



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 18 June 2026 commencing at 1.00PM.

A handwritten signature in blue ink, appearing to read "Rob Stewart", is positioned above the printed name.

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.

TABLE OF CONTENTS

- 1 DECLARATION OF OPENING.....4**
- 2 ANNOUNCEMENT OF VISITORS.....4**
- 3 RECORD OF ATTENDANCE4**
- 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....4**
- 5 PUBLIC QUESTION TIME.....4**
- 6 APPLICATIONS FOR LEAVE OF ABSENCE4**
- 7 DISCLOSURES OF INTEREST.....4**
- 8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS5**
- 9 CONFIRMATION/RECEIVAL OF MINUTES5**
 - 9.1 CONFIRMATION OF MINUTES – ORDINARY MEETING – 20 May 2026.....5**
 - 9.2 CONFIRMATION OF MINUTES – SPECIAL MEETING – 27 May 20265**
- 10 PETITIONS/DEPUTATIONS/PRESENTATIONS6**
- 11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION6**
- 12 REPORTS OF COMMITTEES6**
- 13 REPORTS OF OFFICERS.....7**
 - 13.1 FINANCE REPORTS7**
 - 13.1.1 Review of Council Plan 2025-2035: Combined Strategic Community Plan and Corporate Business Plan.....7**
 - 13.1.2 Fees and Charges 2026/2027 Financial Year13**
 - 13.1.3 Elected Members' Remuneration for 2026/2027 Financial Year16**
 - 13.1.4 Finance Report - May 202620**
 - 13.1.5 List of Monthly Payments - May 202623**
 - 13.2 ADMINISTRATION REPORTS26**
 - 13.2.1 Tjuntjuntjara Bin Lifter – Ownership.....26**
 - 13.2.2 Organisational Chart – Proposed Amendment.....29**
 - 13.2.3 Community Bus Report and Recommendation33**
 - 13.2.4 Review of Policy 5.4 Employees Housing Allowances37**
 - 13.2.5 Community Centre Advisory Committee - Final Report40**
- 14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN44**
- 15 NEW BUSINESS OF AN URGENT NATURE44**
- 16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS44**
- 17 NEXT MEETING44**
- 18 CLOSURE OF MEETING44**

1 DECLARATION OF OPENING

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

2 ANNOUNCEMENT OF VISITORS

Nil

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
Cr A Tucker

Staff: Mr R Stewart, Acting Chief Executive Officer
Ms K Van Kuyl, Chief Financial Officer
Mr G Marland, Works Manager
Mr S McGay, Community Development Manager
Ms T Tran, Finance Team Leader
Ms M Yulo-Uy, Executive Officer (Minutes)

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 DISCLOSURES OF INTEREST

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

9 CONFIRMATION/RECEIVAL OF MINUTES

9.1 Confirmation of Minutes – Ordinary Meeting – 20 May 2026 *(Provided under Separate Cover)*

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 20 May 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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9.2 Confirmation of Minutes – Special Meeting – 27 May 2026 *(Provided under Separate Cover)*

OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting held on 27 May 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	Council Plan 2025-2035: Strategic Community Plan and Corporate Business Plan
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1667
DATE OF REPORT	09 June 2026
AUTHOR	Moore Australia, Jessica Spark
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Shire of Menzies Draft Council Plan 2025-2035 - 2026 Review V 2 v 1.0 [13.1.1.1 - 37 pages]

SUMMARY:

To consider the adoption of annual review of the Council Plan 2025–2035, a combined approach to the Strategic Community Plan and Corporate Business Plan.

BACKGROUND:

On 26 August 2012, the Minister for Local Government introduced regulations within the Local Government (Administration) Regulations 1996. These regulations established requirements for the Plan for the Future under the Local Government Act 1995 and initiated the Integrated Planning Framework.

Local governments are obliged to develop and adopt two essential documents prior to the approval of the annual budget. These documents, which require the endorsement of an absolute majority, are the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP). Collectively, they establish a forward looking framework and serve as the principal strategic directives for the formulation of the annual budget. These plans will remain applicable to the district for the duration specified within them.

This integrated plan combines the Strategic Community Plan and the Corporate Business Plan, providing a strategic direction for the Shire. The development of the Council Plan represents a key outcome of the desktop review of the Strategic Community Plan and the Corporate Business Plan 2025 – 2035. It is essential that this plan undergoes thorough review and receives approval prior to the adoption of the Annual Budget.

