00	\$74,352.00	\$0.00	\$0.00
	3120390	PLANT - Profit on Disposal of Assets	-\$89,314.00	\$0.00	-\$89,314.00	-\$1,363.64
		Total Operating Income	-\$3,632,520.00	\$74,352.00	-\$3,558,168.00	-\$2,417,908.65
		Maintenance - Streets, Roads, Bridges & Depots				
		Operating Expenditure				
	2120211	ROADM - Road Maintenance - Built Up Areas	\$248,701.10	\$0.00	\$248,701.10	\$57,535.79
	2120212	ROADM - Road Maintenance - Sealed Outside BUA	\$15,000.00	\$0.00	\$15,000.00	\$6,677.77
	2120213	ROADM - Road Maintenance - Gravel Outside BUA	\$313,358.00	\$0.00	\$313,358.00	\$184,478.37
	2120214	ROADM - Road Maintenance - Formed Outside BUA	\$301,791.00	\$77,000.00	\$378,791.00	\$402,225.06
	2120217	ROADM - Ancillary Maintenance - Built Up Areas	\$186,127.00	-\$5,500.00	\$180,627.00	\$112,137.63
	2120222	ROADM - Roads Outside BUA - Formed - Flood Damage	\$0.00	\$0.00	\$0.00	\$0.00
	2120232	ROADM - Crossover Council Contribution	\$3,383.00	\$0.00	\$3,383.00	\$0.00
	2120234	ROADM - Street Lighting	\$10,200.00	\$0.00	\$10,200.00	\$9,039.47
	2120235	ROADM - Traffic Signs/Equipment (Safety)	\$10,000.00	\$0.00	\$10,000.00	\$4,123.00
	2120236	ROADM - Bores for Roadworks Maintenance/Operations	\$1,883.00	\$0.00	\$1,883.00	\$836.94
	2120237	ROADM - Road Grids Maintenance	\$16,652.00	\$0.00	\$16,652.00	\$0.00
	2120252	ROADM - Consultants	\$100,000.00	\$0.00	\$100,000.00	\$0.00
	2120285	ROADM - Legal Expenses	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2120286	ROADM - Workshop/Depot Expensed Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00
	2120288	ROADM - Depot Building Operations	\$50,796.00	\$0.00	\$50,796.00	\$10,123.52
	2120289	ROADM - Depot Building Maintenance	\$3,012.00	\$0.00	\$3,012.00	\$1,610.73
	2120292	ROADM - Depreciation	\$1,440,463.00	\$0.00	\$1,440,463.00	\$725,791.54
	2120299	ROADM - Administration Allocated	\$77,132.00	\$0.00	\$77,132.00	\$49,527.58
	2120391	PLANT - Loss on Disposal of Assets	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$2,798,498.10	\$71,500.00	\$2,869,998.10	\$1,564,107.40
		Aerodromes				
		Operating Expenditure				
	2120665	AERO - Airstrip & Grounds Maintenance/Operations	\$20,050.00	\$0.00	\$20,050.00	\$23,470.48
	2120765	WATER - Town Dam Maintenance/Operations	\$23,403.00	\$4,000.00	\$27,403.00	\$38,293.53
		Total Operating Expenditure	\$43,453.00	\$4,000.00	\$47,453.00	\$61,764.01
		Total Operating Income	-\$3,632,520.00	\$74,352.00	-\$3,558,168.00	-\$2,417,908.65
		Total Operating Expenditure	\$2,841,951.10	\$75,500.00	\$2,917,451.10	\$1,625,871.41
		Economic Services				
		Economic Services				
		Operating Income				
	3130200	TOUR - Contributions & Donations	\$0.00	-\$4,166.67	-\$4,166.67	-\$4,166.67
	3130202	TOUR - Commission	\$0.00	\$0.00	\$0.00	\$0.00
	3130210	TOUR - Grants	\$0.00	\$0.00	\$0.00	-\$24,821.96
	3130221	TOUR - Caravan Park Fees	-\$100,000.00	-\$50,000.00	-\$150,000.00	-\$113,541.25
	3130222	TOUR - Caravan Park Laundry Fees	-\$4,500.00	\$4,500.00	\$0.00	-\$3,809.99
	3130225	TOUR - Visitors Centre Lady Shenton Income	-\$25,000.00	\$0.00	-\$25,000.00	-\$13,276.87
	3130235	TOUR - Other Income Relating to Tourism & Area Promotion	-\$5,000.00	\$0.00	-\$5,000.00	\$0.00
	3130290	TOUR - Profit on Disposal of Assets	\$0.00	\$0.00	\$0.00	\$0.00
	3130302	BUILD - Commission - BSL & CTF	-\$150.00	\$0.00	-\$150.00	-\$61.15

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
	3130320	BUILD - Fees & Charges (including Licences)	-\$18,000.00	-\$2,000.00	-\$20,000.00	-\$18,593.17
	3130600	ECON DEV - Contributions & Donations	\$0.00	\$0.00	\$0.00	\$0.00
	3130821	OTH ECON - Standpipe Income	-\$2,000.00	\$0.00	-\$2,000.00	-\$980.00
	3130823	OTH ECON - Community Resource Centre Contributions	\$0.00	\$0.00	\$0.00	\$0.00
	3130824	OTH ECON - Community Resource Centre Grants	-\$192,734.00	\$0.00	-\$192,734.00	-\$152,681.44
	3130826	OTH ECON - Post Office Income	-\$9,000.00	\$0.00	-\$9,000.00	-\$8,491.59
		Total Operating Income	-\$356,384.00	-\$47,500.00	-\$403,884.00	-\$340,424.09

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
		Rural Services				
		Operating Expenditure				
	2130111	RURAL - Noxious Weed Control	\$46,939.00	\$0.00	\$46,939.00	\$824.69
	2130160	RURAL - Dog Health Program Tjuntunjara	\$25,000.00	\$0.00	\$25,000.00	\$0.00
	2130165	RURAL - Maintenance/Operations	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$71,939.00	\$0.00	\$71,939.00	\$824.69
		Tourism And Area Promotion				
		Operating Expenditure				
	2130200	TOUR - Employee Costs	\$57,678.84	\$0.00	\$57,678.84	\$39,250.93
	2130205	TOUR - Recruitment	\$0.00	\$0.00	\$0.00	\$0.00
	2130211	TOUR - Visitor Centre Operations	\$59,290.84	\$10,000.00	\$69,290.84	\$55,189.75
	2130215	TOUR - Printing and Stationery	\$1,000.00	\$0.00	\$1,000.00	\$40.00
	2130230	TOUR - Insurance Expenses	\$2,498.00	\$0.00	\$2,498.00	\$2,498.38
	2130235	TOUR - Signage	\$50,000.00	-\$10,000.00	\$40,000.00	\$1,030.00
	2130236	TOUR - Tour Guide	\$0.00	\$0.00	\$0.00	\$0.00
	2130240	TOUR - Public Relations & Area Promotion	\$10,000.00	\$0.00	\$10,000.00	\$5,526.10
	2130241	TOUR - Subscriptions & Memberships	\$47,100.00	\$0.00	\$47,100.00	\$44,914.00
	2130242	TOUR - Events Other	\$6,000.00	\$4,963.13	\$10,963.13	\$4,941.77
	2130243	TOUR - Cyclistic Event	\$0.00	\$0.00	\$0.00	\$0.00
	2130245	TOUR - Astrotourism Operations	\$10,000.00	\$2,500.00	\$12,500.00	\$7,407.28
	2130258	TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$3,823.00	\$0.00	\$3,823.00	\$2,905.31
	2130259	TOUR - Goongarrie Cottages Maintenance/Operations	\$41,117.00	\$0.00	\$41,117.00	\$18,675.17
	2130260	TOUR - Niagara Dam Maintenance/Operations	\$50,801.00	\$0.00	\$50,801.00	\$4,983.16
	2130261	TOUR - Golden Quest Trail Maintenance/Operations	\$6,883.00	\$0.00	\$6,883.00	\$0.00
	2130265	TOUR - Lake Ballard Maintenance/Operations	\$18,818.00	\$0.00	\$18,818.00	\$6,752.14
	2130266	TOUR - Caravan Park General Maintenance/Operations	\$395,324.51	\$0.00	\$395,324.51	\$232,472.20
	2130286	TOUR - Expensed Minor Asset Purchases	\$7,000.00	\$0.00	\$7,000.00	\$1,573.64
	2130288	TOUR - Building Operations	\$53,887.00	\$0.00	\$53,887.00	\$35,779.19
	2130289	TOUR - Building Maintenance	\$50,745.00	\$0.00	\$50,745.00	\$21,619.14
	2130292	TOUR - Depreciation	\$361,478.00	\$0.00	\$361,478.00	\$213,011.24
	2130299	TOUR - Administration Allocated	\$279,605.00	\$0.00	\$279,605.00	\$117,628.07
		Total Operating Expenditure	\$1,513,049.19	\$7,463.13	\$1,520,512.32	\$816,197.47
		Building Control				
		Operating Expenditure				
	2130350	BUILD - Contract Building Services	\$0.00	\$0.00	\$0.00	\$0.00
	2130385	BUILD - Legal Expenses	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	2130391	BUILD - Loss on Disposal of Assets	\$0.00	\$10,000.00	\$10,000.00	\$7,538.66
	2130399	BUILD - Administration Allocated	\$38,566.00	\$0.00	\$38,566.00	\$24,763.80
		Total Operating Expenditure	\$48,566.00	\$10,000.00	\$58,566.00	\$32,302.46
		Economic Development				
		Operating Expenditure				
	2130630	ECON DEV - Insurance Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2130641	ECON DEV - Subscriptions & Memberships	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
		Other Economic Services				
		Operating Expenditure				
	2130816	OTH ECON - Postage and Freight	\$7,500.00	\$0.00	\$7,500.00	\$0.00
	2130855	OTH ECON - Community Bus	\$9,055.60	\$0.00	\$9,055.60	\$14,438.24
	2130860	OTH ECON - Community Resource Centre Operations	\$279,401.46	\$0.00	\$279,401.46	\$157,450.92
	2130863	OTH ECON - Post Office Operations	\$69,571.56	\$0.00	\$69,571.56	\$34,751.27
	2130865	OTH ECON - Standpipe Maintenance/Operations	\$0.00	\$0.00	\$0.00	\$955.09
	2130886	OTH ECON - Expensed Minor Asset Purchases	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2130888	OTH ECON - Building Operations	\$43,330.00	\$0.00	\$43,330.00	\$5,890.34
	2130889	OTH ECON - Building Maintenance	\$25,056.00	\$0.00	\$25,056.00	\$2,074.74
	2130899	OTH ECON - Administration Allocated	\$9,642.00	\$0.00	\$9,642.00	\$6,190.99
		Total Operating Expenditure	\$441,056.62	\$0.00	\$441,056.62	\$221,751.59
		Total Operating Income	-\$356,384.00	-\$47,500.00	-\$403,884.00	-\$340,424.09
		Total Operating Expenditure	\$2,074,610.81	\$17,463.13	\$2,092,073.94	\$1,071,076.21
		Other Property & Services				
		Operating Income				
	3140120	PRIVATE - Private Works Income	-\$10,728.00	\$0.00	-\$10,728.00	\$0.00
	3140200	ADMIN - Contributions & Donations	\$0.00	-\$1,000.00	-\$1,000.00	\$0.00
	3140220	ADMIN - Fees & Charges	-\$250.00	\$0.00	-\$250.00	\$0.00
	3140235	ADMIN - Other Income Relating to Administration	\$0.00	-\$13,500.00	-\$13,500.00	-\$11,712.11
	3140290	ADMIN - Profit on Disposal of Assets	\$0.00	\$0.00	\$0.00	\$0.00
	3140410	POC - Fuel Tax Credits Grant Scheme	-\$25,000.00	\$0.00	-\$25,000.00	-\$14,892.26
	3140501	SAL - Reimbursement - Workers Compensation	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$35,978.00	-\$14,500.00	-\$50,478.00	-\$26,604.37
		Private Works and General Administration Overheads				
		Operating Expenditure				
	2140187	PRIVATE - Private Works Expenses	\$7,152.00	\$0.00	\$7,152.00	\$0.00
	2140200	ADMIN - Employee Costs	\$695,771.62	\$0.00	\$695,771.62	\$503,924.15
	2140203	ADMIN - Uniforms	\$7,500.00	\$0.00	\$7,500.00	\$1,478.17
	2140204	ADMIN - Training & Development	\$60,000.00	\$0.00	\$60,000.00	\$8,364.30
	2140205	ADMIN - Recruitment	\$9,000.00	\$0.00	\$9,000.00	\$3,279.69
	2140206	ADMIN - Fringe Benefits Tax (FBT)	\$31,940.00	\$0.00	\$31,940.00	\$14,441.24
	2140208	ADMIN - Other Employee Expenses	\$5,000.00	\$0.00	\$5,000.00	\$316.00