COMMENT:

A minor review of the Strategic Community Plan (SCP) and Corporate Business Plan (CBP) has been undertaken in collaboration between Moore Australia (WA) and Shire officers in May 2026.

1. New actions added to the corporate business plan:

Actions	
4.1.1	Build tourism capability through events, arts, history, walkways, and cultural experiences
4.1.2	Liaise with tourism bodies and key stakeholders to promote the district’s attractions
8.1.3	Investigate improvement opportunities to Shire branding and style guide
8.3.5	Support required ongoing training for the Menzies bushfire brigade officers, ensuring required WHS compliance

2. Amended / completed corporate business plan actions:

Actions	Change
4.2.1	Maintain ‘place making’ and community art/ garden initiatives Renumbered: previously 4.1.2
6.1.2	Seek recognition of our tidy towns (Tidy towns awards) Completed: not currently pursuing
8.3.4	Support positive and engaged workforce culture, celebrating achievements Previously: Develop meaningful recognition and appreciation for our workforce, supporting development and upskilling

3. The following information has been updated in the Plan:

- Page 18: Shire of Menzies
- Page 19: Heritage
- Page 23: Resources
- Page 24: Forecast Resources
- Page 31: References and Document Management

CONSULTATION:

Moore Australia.
Shire of Menzies Executive Management team

STATUTORY AUTHORITY:

Local Government Act 1995

5.56. Planning for the future

1. A local government is to plan for the future of the district.
2. A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996.

19C. Strategic community plans, requirements for (Act s. 5.56)

1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
4. A local government is to review the current strategic community plan for its district at least once every 4 years.
5. In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19DA. Corporate business plans, requirements for (Act s. 5.56)

1. A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
3. A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.
4. A local government is to review the current corporate business plan for its district every year.
5. A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
6. A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

**Absolute majority required.*

POLICY IMPLICATIONS:

Not applicable

FINANCIAL IMPLICATIONS:

The Strategic Community Plan (SCP) informs the Corporate Business Plan (CBP) which influences the financial planning for the Shire over the long term.

Future financial implications will arise from the implementation of certain strategies outlined in the plan. These implications will be continuously assessed and budgeted.

RISK ASSESSMENT

Risk Statement	Level of Risk	Risk Strategy	Mitigation
Failure to adopt the plan would make the Shire non-compliant with the Act and Regulations.	Medium.	Adoption of the Council Plan 2025-2035 (2026 Review), as presented.	

STRATEGIC IMPLICATIONS:

The Council Plan, incorporating the Strategic Community Plan and Corporate Business Plan, provides the overall strategic direction for the community, the Council and others who deliver services and play a part in the community. The plan can be used as a guiding document, not only with respect to the Shire of Menzies’ responsibilities, but with respect to the broader community’s responsibilities; and those of other agencies, private investors, residents and so on.

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

Outcome

- 7. A strategically focused Council, leading our community.
- 8. An efficient and effective organisation.

Strategy

- 7.1. Provide strategic leadership and governance.
- 8.1. Maintain a high level of corporate governance, responsibility and accountability.

Activity:

- 7.1.1. Develop, maintain and implement strategic planning and effective policies.
- 8.1.1 Develop and maintain strategic plans, effective policies, procedures and practices.
- 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:

Absolute Majority

OFFICER RECOMMENDATION:

That the Shire of Menzies Council Plan 2025-2035 (2026 Review), incorporating the Strategic Community Plan and Corporate Business Plan, as attached and required by Section 5.56 of the Local Government Act 1995, be adopted

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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13.1.2	Fees and Charges 2026/2027 Financial Year
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1668
DATE OF REPORT	08 June 2026
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. 2026-27 Fees and Charges V 4 [13.1.2.1 - 4 pages]

SUMMARY:

To adopt the proposed Schedule of Fees and Charges for 2026/2027 financial year and that the Schedule be imposed from 1 July 2026.

BACKGROUND:

Local governments are required to set fees and charges annually under the Local Government Act (1995). *The* adoption of these fees and charges ensures a schedule is available at the commencement of the financial year and facilitates finalisation of the 2026/2027 financial year budget.

COMMENT:

The Schedule of Fees and Charges for the 2026/2027 financial year has been reviewed. Where applicable, amendments to the schedule are recommended.