31/03/2026	COA	Description	Original Budget 25/26	Budget Amendments 25/26	Current Budget 25/26	YTD Actual 31/03/2026
	2140209	ADMIN - Travel & Accommodation	\$12,000.00	\$0.00	\$12,000.00	\$9,660.79
	2140210	ADMIN - Motor Vehicle Expenses	\$50,179.40	\$0.00	\$50,179.40	\$10,322.36
	2140215	ADMIN - Printing and Stationery	\$40,000.00	\$0.00	\$40,000.00	\$22,236.02
	2140216	ADMIN - Postage and Freight	\$3,000.00	\$0.00	\$3,000.00	\$826.67
	2140220	ADMIN - Communication Expenses	\$48,000.00	\$0.00	\$48,000.00	\$33,786.90
	2140221	ADMIN - Information Technology	\$50,000.00	\$30,000.00	\$80,000.00	\$52,557.55
	2140222	ADMIN - Security	\$0.00	\$0.00	\$0.00	\$0.00
	2140226	ADMIN - Office Equipment Mtce	\$1,000.00	\$0.00	\$1,000.00	-\$40.00
	2140227	ADMIN - Records Management	\$3,000.00	\$0.00	\$3,000.00	\$0.00
	2140230	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	\$55,599.00	\$0.00	\$55,599.00	\$49,087.68
	2140240	ADMIN - Advertising and Promotion	\$30,000.00	\$5,000.00	\$35,000.00	\$31,937.93
	2140241	ADMIN - Subscriptions and Memberships	\$10,000.00	\$0.00	\$10,000.00	\$3,213.26
	2140252	ADMIN - Consultants	\$150,000.00	-\$30,000.00	\$120,000.00	\$39,019.40
	2140265	ADMIN - Software Licences/Upgrades	\$100,000.00	\$0.00	\$100,000.00	\$68,105.35
	2140281	ADMIN - Write Off	\$0.00	\$580.00	\$580.00	\$580.00
	2140284	ADMIN - Audit Fees	\$100,000.00	\$0.00	\$100,000.00	\$91,633.00
	2140285	ADMIN - Legal Expenses	\$20,000.00	\$0.00	\$20,000.00	\$5,593.96
	2140286	ADMIN - Expensed Minor Asset Purchases	\$15,000.00	\$0.00	\$15,000.00	\$13,487.52
	2140287	ADMIN - Other Expenses	\$1,000.00	\$0.00	\$1,000.00	\$184.48
	2140288	ADMIN - Building Operations	\$62,520.00	\$0.00	\$62,520.00	\$58,343.87
	2140289	ADMIN - Building Maintenance	\$22,304.00	\$20,000.00	\$42,304.00	\$53,291.18
	2140292	ADMIN - Depreciation	\$157,720.00	\$0.00	\$157,720.00	\$85,095.95
	2140298	ADMIN - Admin Staff Housing Costs Allocated	\$187,774.00	\$0.00	\$187,774.00	\$80,805.45
	2140299	ADMIN - Administration Overheads Recovered	-\$1,928,308.00	\$0.00	-\$1,928,308.00	-\$1,238,190.07
		Total Operating Expenditure	\$7,152.02	\$25,580.00	\$32,732.02	\$3,342.80
		Public Works Overheads				
		Operating Expenditure				
	2140300	PWO - Employee Costs	\$511,459.00	\$0.00	\$511,459.00	\$459,429.03
	2140303	PWO - Uniforms	\$7,500.00	\$0.00	\$7,500.00	\$2,524.42
	2140304	PWO - Training & Development	\$10,000.00	\$0.00	\$10,000.00	\$15,292.39
	2140305	PWO - Recruitment	\$5,000.00	\$0.00	\$5,000.00	\$2,653.34
	2140307	PWO - Protective Clothing	\$0.00	\$0.00	\$0.00	\$0.00
	2140308	PWO - Other Employee Expenses	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2140309	PWO - Travel & Accommodation	\$0.00	\$0.00	\$0.00	\$1,853.73
	2140310	PWO - Motor Vehicle Expenses	\$194,149.70	\$0.00	\$194,149.70	\$154,621.63
	2140316	PWO - Postage and Freight	\$2,000.00	\$15,000.00	\$17,000.00	\$1,472.45
	2140320	PWO - Communication Expenses	\$5,000.00	\$0.00	\$5,000.00	\$5,386.62
	2140321	PWO - Information Technology	\$10,000.00	\$500.00	\$10,500.00	\$10,211.47
	2140323	PWO - Sick Pay	\$25,404.00	\$0.00	\$25,404.00	\$38,140.02
	2140324	PWO - Annual Leave	\$59,698.00	-\$4,000.00	\$55,698.00	\$47,977.46
	2140325	PWO - Public Holidays	\$30,485.00	\$0.00	\$30,485.00	\$18,696.96
	2140329	PWO - Insurance Expenses (Except Workers Comp)	\$22,807.00	\$0.00	\$22,807.00	\$22,807.00
	2140330	PWO - Occupational Health and Safety	\$40,000.00	\$400.00	\$40,400.00	\$26,883.30
	2140341	PWO - Subscriptions & Memberships	\$0.00	\$200.00	\$200.00	\$191.01
	2140352	PWO - Consultants	\$0.00	-\$7,500.00	-\$7,500.00	-\$7,468.31
	2140361	PWO - Engineering & Technical Support	\$50,000.00	\$0.00	\$50,000.00	\$3,412.50
	2140365	PWO - Maintenance/Operations	\$122,373.70	\$0.00	\$122,373.70	\$65,927.37
	2140371	PWO Bldg Mtce - Employee Costs	\$31,286.00	-\$15,000.00	\$16,286.00	\$5,930.63
	2140372	PWO Bldg Mtce - Uniforms	\$0.00	\$0.00	\$0.00	\$0.00
	2140373	PWO Bldg Mtce - Training & Development	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2140374	PWO Bldg Mtce - Recruitment	\$0.00	\$0.00	\$0.00	\$0.00
	2140376	PWO Bldg Mtce - Protective Clothing	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2140380	PWO Bldg Mtce - Expendable Tools	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2140381	PWO Bldg Mtce - Minor Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2140386	PWO - Expensed Minor Asset Purchases	\$10,000.00	\$0.00	\$10,000.00	\$5,030.84
	2140392	PWO - Depreciation	\$74,993.00	\$0.00	\$74,993.00	\$37,650.57
	2140393	PWO - LESS Allocated to Works (PWO's)	-\$1,766,270.00	\$0.00	-\$1,766,270.00	-\$1,297,531.33
	2140398	PWO - Staff Housing Costs Allocated	\$27,472.00	\$0.00	\$27,472.00	\$8,687.52
	2140399	PWO - Administration Allocated	\$520,643.00	\$0.00	\$520,643.00	\$334,311.00
	2140400	POC - Internal Plant Repairs - Wages & O/Head	\$301,517.00	\$0.00	\$301,517.00	\$158,157.03
	2140411	POC - External Parts & Repairs	\$83,685.00	\$0.00	\$83,685.00	\$85,313.42
	2140412	POC - Fuels and Oils	\$181,001.25	\$0.00	\$181,001.25	\$90,289.12
	2140413	POC - Tyres and Tubes	\$52,480.00	\$0.00	\$52,480.00	\$6,445.01
	2140416	POC - Licences/Registrations	\$7,604.30	\$0.00	\$7,604.30	\$174.60
	2140417	POC - Insurance Expenses	\$17,986.00	\$0.00	\$17,986.00	\$17,985.96
	2140492	POC - Depreciation	\$170,223.00	\$0.00	\$170,223.00	\$193,002.86
	2140494	POC - LESS Plant Operation Costs Allocated to Works	-\$814,493.55	\$0.00	-\$814,493.55	-\$428,043.41
		Total Operating Expenditure	\$3.40	-\$10,400.00	-\$10,396.60	\$87,416.21
		Salaries And Wages				
		Operating Expenditure				
	2140500	SAL - Gross Salary and Wages	\$2,555,879.68	\$0.00	\$2,555,879.68	\$1,707,132.50
	2140501	SAL - LESS Salaries & Wages Allocated	-\$2,555,879.68	\$0.00	-\$2,555,879.68	-\$1,707,132.50
	2140503	SAL - Workers Compensation Expense	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$35,978.00	-\$14,500.00	-\$50,478.00	-\$26,604.37
		Total Operating Expenditure	\$7,155.42	\$15,180.00	\$22,335.42	\$90,759.01
		Total Operating Income	-\$11,178,058.19	-\$39,981.33	-\$11,222,916.52	-\$9,774,814.55
		Total Operating Expenditure	\$9,330,558.83	\$175,229.13	\$9,414,093.96	\$5,463,290.33

13.1.2	List of Monthly Payments – March 2026
LOCATION	Not applicable
APPLICANT	Internal
DOCUMENT REF	NAM1642
DATE OF REPORT	7 April 2026
AUTHOR	Finance Team Leader, Tien Tran
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. List of Payments - March 2026 [13.1.2.1 - 9 pages]

SUMMARY:

To receive the list of payments made for the month of March 2026.

BACKGROUND:

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

COMMENT:

The EFT, Direct Debit, Credit Card and Payroll payments that have been made for the month of March 2026 are attached.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Regulation 13 of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS:

Policy 4.7 – Creditors Preparation for Payment

FINANCIAL IMPLICATIONS:

A total of \$570,073.88 has been withdrawn from the Municipal Bank Account.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

The Shire’s Council Plan 2025-2035 outlines the following Outcome and Strategy:

- 8. An efficient and effective organisation.
- 8.1 Maintain a high level of corporate governance, responsibility and accountability.

Accordingly, the officer’s recommendation aligns with the Shire’s Council Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the list of payments for the month of March 2026 totalling \$570,073.88 being:

- 1. Electronic Funds Transfer from EFT11032 to EFT11147, payments from Municipal Fund totalling \$310,224.26
- 2. Direct Debit payments from the Municipal Fund totalling \$68,562.39
- 3. Payroll payments from the Municipal Fund totalling \$184,858.85
- 4. Credit Card payments for the Statement Month of February 2026 from the Municipal Fund totalling \$5,447.80
- 5. Fuel Card payments from the Municipal Fund totalling \$980.58

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 March 2026

Payment Type		Amount
Cheque		
EFT	\$	310,224.26
Direct Debit	\$	68,562.39
Credit Card Payment	\$	5,447.80
Payroll	\$	184,858.85
Fuel Card Payment	\$	980.58
CabCharge Payment		
<u>Total Payments</u>	\$	570,073.88

Shire of Menzies
Payments for the Month of March 2026

Chq/EFT	Date	Name	Description	Amount
EFT11032	04/03/2026	THE LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA)	PAYROLL DEDUCTIONS PPE 03/03/2026	\$ 168.00
EFT11033	04/03/2026	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 03/03/2026	\$ 190.00
EFT11034	04/03/2026	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 03/03/2026	\$ 360.00
EFT11035	09/03/2026	CANINE CONTROL	RANGER SERVICE PATROLS AROUND MENZIES AND SURROUNDS 15/02/2026 AND 16/02/2026	\$ 2,001.04
EFT11036	09/03/2026	LEONORA PHARMACY	PHARMACY ITEMS SOLD ON CONSIGNMENT FEBRUARY 2026	\$ 338.70
EFT11037	09/03/2026	STRATCO	BATTENS FOR CARAVAN PARK SEPTIC FENCE	\$ 740.00
EFT11038	09/03/2026	BATTERIES N MORE	TRICKLE CHARGER FOR FIRE TRUCK & TOWN HALL GENERATOR	\$ 759.90
EFT11039	09/03/2026	TRADELINK PTY LIMITED	DEPOT CONSUMABLES, PLUMBING AND STAFF REHYDRATION KITS	\$ 301.89
EFT11040	09/03/2026	PICCADILLY BUTCHERS	AUSTRALIA DAY BREAKFAST 2026 - SAUSAGES, BACON, ONION AND EGGS	\$ 445.40
EFT11041	09/03/2026	EVOLVEPLUS PTY LTD	LAKE BALLARD PEOPLE COUNTER	\$ 1,804.00
EFT11042	09/03/2026	SEEK	JOB ADVERTISEMENT COST - TECHNICAL ADMIN OFFICER	\$ 522.50
EFT11043	09/03/2026	COOLGARDIE TYRE SERVICE & COOLGARDIE TRANSPORT SERVICES	REPLACE HAULMORE TRAILER TYRE	\$ 467.50
EFT11044	09/03/2026	NORTHERN GOLDFIELDS ELECTRICAL PTY LTD	REPAIR RANGE HOOD IN CABIN AND FAULTY POWER POINT	\$ 2,127.62
EFT11045	09/03/2026	KRISTY VAN KUYL	REIMBURSEMENT FOR RETURN FLIGHT TO PERTH FOR CONFERENCE	\$ 401.95
EFT11046	09/03/2026	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL ASSISTANCE SUPPORT ASSISTANCE WITH ANNUAL BUDGET	\$ 308.00
EFT11047	09/03/2026	GOLDFIELDS LOCKSMITHS	LOCKSMITH SERVICE CALL-OUT LADY SHENTON BUILDING	\$ 665.00
EFT11048	09/03/2026	GARTH MARLAND	REIMBURSEMENT FOR FUEL PURCHASED 3MN	\$ 133.13
EFT11049	09/03/2026	DEPARTMENT OF HOUSING & WORKS (HOUSING AUTHORITY)	RENT REFUND FOR 34 BROWN AND 22 MERCER STREETS MENZIES	\$ 2,310.00
EFT11050	09/03/2026	IRENE KITTS	TRAVEL REIMBURSEMENT TO LEONORA TO ATTEND TRAINING	\$ 260.83
EFT11051	09/03/2026	RARE EARTHS M&C PTY LTD T/A MENZIES HOTEL	CATERING FOR FEBRUARY COUNCIL MEETING	\$ 200.00
EFT11052	09/03/2026	ROBERT JOHN STEWART	RETURN FLIGHT TO ATTEND HEARING - SHIRE BUSINESS	\$ 981.31
EFT11053	09/03/2026	TIEN TRAN	REIMBURSEMENT FOR TRAVEL TO ATTEND CONFERENCE PERTH	\$ 398.80
EFT11054	09/03/2026	REDFISH TECHNOLOGIES	UPGRADE TO WIRELESS MICROPHONE SYSTEM FOR COUNCIL CHAMBERS AUDIO RECORDING	\$ 5,824.60
EFT11055	09/03/2026	TEAM GLOBAL EXPRESS PTY LTD	ADMIN - POSTAGE AND FREIGHT - NETLOGIC	\$ 131.69
EFT11056	09/03/2026	SEAN MCGAY	REIMBURSEMENT FOR TAXI FARES FOR TRAINING GRANT WORKSHOP	\$ 263.77
EFT11057	09/03/2026	CLAIRE WOOLMER T/AS LAURIE'S CAFE	COMMUNITY SENIORS LUNCH FEBRUARY 2026	\$ 435.60

Shire of Menzies
Payments for the Month of March 2026

EFT11058	09/03/2026	BOOEASY AUSTRALIA PTY LTD	ROOM MANAGER COMMISSION AND FEES FEBRUARY 2026	\$	371.21
EFT11059	09/03/2026	NARMAL PTY LTD T/AS DUXTON HOTEL PERTH	GRANT WRITING WORKSHOP AND BUSINESS CASE ACCOMODATION - IVAN BAGOHIN AND SEAN MCGAY	\$	1,560.00
EFT11060	09/03/2026	JUSTIN VILJOEN	REIMBURSEMENT FOR PARTS RIDE ON LAWN MOWER	\$	88.04
EFT11061	09/03/2026	IVAN MATTHEW YULO-UY BAGOHIN	REIMBURSEMENT FOR TRAVEL GRANTS WORKSHOP	\$	33.97
EFT11062	09/03/2026	ERUTAN TRADING AS LYNKA	DESIGN CLAIM 1 FOR THE FIRST DRAFT OF NEW PLAYGROUND AREA	\$	2,750.00
EFT11063	09/03/2026	EV CHARGING SYSTEMS PTY LTD	ELECTRIC VEHICLE CHARGING INSTALLATION FIRST PAYMENT	\$	9,265.80
EFT11064	09/03/2026	KEEN BROS. (WA) PTY LTD	HC LICENCE TRAINING - MICHAEL PETERSON	\$	875.00
EFT11065	09/03/2026	PMACKCONTRACTING PTY LTD	MAINTENANCE GRADING FROM EVANSTON ROAD RIVERINA INTERSECTION AND MOUNT IDA ROAD	\$	12,014.75
EFT11066	09/03/2026	AUSTRALIAN TAXATION OFFICE	IAS FOR FEBRUARY 2026	\$	41,980.00
EFT11067	09/03/2026	BUILT BY GEOFF FENCING	STEEL PIPES FOR FENCE POSTS CARAVAN PARK SEPTIC	\$	1,705.00
EFT11068	09/03/2026	WESTFARMERS LTD T/AS BUNNINGS	PINE POST FOR MENZIES CEMETERY, AND DEPOT CONSUMABLES	\$	3,568.88
EFT11069	09/03/2026	CHOICES FLOORING BY KENNEDYS	VERTICLE BLINDS FOR SLIDING DOORS 36 MERCER STREET	\$	710.00
EFT11070	09/03/2026	EAGLE PETROLEUM (W.A) PTY LTD	BULK FUEL DELIVERY 5203 LITRES 19/02/2026	\$	9,095.47
EFT11071	09/03/2026	ECOWATER SERVICES	BIOMAX C120 MAINTENANCE SERVICES FOR FEBRUARY 2026	\$	845.00
EFT11072	09/03/2026	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2025/2026 ESL 3RD QUARTERLY CONTRIBUTION	\$	20,152.80
EFT11073	09/03/2026	GOLDFIELDS TOYOTA	10,000 KM PLANT SERVICE FOR 3MN	\$	305.00
EFT11074	09/03/2026	GOLDFIELDS PEOPLE HIRE (GPH)	CLEANER COVERAGE THROUGH LABOUR HIRE FROM 26/01/2026 TO 30/01/2026	\$	2,376.99
EFT11075	09/03/2026	HORIZON POWER	ELECTRICITY - SHIRE OF MENZIES VARIOUS PROPERTIES - USAGE FROM 30/12/2026 TO 26/02/2026	\$	11,344.96
EFT11076	09/03/2026	NETLOGIC INFORMATION TECHNOLOGY	IT SUPPORT AND CONSULTING FROM 16/02/2026 TO 20/02/2026	\$	300.00
EFT11077	09/03/2026	OFFICE NATIONAL	CRC COPIER MAINTENANCE FEBRUARY 2026	\$	421.73
EFT11078	09/03/2026	REFRESH WATER	WATER REFILL 15L X 6	\$	66.00
EFT11079	09/03/2026	SHIRE OF MENZIES	HOUSING AND PET BOND - ALLOCATE TO OUTSTANDING INVOICES	\$	900.00
EFT11080	09/03/2026	WATER CORPORATION	WATER USAGE 29A REID STREET FROM 04/12/2026 TO 09/02/2026	\$	82.87
EFT11081	09/03/2026	WESTRAC PTY LTD	FILTERS FOR 12M GRADER SERVICE	\$	672.80
EFT11082	18/03/2026	THE LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA)	PAYROLL DEDUCTIONS PPE 17/03/2026	\$	168.00
EFT11083	18/03/2026	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 17/03/2026	\$	190.00
EFT11084	18/03/2026	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 17/03/2026	\$	360.00
EFT11085	18/03/2026	SHIRE OF MENZIES	PAYROLL DEDUCTIONS PPE 17/03/2026	\$	473.27