The proposed 2026/2027 Schedule of Fees and Charges is attached for consideration. Several update fees have been introduced to reflect the current range of services provided, as outlined below:

- Caravan Park fees for cabins and other accommodation have been increased.
- The weekly discount for caravan park cabins and other accommodation has been removed.
- Room and facility hire charges have been updated to include full day and half day hire options, as well as general access facilities.
- Bus hire kilometre coverage has increased from 260km to 300 km, covering a return trip from Menzies to Kalgoorlie, including local travel.
- A 3.5% increase has applied to all other fees and charges, excluding the statutory fees.

CONSULTATION:

No external consultation has occurred in relation to the preparation of this report.

STATUTORY AUTHORITY:

Division 5 of the Local Government Act 1995 Subdivision 2 – Fees and Charges

Section 6.16 ‘Imposition of Fees and Charges’

Section 6.17 ‘Setting Level of Fees and Charge’

Section 6.19 ‘Notice of Fees and Charges’

POLICY IMPLICATIONS:

There is no council policy related to the Schedule of Fees and Charges.

FINANCIAL IMPLICATIONS:

The Budget for the 2026/2027 financial year incorporates any changes made to the Schedule of Fees and Charges

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Council’s statutory reports provide inaccurate financial information.	Low	Internal and external audit. Regular reporting of financial results.

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:

Absolute Majority

OFFICER RECOMMENDATION:

That:

- 1. The Schedule of Fees and Charges for 2026/2027 Financial Year to apply as of 1 July 2026, be adopted.
- 2. The Chief Executive Officer be authorised to give local public notice of the Council’s intention to adopt the Schedule of Fees and Charges for the 2026/2027 Financial Year, to apply as of 1 July 2026, in accordance with section 6.19 of the Local Government Act 1995.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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13.1.3	Elected Members' Remuneration for 2026/2027 Financial Year
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1669
DATE OF REPORT	08 June 2026
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. CONFIDENTIAL - Elected Member 26-27 Remuneration [13.1.3.1 - 1 page]

SUMMARY:

The purpose of this report is for the Council to consider and adopt the Elected Members' Remuneration for 2026/2027 financial year.

BACKGROUND:

Pursuant to Section 7B(2) of the Salaries and Allowances Act 1975, the Tribunal must inquire into and determine to be issued at intervals of not more than 12 Months:

- The amount of fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 to elected council members for attendance at meetings;
- The amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the Local Government Act 1995 to elected council members; and
- The amount of allowances or the minimum and maximum amounts of allowances, to be paid under the Local Government Act to elected council members

For the 2026/2027 financial year, the tribunal has determined elected council member attendance fees, an annual allowance ranges be increased by 3.5% from those determined for the 2025/2026 financial year. Shire of Menzies falling under Band 4.

COMMENT:

The Salaries and Allowances Tribunal has determined that the fees for 2026/2027 financial year will be:

Council Meeting Attendance Fees per Annum

Where a Local Government decides, by Absolute Majority, to pay a Council Member a fee referred to in section 5.98(1)(b) of the Local Government Act for attendance at a Council Meeting, the following meeting attendance fee per annum will be applicable:

Band	For a council member other than mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
4	\$4,161.00	\$11,023.00	\$4,161.00	\$22,646.00

Annual Allowance for a Mayor or President

Where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act the following allowance range will be applicable;

For a Mayor or President		
Band	Minimum	Maximum
4	\$596.00	\$23,257.00

Annual Allowance for Deputy President

For the purpose of section 5.98A(1) of the Local Government Act the annual allowance for a Deputy President is determined to be up to 25% of the President's Allowance

It is proposed that the new Elected Member Remuneration for 2026/2027 financial year be set as:

	2026/2027	2025/2026
<u>President</u>		
Annual Attendance Fee	\$22,308.00	\$21,554.00
Annual President Allowance	\$22,913.00	\$22,138.00
<u>Deputy President</u>		
Annual Attendance Fee	\$10,909.00	\$10,540.00
Annual Deputy President Allowance	\$5,728.00	\$5,534.00
<u>All other Councillors</u>		
Annual Attendance Fee	\$10,909.00	\$10,540.00
<u>All Councillors</u>		
Annual Communication Fee	\$1,100.00	\$1,100.00

CONSULTATION:

No external consultation has taken place with regard to this report.