Shire of Menzies
Payments for the Month of March 2026

EFT11086	20/03/2026	BATTERIES N MORE	FOUR BATTERIES FOR 600MN PRIME MOVER	\$	1,180.00
EFT11087	20/03/2026	PICCADILLY BUTCHERS	SAUSAGES AND ONIONS FOR SKATEPARK OPEN	\$	190.00
EFT11088	20/03/2026	XSTRA GLOBAL IT AND COMMUNICATION SOLUTIONS	CHARGES FOR PABX SYSTEM FOR MARCH 2026	\$	277.97
EFT11089	20/03/2026	SPECTRUM SURVEYS PTY LTD	FEATURE SURVEY OF MENZIES TOWN HALL - ABOVE GROUND & GROUND SURFACE LEVEL ONLY	\$	4,246.00
EFT11090	20/03/2026	HI CONSTRUCTIONS (AUST) PTY LTD	SUPPLY OF NEW TIMBER FLOOR AND SECONDHAND SUB FLOOR TIMBER FOR TOWN HALL VERANDAH	\$	14,429.20
EFT11091	20/03/2026	RARE EARTHS M&C PTY LTD T/A MENZIES HOTEL	CATERING FOR MORNING TEA SATURDAY 28/02/2026 - CHURCH SERVICE	\$	100.00
EFT11092	20/03/2026	TEAM GLOBAL EXPRESS PTY LTD	ADMIN FREIGHT - OFFICE NATIONAL	\$	45.24
EFT11093	20/03/2026	SEAN MCGAY	REIMBURSEMENT FOR WORK CLOTHS FOR CLEANER AND DRINKS FOR CRC RESALE	\$	151.49
EFT11094	20/03/2026	TALIS CONSULTANTS	CONSULTANT SERVICES AS PER CONTRACT AGREEMENT RFQ 01/2025 THE PROVISION OF ENGINEERING & TECHNICAL SERVICES, MENZIES GRADER TENDER ASSESSMENT	\$	3,753.75
EFT11095	20/03/2026	RESOURCES TRADING / TAS BUILDING & INDUSTRIAL SUPPLIES PTY LTD	EXTRACTION KITS FOR REMOVING BROKEN BOLTS.	\$	161.92
EFT11096	20/03/2026	SHIRE OF MOUNT MAGNET	EHO BUILDING SURVEYOR FEBRUARY 2026	\$	2,887.50
EFT11097	20/03/2026	CLAIRE WOOLMER T/AS LAURIE'S CAFE	OTH GOV - CIVIC FUNCTIONS- CATERING FOR LG PRO TRAINING ON 16/03/2026	\$	909.70
EFT11098	20/03/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES ON BUILDING MATTERS	\$	1,399.64
EFT11099	20/03/2026	CYBERSECURE UNIT TRUST T/A CYBERSECURE	CLOUD STORAGE, BACKUP SUBSCRIPTION MARCH 2026	\$	568.70
EFT11100	20/03/2026	SUPAGAS PTY LIMITED	10X - 45KG GAS REFILL	\$	1,810.30
EFT11101	20/03/2026	SKATE SCULPTURE PTY LTD	RFT 01/24 DESIGN AND CONSTRUCT MENZIES SKATE PARK (LRCI PHASE 4) FINAL PAYMENT	\$	19,250.00
EFT11102	20/03/2026	COHESIS PTY LTD	ERP IMPLEMENTATION SUPPORT, SHAREPOINT MIGRATION & ICT GOVERNANCE FROM DECEMBER 2025 TO MARCH 2025	\$	11,000.00
EFT11103	20/03/2026	NOMAD PLUMBING PTY LTD	REPAIR LEAK UNDER BUILDING 29B SHENTON	\$	6,112.81
EFT11104	20/03/2026	PMACKCONTRACTING PTY LTD	MAINTENANCE GRADING FROM SANDSTONE TO MT IDA ROAD	\$	6,998.50
EFT11105	20/03/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCIL MEMBER ESSENTIALS (3 MODULES) CR S WESSELY	\$	407.00
EFT11106	20/03/2026	AIR LIQUIDE AUSTRALIA LTD	RENTAL ON OXYGEN CYLINDER FEBRUARY 2026	\$	28.16
EFT11107	20/03/2026	WESTFARMERS LTD T/AS BUNNINGS	SCREWS, FITTINGS & TOOLS WORKSHOP CONSUMABLES	\$	647.36
EFT11108	20/03/2026	EAGLE PETROLEUM (W.A) PTY LTD	8000 LITRES DIESEL DELIVERY ON 04/03/2026	\$	14,923.92
EFT11109	20/03/2026	HORIZON POWER	ELECTRICITY USGAE FROM 19/12/2026 TO 19/02/2026	\$	2,131.07
EFT11110	20/03/2026	IT VISION	ALTUS BANK RECONCILLITAION - TIME AND MATERIALS BASIS	\$	2,772.00

Shire of Menzies
Payments for the Month of March 2026

EFT11111	20/03/2026	LANDGATE	MINING TENEMENT INTERIM VALUATIONS MARCH 2026	\$	288.30
EFT11112	20/03/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA (LGPRO)	LGPWA 2026 FINANCE CONFERENCE WEDNESDAY ATTENDANCE - CFO	\$	635.00
EFT11113	20/03/2026	NETLOGIC INFORMATION TECHNOLOGY	FY 25/26 IT SUPPORT AND CONSULTING FROM 23/02/2026 TO 05/03/2026	\$	262.50
EFT11114	20/03/2026	MOORE AUSTRALIA (WA) PTY LTD	CONSULTANTS BUDGET REVIEW 2025/2026	\$	7,150.00
EFT11115	20/03/2026	WATER CORPORATION	WATER USAGE 22 MERCER STREET FROM 01/02/2026 TO 28/02/2026	\$	146.48
EFT11116	20/03/2026	WESTRAC PTY LTD	REPLACEMENT SHOE CIRCLE ROAD GRADER 12M	\$	11,802.61
EFT11117	31/03/2026	CANINE CONTROL	RANGER SERVICE FOR 21/03/2026	\$	2,001.04
EFT11118	31/03/2026	BATTERIES N MORE	5 X TWO WAY KITS SOLAR PANNEL FOR GENSET BATTERY MAINTENANCE	\$	1,975.00
EFT11119	31/03/2026	TRADELINK PTY LIMITED	TOWN DAM - PIPES AND FITTINGS TO DIRECT WATER TO TANKS AND BACK TO IRRIGATION AREAS	\$	2,539.02
EFT11120	31/03/2026	COOLGARDIE TYRE SERVICE & COOLGARDIE TRANSPORT SERVICES	WATER TANK TRAILER, MACK TRUCK AND GRADER - TYRE REPAIR AND REPLACEMENT	\$	4,532.00
EFT11121	31/03/2026	CORSIGN	TOURIST SIGN SOUTH OF MENZIES	\$	1,498.20
EFT11122	31/03/2026	RSEA PTY LTD	PPE UNIFORM FOR BUILDING MAINTENANCE OFFICER - W DONE	\$	453.95
EFT11123	31/03/2026	DORSETT RETAIL PTY LTD T/AS KALGOORLIE RETRAVISION	25 WILSON STREET - REPLACEMENT MICROWAVE OVEN	\$	223.20
EFT11124	31/03/2026	RARE EARTHS M&C PTY LTD T/A MENZIES HOTEL	CATERING FOR MASS - 28/03/2026	\$	100.00
EFT11125	31/03/2026	GENESIS MINERALS LIMITED	RATES REFUND FOR ASSESSMENT A5502 P40/01440 MINING TENEMENT	\$	143.87
EFT11126	31/03/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR TOURIST SIGN SOUTH OF MENZIES	\$	284.72
EFT11127	31/03/2026	SEAN MCGAY	REIMBURSEMENT FOR CATERING OF SENIOR LUNCH 25/03/2026	\$	176.36
EFT11128	31/03/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD (MARKETFORCE)	ADVERTISEMENT VARIOUS SALE OF LANDS KOOKYINIE, MENZIES	\$	433.42
EFT11129	31/03/2026	ZULEIKA GOLD LIMITED	RATES REFUND FOR ASSESSMENT A5806 E29/01051 MINING TENEMENT	\$	592.29
EFT11130	31/03/2026	REECE GROUP	LADY SHENTON - BUILDING MAINTENANCE MATERIALS - PVC FOR DRAINAGE PIPE	\$	1,128.65
EFT11131	31/03/2026	THE LOCAL GOVERNMENT, RACING AND CEMETERIES EMPLOYEES UNION (WA)	PAYROLL DEDUCTIONS PPE 31/03/2026	\$	168.00
EFT11132	31/03/2026	SUPAGAS PTY LIMITED	53 SHENTON STREET - LPG BULK REFILL 18/03/2026	\$	1,505.71
EFT11133	31/03/2026	WARREN DONE	REIMBURSEMENT FOR BELTS FOR LAWN MOWERS	\$	168.15
EFT11134	31/03/2026	WESTERN MINES GROUP LTD	RATES REFUND FOR ASSESSMENT A5793 E39/02073 MINING TENEMENT	\$	405.25
EFT11135	31/03/2026	COHESIS PTY LTD	ICT GOVERNANCE - REVIEW AND UPDATE	\$	4,125.00
EFT11136	31/03/2026	PMACKCONTRACTING PTY LTD	KOOKYINIE AIRSTRIP AND MENZIES AIRSTRIP - LABOUR HIRE GRADING MAINTENANCE	\$	8,228.00

Shire of Menzies
Payments for the Month of March 2026

EFT11137	31/03/2026	WESTFARMERS LTD T/AS BUNNINGS	DEPOT CONSUMABLES - SAW,PAINTS,SCREWS AND BLADES	\$	1,915.11
EFT11138	31/03/2026	CHOICES FLOORING BY KENNEDYS	53B WALSH STREET - REPLACEMENT CARPET MAIN BEDROOM	\$	1,150.00
EFT11139	31/03/2026	SKYBLUE ENTERPRISES PTY LTD T/AS COMFORT INN BAY OF ISLES	GVROC MEETING ACCOMMODATION - R STEWART	\$	1,714.00
EFT11140	31/03/2026	ROVAR PTY LTD T/AS GOLDLINE DISTRIBUTORS	VARIOUS PROPERTIES - CLEANING SUPPLIES	\$	1,136.70
EFT11141	31/03/2026	LANDGATE	MINING TENEMENT SCHEDULES M2026/4, M2026/5 AND M2026/6 FROM 06/03/2026 TO 17/03/2026	\$	167.40
EFT11142	31/03/2026	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS 31/03/2026	\$	190.00
EFT11143	31/03/2026	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS 31/03/2026	\$	360.00
EFT11144	31/03/2026	NETLOGIC INFORMATION TECHNOLOGY	FY 25/26 IT SUPPORT AND CONSULTING - FROM 11/03/2026 TO 7/03/2026	\$	1,125.00
EFT11145	31/03/2026	OFFICE NATIONAL	CRC COPIER MAINTENANCE	\$	9,462.12
EFT11146	31/03/2026	REFRESH WATER	WATER REFILL 9X 15L - 26/03/2026	\$	99.00
EFT11147	31/03/2026	WESTRAC PTY LTD	P0234 GRADER PARTS FOR SERVICE	\$	337.21
TOTAL EFT				\$	310,224.26

Shire of Menzies
Payments for the Month of March 2026

Chq/EFT	Date	Name	Description	Amount
DD7431.1	02/03/2026	IINET LIMITED	CRC PUBLIC INTERENET MARCH 2026	\$ 53.99
DD7431.2	02/03/2026	NAB	NAB CONNECT FEE MARCH 2026	\$ 27.74
DD7421.1	03/03/2026	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 690.36
DD7421.2	03/03/2026	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 9,594.03
DD7421.3	03/03/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 1,659.83
DD7421.4	03/03/2026	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 712.28
DD7421.5	03/03/2026	CARE SUPER	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 970.67
DD7421.6	03/03/2026	REST SUPER	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 655.11
DD7421.7	03/03/2026	AMP SIGNATURESUPER	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 808.05
DD7421.8	03/03/2026	TEAM SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 03/03/2026	\$ 535.85
DD7472.1	09/03/2026	POWER ICT PTY LTD	MESSAGES ON HOLD - MARCH 2026	\$ 75.90
DD7472.2	09/03/2026	WATER CORPORATION	STANDPIPE USAGE FROM 01/01/ 2026 TO 28/02/2026	\$ 1,182.57
DD7471.1	11/03/2026	TELSTRA - DIRECT DEBIT ONLY	ACC. 3307495295 - PHONE USAGE 20 FEBRAUARY TO 19 MARCH 2026	\$ 3,618.77
DD7435.1	13/03/2026	3E ADVANTAGE	ADMIN AND DEPOT PRINTER FY 25/26 - USAGE FEBRUARY 2026	\$ 2,421.13
DD7438.1	16/03/2026	TELSTRA - DIRECT DEBIT ONLY	ACC. 367 1243 388 - OFFICE INTERNET AND PHONE USAGE FROM 23/02/2026 TO 22/03/2026	\$ 415.99
DD7470.1	16/03/2026	SYNERGY	GOONGARRIE MASTER HOUSE POWER USAGE FROM 18 DECEMBER 2025 TO 19 FEBRUARY 2026	\$ 173.28
DD7440.1	17/03/2026	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 690.36
DD7440.2	17/03/2026	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 9,750.32
DD7440.3	17/03/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 1,593.59
DD7440.4	17/03/2026	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 712.28
DD7440.5	17/03/2026	CARE SUPER	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 1,080.51
DD7440.6	17/03/2026	REST SUPER	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 655.11
DD7440.7	17/03/2026	AMP SIGNATURESUPER	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 808.05
DD7440.8	17/03/2026	TEAM SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 17/03/2026	\$ 585.17
DD7443.2	18/03/2026	HORIZON POWER	ELECTRICAL USAGE 55B WALSH STREET FROM 30/12/26 TO 26/2/26	\$ 468.28
DD7443.1	18/03/2026	HORIZON POWER	25 ONSLOW STREET POWER USAGE FROM 30/12/2026 TO 26/02/2026	\$ 426.49

Shire of Menzies
Payments for the Month of March 2026

DD7443.3	18/03/2026	HORIZON POWER	29B SHENTON STREET POWER USAGE FROM 30/12/2026 TO 26/02/2026	\$	212.83
DD7469.1	19/03/2026	PIVOTEL SATELLITE PTY LTD	TRAK SPOT TRACKING CHARGE ACCOUNT 40063522 - FEBRUARY 2026	\$	31.00
DD7469.2	19/03/2026	HORIZON POWER	STREET LIGHTS POWER USAGE FOR FEBRUARY 2026	\$	1,129.15
DD7446.1	23/03/2026	THE WEST AUSTRALIAN	SUBSCRIPTION TO NEWSPAPER ONLINE - MARCH 2026	\$	32.00
DD7448.1	23/03/2026	PAUL WARNER	SITTING FEE FOR CR. PAUL WARNER MARCH 2026	\$	3,732.67
DD7448.2	23/03/2026	SUDHIR	SITTING FEE FOR CR. SUDHIR MARCH 2026	\$	1,431.17
DD7448.3	23/03/2026	IAN BAIRD	SITTING FEE CR. IAN BAIRD MARCH 2026	\$	970.00
DD7448.4	23/03/2026	JILLIAN DWYER	SITTING FEE CR JILL DWYER MARCH 2026	\$	970.00
DD7448.5	23/03/2026	ANDREW TUCKER	SITTING FEE FOR CR. ANDREW TUCKER MARCH 2026	\$	970.00
DD7448.6	23/03/2026	KRISTIE TUCKER	SITTING FEE FOR CR. KRISTIE TUCKER MARCH 2026	\$	970.00
2026.09.05	23/03/2026	RESOURCES TRADING	CREDITOR PAYMENT BOUNCED BACK DUE TO INCORRECT BANK DETAILS	\$	161.92
DD7448.7	23/03/2026	SUSANNE MICHELLE WESSELY	SITTING FEE FOR CR. SUSANNE WESSELY MARCH 2026	\$	970.00
DD7456.1	26/03/2026	HORIZON POWER	55B WALSH ST POWER USAGE FROM 27/02/2026 TO 09/03/2026	\$	110.85
DD7460.1	31/03/2026	THE TRUSTEE FOR AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	690.36
DD7460.2	31/03/2026	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	9,836.35
DD7460.3	31/03/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	1,856.84
DD7460.4	31/03/2026	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	789.72
DD7460.5	31/03/2026	CARE SUPER	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	953.44
DD7460.6	31/03/2026	REST SUPER	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	655.11
DD7460.7	31/03/2026	AMP SIGNATURESUPER	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	808.05
DD7460.8	31/03/2026	TEAM SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 31/03/2026	\$	560.21
DD7463.1	31/03/2026	NAB	ACCOUNT FEE A.K.F FOR MARCH 2026	\$	355.01
TOTAL DIRECT DEBIT				\$	68,562.39

Shire of Menzies
Payments for the Month of March 2026

Date	Name	Description	Amount
		CEO CARD NO: **** * 2547	
11/02/2026	WOOLWORTHS ONLINE	CRC RESALE, COMMUNITY SOCIAL ACTIVITY AND YOUTH CENTRE ACTIVITIES MATERIALS	\$ 687.81
27/02/2026	NAB	CARD FEE FOR FEBRUARY 2026	\$ 9.00
		TOTAL CEO CREDIT CARD	\$ 696.81
		CFO CARD NO: **** * 6310	
9/02/2026	WATTLE GROVE HOTEL	ACCOMADATION AND MEALS TO ATTEND HC DRIVING COURSE	\$ 1,141.00
12/02/2026	STARLINK	STARLINK SUBSCRIPTION PWO FEBRUARY FROM 10/02/2026 TO 10/03/2026	\$ 195.00
16/02/2026	SUBARU	15MN SUBARU SERVICE 37,500KM	\$ 504.20
16/02/2026	WATTLE GROVE HOTEL	MEALS TO ATTEND HC DRIVING COURSE	\$ 188.00
16/02/2026	STARLINK	STARLINK SUBSCRIPTION CRC FROM 13/02/2026 TO 13/03/2026	\$ 139.00
17/02/2026	STARLINK	STARLINK SUBSCRIPTION PWO FROM 15/02/2026 TO 15/03/2026	\$ 390.00
18/02/2026	WATTLE GROVE HOTEL	ACCOMADATION S TO ATTEND PRACTICAL HC DRIVING	\$ 342.00
18/02/2026	LIGHTSPEED	LIGHTSPEED MONTHLY SUBSCRIPTION FROM 17/02/2026 TO 17/03/2026	\$ 279.00
20/02/2026	APPLE.COM	MONTHLY SUBSCRIPTION ICOUD STORAGE FEBRUARY	\$ 1.49
20/02/2026	WATTLE GROVE HOTEL	MEALS TO ATTEND HC DRIVING COURSE	\$ 90.00
23/02/2026	ADOBE	ADOBE SUBSCRIPTION FROM 21/02/2026 TO 20/03/2026	\$ 645.90
26/02/2026	MAY FLOWER WA PTY LTD	FLOWERS AND CARD FOR FORMER COUNCILOR MEMORIAL SERVICE	\$ 202.20
27/02/2026	KALGOORLIE POST OFFICE	POSTAGE STAMPS FOR RATES	\$ 340.00
27/02/2026	LEONORA MOTEL	ACCOMADATION RATES TRAINING LEONORA	\$ 284.20
27/02/2026	NAB	CARD FEE FOR FEBRUARY 2026	\$ 9.00
		TOTAL CFO CREDIT CARD	\$ 4,750.99
04/03/2026		PAYROLL PAYMENT PPE 03/03/2026	\$ 60,688.28
18/04/2026		PAYROLL PAYMENT PPE 17/03/2026	\$ 61,376.78
01/04/2026		PAYROLL PAYMENT PPE 31/03/2026	\$ 62,793.79
		TOTAL PAYROL	\$ 184,858.85
30/03/2026		FUEL CARD - CEO - FOR THE MONTH OF MARCH 2026	\$ 11.55
31/03/2026		FUEL CARD - CFO - FOR THE MONTH OF MARCH 2026	\$ 418.34
01/04/2026		FUEL CARD - MW - FOR THE MONTH OF MARCH 2026	\$ 182.54
02/04/2026		FUEL CARD - CDM - FOR THE MONTH OF MARCH 2026	\$ 368.15
		TOTAL FUEL CARD	\$ 980.58

13.1.3	Rates Write-Off
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1643
DATE OF REPORT	8 April 2026
AUTHOR	Finance Team Leader, Tien Tran
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Title Search [13.1.3.1 - 1 page]

SUMMARY:

To consider the write-off of rates and interest for Assessment A1926 – 6 Brown Street, Menzies.

BACKGROUND:

At the Ordinary Council Meetings held on 24 April 2024 and 27 February 2025, the Council resolved to write off all rates and charges for assessments A1443, A1444, A1445, A1446, A1447 and A1448 relating to 18 – 28 Brown Street, Menzies.

Ownership of the titles was transferred to the Shire on 5 September 2024.

COMMENT:

The address 6 Brown Street, Menzies is not a valid street address and there is no Valuation Entity Number (VEN), a unique identifier, associated with this location. An internal memo on file confirms that this property is already recorded as assessment A1447 – Lot 6 (20) Brown Street, Menzies. On this basis, A1926 is a duplicate assessment created in error.

As the land is now owned by the Shire and is not used for the purpose of trading undertaking, it is not rateable in accordance with section 6.26(2)(b) of the Local Government Act 1995. Accordingly, no rates or service charges are leviable in respect of this land.

On 9 March 2026, the Department of Fire and Emergency Services (DFES) approved the write-off of Emergency Services Levy (ESL) interest totaling \$20.97 for assessment A1926. This interest had been charged in error and was written off in accordance with Provision 6.8 – Delinquent ESL Accounts and Write-Off Procedures of the ESL Manual of Operating Procedures.

CONSULTATION:

No external consultation has occurred during the preparation of the report.

STATUTORY AUTHORITY:

- 1. Local Government Act 1995:

Section 6.12(1)(c) authorises local governments to write off any amount of money owed to them.