STATUTORY AUTHORITY:

Local Government Act 1995:
Section 5.98. Fees etc. for council members

Section 5.98A. Allowance for deputy mayor or deputy president

Section 5.99. Annual fee for council members in lieu of fees for attending meetings

Section 5.99A. Allowances for council members in lieu of reimbursement of expenses

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The Budget for 2026/2027 financial year incorporates with any changes made to the Elected Member Remuneration

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
The Council’s statutory reports provide inaccurate financial information.	Low	Internal and external audit. Regular reporting of financial results is important.

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:

Absolute Majority

OFFICER RECOMMENDATION:

That the annual Elected Members' Remuneration for 2026/2027 financial year as follows, be adopted:

	2026/2027
<u>President</u>	
Annual Attendance Fee	\$22,308.00
Annual President Allowance	\$22,913.00
<u>Deputy President</u>	
Annual Attendance Fee	\$10,909.00
Annual Deputy President Allowance	\$5,728.00
<u>All other Councillors</u>	
Annual Attendance Fee	\$10,909.00
<u>All Councillors</u>	
Annual Communication Fee	\$1,100.00

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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13.1.4	Finance Report - May 2026
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1670
DATE OF REPORT	05 June 2026
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Statement of Financial Activity - May 2026 [13.1.4.1 - 29 pages] 2. Financial Information Statement - May 2026 [13.1.4.2 - 9 pages]

SUMMARY:

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

BACKGROUND:

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* (the Regulations) 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, income to the end of the relevant month;
- d. Material variances between the comparable amounts between budget estimates to the end of the month and the year to date amount of expenditure, revenue and income to the end of the relevant month;
- e. Net current assets.

Regulation 35 of the Regulations requires a local government to prepare each month a statement of financial position of the local government as at the last day of the previous month and the last day of the previous financial year.

COMMENT:

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

CONSULTATION:

No external consultation occurred during the preparation of this report

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 applied, the Council will be in contravention of Regulation 34 of the Regulations.

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 ending 31 May 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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13.1.5	List of Monthly Payments - May 2026
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1671
DATE OF REPORT	05 June 2026
AUTHOR	Finance Team Leader, Tien Tran
RESPONSIBLE OFFICER	Chief Financial Officer, Kristy Van Kuyl
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. List of Payments - May 2026 [13.1.5.1 - 9 pages]

SUMMARY:

To receive the list of payments made for the month of May 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 May 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 \$744,421.71 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, 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 list of payments for the month of May 2026 totalling \$744,421.71 being:

1. Cheque payments from the Municipal Fund totalling \$314.78
2. Electronic Funds Transfer from EFT11225 to EFT11317, payments from Municipal Fund totalling \$555,474.90
3. Direct Debit payments from the Municipal Fund totalling \$58,695.52
4. Payroll payments from the Municipal Fund totalling \$123,575.35
5. Credit Card payments for the Statement Month of April 2026 from the Municipal Fund totalling \$5,408.63
6. Fuel Card payments from the Municipal Fund totalling \$1,270.53

be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2 Administration Reports

13.2.1	Tjuntjuntjara Bin Lifter – Ownership
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1672
DATE OF REPORT	2 June 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 recommend that the purchased bin lifter for use by the Tjuntjuntjara Community be gifted to that Community.

BACKGROUND:

Initial plans to sell the Council's rubbish truck to the Tjuntjuntjara Community were abandoned in favour of purchasing a towed bin lifter and hydraulic tipper.

That purchase has now been effected and is ready for delivery to the Tjuntjuntjara Community. It is understood that the intention is for the trailer and bin lifter to remain in the Council's ownership. However, this presents some problems revolving around maintenance and insurance and it will be recommended that the unit be gifted to the Tjuntjuntjara Community.

COMMENT:

Should the unit remain in the Council's ownership, it would necessarily be operated by non-council employees or contractors, meaning that the Acting CEO would have no control over how the unit was operated. Also, as a council owned appliance, it may not receive the same level of maintenance that an appliance situated in Menzies would receive. The Tjuntjuntjara community is too remote to send the Council's mechanic as regularly as may be needed. Similarly, for any repairs that would be needed, the unit could be out of use for long periods of time waiting for either a council contractor or the council's mechanic to travel to Tjuntjuntjara.

Further, the unit would need to be insured through the Council's insurer. Generally, this would require the unit to be operated by a trained council employee. The Tjuntjuntjara

Community would be unable to insure the appliance as the community would have no insurable interest.