Section 6.26(2)(b) provides that land within the district of a local government is not rateable land while it is owned by the local government and used for the purposes of that local government, other than for the purposes of a trading undertaking.

- 2. Section 36Y of the Fire and Emergency Services Act 1998.

POLICY IMPLICATIONS:

Policy 4.10 Rating Strategy

FINANCIAL IMPLICATIONS:

The write-off will improve the accuracy of the Shire’s financial records by removing balances that are not legally recoverable.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Incorrect revenue projection	Medium	Remove invalid balance from rates ledger to reflect actual revenue

STRATEGIC IMPLICATIONS:

The Shire’s Council Plan 2025-2035 outlines the following Outcome and Strategy:

- 8. An efficient and effective organisation.
- 8.1 Maintain a high level of corporate governance, responsibility and accountability.

Accordingly, the officer’s recommendation aligns with the Shire’s Council Plan.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That, in accordance with section 6.12(1)(c) of the Local Government Act 1995, outstanding rates and penalty interest on Assessment A1926, totalling \$1569.45, be written off.

COUNCIL DECISION:

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

Moved		Seconded	
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Carried by Absolute Majority	
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101/124
20 Brown Street, MENZIES 6436

- Title Details
- Plan Details
- General Details
- Associated Documents
- Ownership History

Certificate of Title	101/124
Title Type	Certificate of title under the Transfer of Land Act
Parcel Identifier	Lot 6 On Diagram 467
Address Details	20 Brown Street, MENZIES 6436
Dealing Status	Complete
Purchasers Caveat	N/A
Other Interests	N/A
Document Type	Transfer
Document Number	Q198407
Date of Execution	05/09/2024
Consideration	\$1
Proprietor(s)	SHIRE OF MENZIES



[Click to Launch Map Viewer Plus](#)

13.2 Administration Reports

13.2.1	Delegations - Annual Review
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1644
DATE OF REPORT	7 April 2026
AUTHOR	Executive Officer, Maureen Yulo-Uy
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Draft 2026 Delegations Register [13.2.1.1 - 142 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.

The Council last endorsed the delegations at its meeting on 27 February 2025.

COMMENT:

The delegations in the attached Delegation Register remain appropriate and applicable and can be endorsed by the Council without amendment.

CONSULTATION:

No external consultation was conducted in the preparation of this report.

STATUTORY AUTHORITY:

Local Government Act 1995:

Section 5.42 allows a local government to delegate to the CEO the exercise of any of its powers or the discharge of its duties.

Section 5.43 lists certain powers or duties that cannot be delegated.

Section 5.44 permits the CEO to delegate the discharge of their duties under the Act, except for the power of delegation itself; such delegation must be in writing.

Section 5.45 provides that a delegation takes effect for the period specified in the delegation, or, if no period is specified, indefinitely.

Section 5.46(2) requires that delegations be reviewed by the delegator (in this case, the Council) at least once every financial year.

Finally, anyone exercising a delegated power or duty under the Act must keep records in accordance with the relevant regulations.

POLICY IMPLICATIONS:

This report has no policy implications.

FINANCIAL IMPLICATIONS:

This report has no financial implications.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to review the Delegation Register at least annually could result in non-compliance with legislative requirements.	Low	Review and adopt the attached draft Delegation Register.

STRATEGIC IMPLICATIONS:

The Shire’s Council Plan 2025-2035 outlines the following Outcome and Strategy:

- 8. An efficient and effective organisation.
- 8.1 Maintain a high level of corporate governance, responsibility and accountability.

Accordingly, the officer’s recommendation aligns with the Shire’s Council 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

as attached, be adopted.

COUNCIL DECISION:

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

Moved		Seconded	
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Carried by Absolute Majority	
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SHIRE OF MENZIES

DELEGATION REGISTER

Current as at 16 April 2026

DRAFT

Delegation Register

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.

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,

Delegation Register

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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 April 2026

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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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Shire of Menzies

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:

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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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
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Shire of Menzies

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
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4	Adopted 27 February 2025 Item 13.2.1
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Shire of Menzies

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"> 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] 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]. 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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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

1.1.6 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
4	Adopted 27 February 2025 Item 13.2.1
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Shire of Menzies

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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Shire of Menzies

1. Local Government Act 1995 Delegations

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Shire of Menzies

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:

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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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Delegation Register

Shire of Menzies

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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	<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

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

1.1.10 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

Version Control:

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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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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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1.1.13 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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1.1.16 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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1.1.18 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 <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> 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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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> o advertised for public auction or outright sale, and disclosure to this effect made in the acquisition specifications, or o 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

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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

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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

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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

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

1.1.27 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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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

	<p>Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Council Policy 4.2 Financial Hardship</p>
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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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 April 2026

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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5	Adopted 16 April 2026 Item 13.2.1

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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 April 2026

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

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

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4	Adopted 27 February 2025 Item 13.2.1
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Shire of Menzies – Register of Delegations April 2026

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.33 Approve Requisitions and Purchase Orders and Make Payments 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

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3	Adopted 27 February 2025 Item 13.2.1
4	Adopted 16 April 2026 Item 13.2.1

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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
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Shire of Menzies – Register of Delegations April 2026

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 s.119 Building and demolition permits – application for review by SAT
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Shire of Menzies – Register of Delegations April 2026

Delegation Register

Shire of Menzies

2. Building Act 2011 Delegations

	<p>s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT <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

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4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

Shire of Menzies – Register of Delegations April 2026

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 April 2026

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
4	Adopted 27 February 2025 Item 13.2.1
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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:

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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:

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2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1
4	Adopted 27 February 2025 Item 13.2.1
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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:	<i>Building Act 2011:</i> 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

Version Control:

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2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1
4	Adopted 27 February 2025 Item 13.2.1
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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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3	Adopted 29 February 2024 Item 14.2.1
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. 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

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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

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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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

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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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:	<ol style="list-style-type: none"> 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). b. The Fire and Emergency Services Authority and surrounding shires will be advised, prior to a decision being made. 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. 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.

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
2	Adopted 24 November 2022 Item 13.2.1
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5	Adopted 16 April 2026 Item 13.2.1

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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
3	Adopted 29 February 2024 Item 14.2.1
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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:

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2	Adopted 24 November 2022 Item 13.2.1
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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:

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

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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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
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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

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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:	Cat Regulations 2012 r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) 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> .
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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Delegation Register

Shire of Menzies

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5	Adopted 16 April 2026 Item 13.2.1

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Shire of Menzies

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

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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:	Cat Regulations 2012: 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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Shire of Menzies

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 waive 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 waive 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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Shire of Menzies

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 section 31, 32 or 33A and had not been claimed [s.17(6)]

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Delegation Register

Shire of Menzies

5. Dog Act 1974 Delegations

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:	<p><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)</p>

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>	<ol style="list-style-type: none"> 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:	<ol style="list-style-type: none"> 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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2	Adopted 24 November 2022 Item 13.2.1
3	Adopted 29 February 2024 Item 14.2.1
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5	Adopted 16 April 2026 Item 13.2.1

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Delegation Register

Shire of Menzies

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>	1. 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)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
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, including but not limited to: <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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Shire of Menzies

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

Shire of Menzies – Register of Delegations April 2026

Delegation Register

Shire of Menzies

6. Food Act 2008 Delegations

Version Control:

1	Adopted 25 November 2021 Item 12.2.1
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Shire of Menzies

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

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1	Adopted 25 November 2021 Item 12.2.1
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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

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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"> 1. 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)]. 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

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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

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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

Version Control:

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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"> 1. 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]. 2. 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

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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

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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

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2	Adopted 24 November 2022 Item 13.2.1
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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:	Local Government Act 1995: 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 –</p> <ul style="list-style-type: none"> • 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>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:

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
4	Adopted 27 February 2025 Item 13.2.1
5	Adopted 16 April 2026 Item 13.2.1

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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)]

Published by:
Environment

GOVERNMENT GAZETTE
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No. 47. 19-Mar-2004
Page: 919 [Pdf](#) - 476kb

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.

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

Published by:
Environment

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Western Australia
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No. 232. 20-Dec-2013
Page: 6282 [Pdf](#) - 3Mb

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

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
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No. 71. 16-May-2014
Page: 1548 [Pdf](#) - 2Mb

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.

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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

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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 Brookton Shire of Broome Shire of Broomehill-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 Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dardanup Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumfriesyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Esperance 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 Matherham City of Merville Shire of Menzies Shire of Merredin Shire of Mingeneer Shire of Moora Shire of Morawa Town of Molesman 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>

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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 Warneeroo
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

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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.

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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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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
1. Where a development application has one or more of the following characteristics— <ul 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 on the regional road using any access, either directly or indirectly, onto the road reservation; or 	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.
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<ul style="list-style-type: none"> (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 (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 (e) Development on a lot affected by the regional road reservation where— <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 (f) Development on a lot affected by the regional road reservation where— <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
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

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 <http://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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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 April 2026

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 April 2026

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 April 2026

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 April 2026

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 \(transport.wa.gov.au\)](http://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 April 2026

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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 April 2026

13.2.2	Local Emergency Management Committee
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1645
DATE OF REPORT	18 March 2026
AUTHOR	Acting Chief Executive Officer, Rob Stewart
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To consider the formation of a Combined Local Emergency Management Committee with the Shires of Laverton and Leonora.

BACKGROUND:

The Shires of Laverton, Leonora and Menzies each have a Local Emergency Management Committee (LEMC) formed pursuant to Section 34 of the Emergency Management Act 2005. Discussion has occurred between the three shires recommending the formation of a combined LEMC so that the responsibilities of the Act could be carried out in a united manner.

The Act provides for local governments combining in this manner. If a combined LEMC was formed, it would ensure that responsibilities of local governments under the Act were performed effectively and also result in economies, such that the combined LEMC was undertaking tasks on behalf of the whole designated district.

COMMENT:

This matter was raised at the Leonora LEMC meeting held in Leonora on 17 March 2026. The Shire of Menzies Chief Bush Fire Control Officer, Mr Garth Marland, attended this meeting.

The possibility of creating a combined LEMC has been discussed by the CEOs over the past three years as representatives from Laverton and Menzies have traditionally attended the Leonora LEMC.

CONSULTATION:

Consultation has occurred with both the Shire of Laverton and the Shire of Leonora. Consultation has also occurred with the Department of Fire and Emergency Services (DFES).

STATUTORY AUTHORITY:

Emergency Management Act 2025:
Section 38 of the Act requires local governments to establish one of more local emergency management committees for the local government's district.

Section 34 of the Act provides that two or more local governments may unite for the purposes of the Act with the approval of the State Emergency Management Committee (SEMC).

POLICY IMPLICATIONS:

Although no Council Policy covers Emergency Management issues, a CEO approved operational policy covers how staff members may volunteer for emergency services call outs.

FINANCIAL IMPLICATIONS:

There is an increased likelihood of joint exercises between the member councils, which may incur some costs. These costs are nevertheless included in annual budgets.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
District safety is compromised should statutory responsibilities not be adhered to.	Medium	Ensure statutory responsibilities are addressed in an efficient and effective manner.

STRATEGIC IMPLICATIONS:

The Shire’s Council Plan 2025-2035 outlines the following Outcome and Strategy:

- 2. A healthy and safe community.
- 2.1 Support provision of emergency and essential services.

Accordingly, the officer’s recommendation aligns with the Shire’s Council Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Shires of Laverton and Leonora be advised that the Shire of Menzies agrees, pursuant to Section 34 of the Emergency Management Act, to unite with the Shires of Laverton and Leonora for the purposes of emergency management under that Act.

COUNCIL DECISION:

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

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

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

13.2.3	Goldfields Voluntary Regional Organisation of Councils (GVROC) Memorandum of Understanding
LOCATION	Not applicable
APPLICANT	Internal
DOCUMENT REF	NAM1646
DATE OF REPORT	1 April 2026
AUTHOR	Executive Officer, Maureen Yulo-Uy
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. GVROC Memorandum of Understanding 2026-2028 [13.2.3.1 - 12 pages]

SUMMARY:

To obtain authority for the Council's Seal to be affixed to the Memorandum of Understanding between the members of the Goldfields Voluntary Regional Organisation of Councils (GVROC).

BACKGROUND:

The GVROC was formed in 2007. The member Councils are:

Shire of Coolgardie

Shire of Dundas

Shire of Esperance

City of Kalgoorlie-Boulder

Shire of Laverton

Shire of Leonora

Shire of Menzies

Shire of Ngaanyatjarraku

Shire of Wiluna

The purpose of the GVROC is to:

Enhance service delivery and infrastructure for the collective and individual member communities.

Achieve a sustainable cost-effective model for sharing of resources.

Advocate on shared common interests and issues affecting the region and local government operations.

COMMENT:

The GVROC has been an effective regional voice for the member local governments. It achieves this through good governance, enthusiastic engagement by both elected representatives and officers and the decision to have a paid executive.

The GVROC is recognised by elected representatives at a State and Federal level as a powerful voice direct to other levels of government and to the WA local Government Association.

CONSULTATION:

The matter was raised at the most recent GVROC meeting held in Esperance on 26 March 2026.

STATUTORY AUTHORITY:

A Voluntary Regional Organisation of Councils does not have the legal authority that a Regional Local Government or a Regional Subsidiary created pursuant to the Local Government Act would have.

Nevertheless, each member council, pursuant to Section 2.5 of the Local Government Act 1995 is a body corporate with perpetual succession and has the legal capacity of a natural person.

Also, the Council Seal, to be applied to a document requires the local government's authority pursuant to Section 9.49A of the Act.

POLICY IMPLICATIONS:

No Council Policy relates to this matter.

FINANCIAL IMPLICATIONS:

The annual cost of membership of the GVROC for each participating local government is \$35,000.00.

RISK ASSESSMENT:

Should the Council not be a member of the GVROC, the Shire of Menzies would no longer have a 'regional voice'.

STRATEGIC IMPLICATIONS:

The Shire’s Council Plan 2025-2035 outlines the following Outcome and Strategy:

3. An innovative, diverse and prosperous economy.

3.2 Continue to work with industry and stakeholders for the economic development of the district.

Accordingly, the officer’s recommendation aligns with the Shire’s Council Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the Shire President and Acting CEO be authorised to affix the Council’s Common Seal to the Goldfields Voluntary Regional Organisation of Councils (GVROC) Memorandum of Understanding dated 2026 – 2028.

COUNCIL DECISION:

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

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

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



Memorandum of Understanding

between



Shire of Coolgardie



Shire of Dundas



Shire of Esperance

City of Kalgoorlie-Boulder

Shire of Laverton



Shire of Leonora



Shire of Menzies

Shire of Ngaanyatjarraku

Shire of Wiluna



2026 - 2028



Shire of **Ngaanyatjarraku**
ON A JOURNEY

Shire OF
Wiluna



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AGREEMENT

The Local Governments of:

Coolgardie – Irish Mulga Drive, KAMBALDA Western Australia, and
Dundas – Prinsep Street, NORSEMAN, Western Australia, and
Esperance – Windich Street, ESPERANCE Western Australia, and
Kalgoorlie-Boulder – Hannan Street, KALGOORLIE, Western Australia, and
Laverton – MacPherson Place, LAVERTON, Western Australia, and
Leonora – Tower Street, LEONORA, Western Australia, and
Menzies – Shenton Street, MENZIES, Western Australia, and
Ngaanyatjarraku – Great Central Rd, WARBURTON, Western Australia, and
Wiluna – Scotia Street, WILUNA, Western Australia.

Enter into a memorandum of understanding dated March 2026 to recognise the cooperation and shared goals of the member councils.

NAME

The name of the voluntary regional organisation is the Goldfields Voluntary Regional Organisation of Councils (GVROC).

PURPOSE

The purpose for which GVROC is established is to:

Enhance service delivery and infrastructure for our collective and individual communities.

Achieve a sustainable, cost-effective model for sharing of resources.

Advocate on shared common interests and issues affecting the region and local government operations.

OBJECTIVES

To form a strategic alliance for the retention of infrastructure and community services in the region; undertaking regional economic development initiatives; acquiring funding from government grants and private sector funding towards regional based programs/projects that support local delivery mechanisms.

To establish and maintain effective communication and consultative mechanisms between the participating local governments on policy and processes using a management strategy.

PRINCIPLES

In entering this Memorandum of Understanding (MOU) all the parties agree to abide by the following principles, as established between the local governments.

Overarching Principle

To develop an alliance consisting of Coolgardie, Esperance, Dundas, Kalgoorlie-Boulder, Laverton, Leonora, Menzies, Ngaanyatjarraku and Wiluna that contributes and works together to ensure the sustainability of individual members.

General Principles

1. Partnerships
 - a) Recognise that partnerships between the Local Governments in the MOU are essential to achieve sustainable social, cultural, environmental and economic development of the region.

- b) Be flexible and open to new approaches to service delivery and funding.
 - c) Recognise and acknowledge the needs and constraints of all spheres of government, community and stakeholders.
 - d) Recognise that new partnership agreements may be considered if initiated by either Local, State and Federal Government.
2. Roles and Responsibilities
- a) Identify, understand and respect the roles and responsibilities of all parties.
 - b) Be open and transparent in all dealings.
3. Communication
- a) Conduct open discussion on issues relevant to the region.
 - b) Recognise the need for confidentiality when the subject matter requires.
4. Consultation
- a) Appropriate consultation to facilitate understanding and consensus.
5. Service Delivery
- a) Continual improvement practice in the efficiency, effectiveness, timeliness, and appropriateness of local government service delivery.
6. Outcomes
- a) Well defined and agreed outcomes and performance measures for all projects and activities.
7. Accountability
- a) A transparent approach to all dealings within the organisation.
 - b) Have clearly defined reporting, dispute resolution and review mechanisms.

ORGANISATION

Appointment of Members

A participating Council is to appoint two voting members, one of whom shall be an elected member, to be members of the GVROC. Such appointments shall be at the discretion of the participating Council but can be the President/Mayor and Chief Executive Officer (CEO) of a participating Council or two other elected members.

Whilst the functions and decisions of the WALGA Goldfields Esperance Country Zone (GECZ) are incorporated into the meetings of the GVROC, each participating Council will be entitled to two voting delegates one of whom may be the CEO. If, however two elected member delegates are in attendance they shall be the voting delegates.

A participating Council may appoint two other persons as Deputies from the Council who are able to attend the GVROC meetings and who may act temporarily in place of either member of the GVROC during any period in which the member of the GVROC is unable by reason of illness, temporary absence from State, conflict of interest or any other inability to attend meetings.

Tenure of Members of GVROC

A member of GVROC shall hold office until either;

The member ceases to be a member of the participating Council or in the employ of the Council.

The member is removed by the participating Council.

Election of Chairperson and Deputy Chairperson

The members of the GVROC shall elect a Chairperson and Deputy Chairperson.

If the office of the Chairperson or Deputy Chairperson becomes vacant for any reason the members of the GVROC shall elect a new Chairperson or Deputy Chairperson as the case requires.

Tenure of Chairperson and Deputy Chairperson

The Chairperson or Deputy Chairperson will hold office until the election of a new Chairperson or Deputy Chairperson.

Elections for Chairperson and Deputy Chairperson shall be held at the first meeting of the GVROC following the local government elections for a term of two (2) years.

Role of Chairperson

The Chairperson:

- a) Presides at meeting of GVROC;
- b) Speaks on behalf of the GVROC and
- c) Liaises with the Executive Officer on GVROC affairs and the performance of its functions.

Role of Deputy Chairperson

The Deputy Chairperson may perform the functions of the Chairperson if:

- a) The office of the Chairperson is vacant; or
- b) The Chairperson is absent or unable or unwilling to perform the functions of Chairperson.

Role of Executive Officer

An Executive Officer will be appointed by GVROC with duties, conditions and a term to be determined by the GVROC.

FINANCIAL CONTRIBUTIONS

Annual Contributions

- a) As determined at the GVROC Meeting held in May each year on the agenda item regarding the annual budget, each participating Council will contribute equally towards the operations and administration of the GVROC.
- b) Annual contributions will be determined and reviewed by the GVROC annually as part of the budget process. As of the 2025/26 financial year the annual contribution is set at \$35,000 per participating Council.
- c) The annual contributions paid by the member councils will be utilised in the ongoing employment of an Executive Officer and other expenses.
- d) The secretariat services will be provided by the Executive Officer.

Financial Management

The financial management of the GVROC will be dealt with by the Chief Executive Officer of the member council of the GVROC Chair and will hold the accounts on behalf of the GVROC. The GVROC Executive Officer will assist the Chief Executive Officer of the member council of the GVROC Chair with the financial management.

Ongoing Projects

GVROC members will determine appropriate projects to be undertaken, with participating members to meet the cost of each project on an agreed formula in addition to the annual contribution if required.

Admitting New Members

On entry a new member shall be required to contribute to GVROC the annual fee.

New members will be admitted to the GVROC upon an absolute majority vote.

Withdrawal of Members

The withdrawal of a participating Council shall take effect from the end of the tenure year, in which notice of the withdrawal is given.

As soon as practicable following a withdrawal taking effect the GVROC shall;

1. Distribute to the participating Council an amount equal to proceeds and any surplus funds which would have been payable if GVROC was wound up; or
2. Be entitled to recover from the participating Council an amount equal to the liability or debt which would have been payable by the Council if the GVROC was wound up.

TERM AND TERMINATION

Term of Agreement

This agreement will be reviewed 12 months from the date of signing.

Winding up by Agreement

- a) The Agreement will be reviewed at the first 12-month anniversary.
- b) The participating Councils may by absolute majority wind up the GVROC.

Division of Assets

If the GVROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of GVROC then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among each of the participating Councils in the same proportions as the contributions of a particular council.