Potentially a written agreement regarding these matters could be entered into, although the Council would need to ensure that only trained operators use the unit and that a trained mechanic would be available to service it. This would either require ongoing costs to be covered by the Council or a reimbursement (rental) arrangement being entered into.

For these reasons it is considered that ownership should be transferred to the Community either for a token sum or as a gift.

CONSULTATION:

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

STATUTORY AUTHORITY:

Local Government Act 1995

The disposal of the bin lifter to the Tjuntjuntjara Community would be a disposition pursuant to Section 3.58 of the Act. Normally such a disposition would require the asset to be disposed of to the successful bidder at public auction. Disposition by other means requires the matter to be advertised with submissions invited.

POLICY IMPLICATIONS:

The Council has no policy relating to dispositions pursuant to Section 3.58 of the Act.

FINANCIAL IMPLICATIONS:

The total cost of the tipper and bin lifter was \$44,000.00 inclusive of GST but excluding delivery.

RISK ASSESSMENT:

By transferring the ownership of the unit to the Tjuntjuntjara Community, the normal risks of ownership (maintenance, security, insurance, registration) will accrue to the community. Given the distance to the community and the council's inability to oversee the maintenance and operations of the unit, the transfer will be in both organisations' best interests.

STRATEGIC IMPLICATIONS:

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

7. A strategically focused Council, leading our community.

7.3 Encourage and support community engagement and collaboration.

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

However, the Council Plan is silent regarding the purchase of equipment for other incorporated bodies.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That:

1. The intention of the Shire of Menzies to dispose of one new Bin Lifter and Hydraulic Lifter to the Paupiyala Tjarutja Aboriginal Corporation (PTAC) for the nominal sum of \$1.00 be advertised pursuant to Section 3.58 of the Local Government Act 1995
2. At the close of submissions, the matter be brought back to the Council no later than the meeting of the Council scheduled for 16 July 2026.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.2	Organisational Chart – Proposed Amendment
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1673
DATE OF REPORT	4 June 2026
AUTHOR	Acting Chief Executive Officer, Rob Stewart
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Organisational Chart (adopted 31 July 2025) [13.2.2.1 - 1 page] 2. Proposed Organisational Chart [13.2.2.2 - 1 page]

SUMMARY:

To amend the job title of the Chief Financial Officer to Deputy Chief Executive Officer and advise the Council regarding a funding change to the position of Community Project Officer.

BACKGROUND:

At its meeting held on 31 July 2025 the Council adopted an amended Organisational Chart, as shown at Attachment 13.2.2.1.

At that meeting the Council was advised that the funding commitment with the creation of the Community Project Officer would be partially offset by external funding from the Department of Social Services. Since then that funding source is no longer accepted meaning that there is an increase in the cost to the Council of \$40,000.00.

COMMENT:

Regarding the change in Job Title for the Chief Financial Officer, the title of Deputy Chief Executive Officer is recommended for a smaller organisation such as Menzies. The change in job title will better reflect the broader accounting, financial and corporate responsibilities of that function.

Regarding the funding for the Community Project Officer the circumstances surrounding the argument for creating the position have changed. Accordingly, the Chief Executive Officer is not prepared to re-engage the incumbent in that position with the conclusion of that officer's one year term on 3 June 2026 without Council approval.

No objection to the position continuing is arranged however the Council needs to be made aware that the circumstances in existence at the time of creation of the position have now changed.

CONSULTATION:

No external consultation has occurred regarding this matter. Communication has occurred with the Department of Social Services regarding the funding aspect.

STATUTORY AUTHORITY:

Pursuant to Section 5.36 (1)(b) of the Local Government Act 1995 a local government is to employ (other than a Chief Executive Officer) ‘...such persons as the Council believes are necessary to enable the functions of the local government and the functions of the council to be performed.’

Further, Section 5.41 of the Act provides that the Chief Executive Officer’s functions are to (among other things) ‘...be responsible for the employment, management, supervision, directions and dismissal of other employees.’

POLICY IMPLICATIONS:

Operational Policy ‘Recruitment and Selection’ applies.

FINANCIAL IMPLICATIONS:

The funding foregone amounts to \$40,000.00 and this reduction in revenue has been accounted for in the 2026/27 draft budget.

RISK ASSESSMENT:

At its meeting held on 26 June 2025, the Council adopted a revised Workforce Plan (2024 – 2028). That document examines the risk implications relating to Workforce Planning. This revised Organisational Chart is recommended in line with that Workforce Plan, noting that the Organisational Structure is a dynamic process which needs to be developed in accordance with changing priorities.