Division of Liabilities

If GVROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of GVROC then the liability or debt is to be met by each of the participating Councils in the same proportions as the contributions of a particular council to the assets that GVROC bear to the total of such contributions by participants.

DISPUTE RESOLUTION

Dispute

In the event of any dispute or difference arising between the Parties and GVROC or any of them at any time as to any matter or thing arising under or in connection with the Memorandum of Understanding, then a Party or GVROC may give to the other Parties and GVROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Party or GVROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

Arbitration

At the expiration of the 25 business days from the date of sending the dispute notice, the Party or GVROC giving the dispute notice may notify the others in writing (arbitration notice) that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

Legal Representation

For the purposes of the *Commercial Arbitration Act 1985*, the Parties consent to each other and to GVROC being legally represented at any such arbitration.

Memorandum of Understanding in Good Faith

Despite anything expressed or implied to the contrary in this Memorandum of Understanding (MOU) or anywhere else, this MOU is a mere non-justicable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.

SCHEDULE 1 – EXECUTION

EXECUTED by the Parties:

THE COMMON SEAL of SHIRE OF COOLGARDIE
Was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF DUNDAS
Was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF ESPERANCE
Was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of CITY OF KALGOORLIE-BOULDER
Was hereunto affixed in the presence of:

Mayor

Chief Executive Officer

THE COMMON SEAL of SHIRE LAVERTON
Was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF LEONORA
Was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF MENZIES
Was hereunto affixed in the presence of:

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NGAANYATJARRAKU
Was hereunto affixed in the presence of:

President

Chief Executive Officer

Memorandum of Understanding Goldfields Voluntary Regional Organisation of Councils 2026 - 2028

THE COMMON SEAL of SHIRE OF WILUNA
Was hereunto affixed in the presence of:

President

Chief Executive Officer

13.2.4	Policy Review - Volunteer Code of Conduct
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM1647
DATE OF REPORT	7 April 2026
AUTHOR	Community Development Manager, Sean McGay
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 1 1 2 Volunteer Code of Conduct [13.2.4.1 - 3 pages]

SUMMARY:

To review Policy 1.1.2 Volunteer Code of Conduct as attached.

BACKGROUND:

Policy 1.1.2 Volunteer Code of Conduct was originally adopted on 20 December 2022 and received a major update in 2024. The policy was endorsed on 17 December 2025 with only a minor amendment from 2024.

COMMENT:

There have been concerns regarding the fitness of volunteers and use of the Council's physical resources, especially around the community bus service. LGIS, Shire of Menzies insurer, have been consulted, with management recommending adding in a clause (12 of the attached) that volunteers assure their fitness to drive the Council's community bus.

CONSULTATION:

LGIS
WALGA
Community members of the township of Menzies

STATUTORY AUTHORITY:

Local Government Act (1995)
The Privacy Act 1988
Volunteers and Food and other Donors (Protection from Liability) Act 2002

Work Health and Safety Act 2020
Road Traffic Act 1974

POLICY IMPLICATIONS:

Policy 1.7 Enterprise Risk Management
Policy 1.11 Policy Review Schedule
Policy 3.3 Legal Representation Costs Indemnification
Policy 6.1 Work Health and Safety
Policy 12.2 Shire Plant, Vehicles and Equipment
Fleet Safety Policy

FINANCIAL IMPLICATIONS:

- Workers' Compensation claims made against Shire of Menzies.
- Increase in overtime for Shire of Menzies staff if not enough volunteers are sourced for various events and facilities.
- Insurance claims for damages to physical resources owned by Shire of Menzies may be denied.
- Civil suits against Shire of Menzies by community members or their relatives for injuries related to volunteers' lack of training/fitness.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Workers' Compensation claims made against Shire of Menzies	Low	Management to refer to statutory mechanisms that are already in place to reduce or eliminate pecuniary damages
Increase in overtime for Shire of Menzies staff if not enough volunteers are sourced for various events and facilities	Low	There are few events and facilities and organisations that require a large number of volunteers. Should that change, advertisements are to be created and distributed, seeking volunteers.
Insurance claims for damages to physical resources owned by Shire of Menzies may be denied	Medium	Ensure volunteers are self-reported fit for work and management monitor their performance regularly
Civil suits against Shire of Menzies by community members or their relatives for injuries related to volunteers' lack of training/fitness	Medium	Ensure volunteers are self-reported fit for work and management monitor their performance regularly

STRATEGIC IMPLICATIONS:

The Shire's Council Plan 2025-2035 outlines the following Outcome and Strategy:

1. An engaged and inclusive community.

1.1 Facilitate, encourage and support community volunteers, groups, events and initiatives.

1.2 Welcoming to all residents, strengthen community cohesiveness and participation.

1.3 Provide, maintain and improve community facilities.

2. A healthy and safe community.

2.1 Support provision of emergency and essential services.

2.3 Support community health and wellbeing initiatives.

6. A natural environment for the benefit and enjoyment of current and future generations.

6.2 Promote reduced environmental impact within the Shire.

7. A strategically focused Council, leading our community.

7.3 Encourage and support community engagement and collaboration.

8. An efficient and effective organisation.

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

8.2 Provide appropriate services to the community in a professional and efficient manner.

8.3 Provide a positive and safe workplace.

Accordingly, the officer's recommendation aligns with the Shire's Council Plan.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 1.1.2 Volunteer Code of Conduct, attached, be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 1.1.2 – Volunteer Code of Conduct

Relevant Delegation

N/A

1. INTRODUCTION

The Shire of Menzies is dedicated to maintaining high standards of ethical behavior in all its operations. As a volunteer, you play a vital role in upholding these standards. Your conduct should reflect the trust that the community places in the Council. It is important to avoid any actions that could bring the Council, its staff, or its representatives into disrepute. Shire of Menzies is committed to providing you with the necessary support and supervision to help you enjoy and fulfill your volunteer role.

2. A GUIDE FOR VOLUNTEERS

This guide has been produced to provide an outline of our Code of Conduct and how this would apply to you should you choose to become a Volunteer.

3. WHY VOLUNTEER?

Volunteering is a great opportunity to contribute to the local community, make new friends, develop new skills and have fun!

Volunteers are fundamental to the successful provision of our much-needed services and programs. The contribution of Volunteers enables us to reach out to more people. Volunteers provide an invaluable contribution to the community.

4. OUR RESPONSIBILITIES TO YOU AS A VOLUNTEER

At Shire of Menzies, we value the contribution of our Volunteers and are committed to ensuring you have a positive and rewarding experience. Our responsibilities to you include:

- Ensuring that you receive all the information and guidance you need to perform your role effectively;
- Offering the necessary support and supervision to help you succeed in your volunteer role;
- Providing a safe working environment and the necessary training to help you follow health and safety procedures;
- Acknowledging and appreciating your efforts, recognising the important role you play in our community;
- Treating you with respect and fairness, ensuring that your contributions are valued and that you are treated equitably.

5. YOUR RESPONSIBILITIES AS A VOLUNTEER

Volunteering brings with it certain commitments and responsibilities including:

- Supporting the Council's values and vision (refer to the Strategic Community Plan on the shire website);
- Keeping customer and client information confidential;
- Following the Council's policies.

As a Volunteer you are a representative of the Council, and any breaches of the Volunteer Code of Conduct could impact your volunteer status and the Council's reputation.

6. GENERAL CONDUCT

Volunteers must avoid any behaviour that could be seen as disorderly or inappropriate. This includes:

- Violating the Local Government Act or related policies;
- Acting improperly, unethically, or in a way that misuses power;

- Engaging in intimidation, harassment, or discrimination;
- Providing biased services to the community.

Volunteers are expected to act honestly, with care, and to treat others with respect.

7. BALANCED AND FAIR APPROACH

When carrying out your duties as a Volunteer, you should:

- Act fairly, justly, and without discrimination;
- Ensure that your decisions are based on accurate and complete information;
- Treat all individuals — whether they are staff, Councillors, or members of the public — fairly and courteously.

8. CONFLICTS OF INTEREST

Maintaining the trust of the community requires that volunteers act free from conflicts of interest. You must identify and declare any potential or actual conflicts, particularly where there could be a financial gain or loss. Notify your supervisor if you believe a conflict of interest may exist.

9. USE OF INFORMATION

Volunteers must ensure that any information acquired during their duties is used solely for Council purposes. This includes:

- Protecting confidential information;
- Accessing information only as needed for your volunteer role;
- Not using information for personal purposes or sharing it without proper authority.

10. GIFTS AND BENEFITS

Volunteers must not ask for or accept any payment, gift, or benefit related to their volunteer duties.

11. USE OF COUNCIL'S RESOURCES

Council resources, including equipment and facilities, should be used:

- Ethically, efficiently, and carefully;
- For Council purposes only, and not for personal use.

12. HEALTH AND FITNESS – COMMUNITY BUS

To the best of the volunteer's knowledge, they have no medical condition or impairment that affects their ability to drive and control the Community Bus in a safe manner and in accordance with the Road Traffic Act.

13. ADDITIONAL STANDARDS

Volunteers must:

- Always adhere to work health and safety procedures;
- Avoid being under the influence of alcohol or drugs while on duty;
- Refrain from making media comments about Council matters. Direct any media inquiries to the Chief Executive Officer.

All media enquiries should be referred to the Council's Chief Executive Officer.

14. FURTHER INFORMATION

Please feel free to contact the Chief Executive Officer on 08 9024 2041 for further information.

VOLUNTEER DETAILS AND AGREEMENTS

Please fill in and sign the Volunteer Code of Conduct before participating in any Shire of Menzies activities. Your signature confirms that you have read, understood, and agree to comply with the guidelines.'

Name	Phone
Organisation (if relevant)	
Address	
Email	
Activity and activity duration	
Skills/experience/qualifications relevant to the activity (for Assessors/Supervisors)	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct. <input type="checkbox"/> I am over 18 years of age.	
Working with Children Information (if relevant)	
State/Territory allocated number:	Date of Birth:
	Expiry Date:
Full Name:	
Volunteer Signature:	Date:
Shire of Menzies Supervisor Name and Signature:	Date:

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15 NEW BUSINESS OF AN URGENT NATURE

Nil

16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Item 16.1 Appointment of Acting (Temporary) Chief Executive Officer

This agenda item is confidential in accordance with Section 5.23(2) of the Local Government Act 1995 which permits the meeting to be closed to the public, for business relating to the following:

(b) a matter relating to the recruitment or employment of the CEO or a senior employee

OFFICER RECOMMENDATION:

That in accordance with Section 5.23(2) of the Local Government Act 1995, the meeting be closed to members of the public to consider Item 16.1 'Appointment of Acting (Temporary) Chief Executive Officer'.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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MEETING OPENED TO THE PUBLIC:

Council Resolution Number:	
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Moved:

Seconded:

That the meeting be opened to the members of the public.

Carried	
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17 NEXT MEETING

The next meeting will be held on 21 May 2026 in Tjuntjuntjara commencing at 1.00pm.

18 CLOSURE OF MEETING

The Shire President, as Presiding Member, declared the meeting closed at ____pm.