Appendix D3 in the Workforce Plan presents a Workforce Risk Assessment, as follows:

3.5 Workforce Risk Assessment

Risk Issues	Likelihood	Strategic Consequences	Operational Consequences	Combined Consequences	Risk Category ⁵	Cross Ref: Appendix D4 – 4.8 Workforce Strategies Objectives
Knowledge loss due to staff turnover	Likely	Minor	Major	Major	High	3.2.2
Physical and financial constraints limit staff numbers	Likely	Minor	Major	Major	High	3.1.1 3.1.2
Sudden unplanned loss of a high number of key staff	Possible	Major	Major	Major	High	3.2.2
Organisational capacity insufficient to meet future needs	Possible	Major	Major	Major	High	1.1.1 3.1.1
High staff turnover due to organisational cultural issues	Possible	Major	Major	Major	High	1.3.1 1.5.1 2.2.2 2.3.1
Selection, recruitment and training costs increase	Possible	Insignificant	Minor	Minor	Moderate	1.1.1 1.5.1
Operational procedures not followed due to lack of staff training	Unlikely	Minor	Major	Major	Moderate	1.3.1 2.2.1 3.2.2
Long leave absences of key staff due to large accrued leave entitlement	Unlikely	Minor	Minor	Minor	Low	3.2.1 3.2.2

STRATEGIC IMPLICATIONS:

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

Outcome

8. An efficient and effective organisation.

Strategy

8.3 Provide a positive and safe workplace.

Activity

8.3.1 Review and maintain effective workforce planning, with a key focus on attraction and retention

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the revised Organisational Chart, marked as Attachment 13.2.2.2, noting the change in job title of the Chief Financial Officer to Deputy Chief Executive Officer be endorsed and that the increased funding necessary for the position of Community Project Officer be incorporated into the draft 2026/27 budget.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.3	Community Bus Report and Recommendation
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1674
DATE OF REPORT	8 June 2026
AUTHOR	Community Development Manager Sean McGay
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Community Bus Service Report – June 2026

SUMMARY:

To consider the continuation of the free community bus service running weekly from Menzies to Kalgoorlie-Boulder, allowing community members to get to and from each destination and access services only available in Kalgoorlie-Boulder.

BACKGROUND:

At the Ordinary Council Meeting held on 3 November 2023, the Council endorsed the use of the Shire-owned Toyota 12-seat bus as a community bus running weekly to Kalgoorlie-Boulder. There was to be a trial period until May 2024, at which time the service would be evaluated.

An update to the service was provided to the Council at the Ordinary Council Meeting held on 26 June 2025, at which time it was resolved to continue the community bus service until June 2026, pending an annual review.

COMMENT:

The Community Development Manager has collated data and feedback into a full report, attached to this agenda item. The continuation of the community bus service is recommended.

CONSULTATION:

Community members of the town of Menzies
Shire of Menzies staff

STATUTORY AUTHORITY:

Transport (Road Passenger Services) Act 2018
Local Government Act 1995

POLICY IMPLICATIONS:

Policy 1.1.3 Volunteer Code of Conduct
Policy 12.7 Bus Hire

FINANCIAL IMPLICATIONS:

Fuel and repair costs for and to the Shire-owned bus.
The estimated fuel cost for a return trip is \$70.00.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Road accident	Low	Ensure the bus is serviced regularly and not used outside of its defined parameters and Shire policies
Damage to vehicle	Low	Fix damages as they occur to ensure the bus is sound enough to drive

STRATEGIC IMPLICATIONS:

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

Outcome:

1.1 An engaged and inclusive community.

Strategies:

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

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

1.1.3 Provide, maintain and improve community facilities.

Outcome:

1.2 A healthy and safe community.

Strategies:

1.2.1 Support provision of emergency and essential services.

1.2.3 Support community health and wellbeing initiatives.

Outcome:

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

Strategy:

3.2.2 Promote reduced environmental impact within the Shire.

Outcome:

4.1 A strategically focused Council, leading our community.

Strategies:

4.1.2 Effectively represent, promote and advocate for the community and district.

4.1.3 Encourage and support community engagement and collaboration.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

Following the regular and sustained use of the community bus service to Kalgoorlie-Boulder:

1. The subsidised community bus run to Kalgoorlie-Boulder from the Menzies townsite once per week using the Shire's Toyota 12-seater bus be endorsed
2. The service be open to all travellers
3. The route shall include stops in Kalgoorlie-Boulder at major supermarkets, the CBD, Kalgoorlie Health Campus, health services and other government-service organisations and
4. The service continues in its current format and be reviewed annually by the Council in June.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.4	Review of Policy 5.4 Employees Housing Allowance
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1675
DATE OF REPORT	08 June 2026
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 5.4 Employees Housing Allowance - with marked changes [13.2.4.1 - 1 page]

SUMMARY:

To review Policy 5.4, Employees Housing Allowance, earlier than the Council's annual rolling review of all policies.

BACKGROUND:

Policy 5.4, Employees Housing Allowance, was reviewed by the Council on 29 May 2025.

COMMENT:

The existing policy provides guidance on the housing allowance for all permanent Shire employees who do not reside in a Shire provided accommodation.

The existing policy can be endorsed with minor corrections. It is recommended that a housing allowance of \$110.00 per week, effective from 1 July 2026, be implemented.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Not applicable

POLICY IMPLICATIONS:

This policy is being reviewed earlier than required by Policy 1.11, Policy Review Schedule.

FINANCIAL IMPLICATIONS:

The Draft Budget for the 2026/2027 financial year includes the recommended increase.

RISK ASSESSMENT:

If the policy is not updated or endorsed, the risk remains minimal; the main consideration is maintaining staff morale and ensuring fairness in line with cost of living increases.

Further, no increase to the allowance has occurred since June 2024 and there exists a risk that the allowance is being eroded by inflation.

STRATEGIC IMPLICATIONS:

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

8. An efficient and effective organisation.

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 updated Policy 5.4, Employees Housing Allowance, marked as Attachment 13.2.4.1, be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.5	Community Centre Advisory Committee - Final Report
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM1676
DATE OF REPORT	9 June 2026
AUTHOR	Community Development Manager Sean A McGay
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Waiting for the Rain Memorial Garden Proposal [13.2.5.1 - 9 pages] 2. Community Centre Advisory Committee Report 9 June 2026 [13.2.5.2 - 4 pages]

SUMMARY:

To consider the final report of the Community Centre Advisory Committee in regard to the development of Lot 8 (50) Shenton Street, Menzies.

BACKGROUND:

At the Ordinary Council Meeting on 19 February 2026, the Council endorsed a resolution to create the Community Centre Advisory Committee, with the purpose of advising the Council on the development of a Community Centre at Lot 8 (50) Shenton Street, Menzies.

The committee includes two members of the Council, Cr Jill Dwyer and Cr Sue Wessely, and two members of the community, Ms Gaye Money and Mr Roy Parfitt. Various staff from the Shire of Menzies attended as support.

COMMENT:

Five meetings in total were held, with varying levels of engagement by committee members.

Over the course of the meetings, a proposal for the development of the property at Lot 8 (50) Shenton Street was workshopped. The focus eventually went from developing the whole property, including community centre, to just developing the garden at the 'front' (western) half of the property. This proposal is attached.

The Acting CEO of the Shire of Menzies has drafted a final report, with recommendations, based on the meetings and the proposal, which is also attached.

It is recommended that the Council endorse such recommendations.

CONSULTATION:

Community Centre Advisory Committee
Internal Staff

STATUTORY AUTHORITY:

Local Government Act 1995

POLICY IMPLICATIONS:

- 1.12 - Volunteer Code of Conduct
- 4.2 - Asset Management
- 6.1 - Work Health and Safety
- 9.4 - Private Works
- 10.2 - Tree Policy

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Injury to staff members and volunteers while working on development and maintenance of the garden	Medium	Ensure appropriate work, health and safety measures are in place
Liability for injury to staff members and volunteers working on the development and maintenance of the garden	Medium	As above, plus ensure insurances are up-to-date to include volunteers
Damage to the property while developing, such as striking water pipes during earthworks	Low	Ensure plans are checked by engineers and/or Works Department

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.

2.3 Support community health and wellbeing initiatives.

4. An attractive destination for visitors.

4.1 Promote our natural attractions and heritage sites as part of a regional approach.

4.2 Maintain and enhance our local attractions.

5. A well maintained, attractive built environment servicing the needs of the community.

5.2 Maintain and enhance our roads, built infrastructure, parks and reserves.

7. A strategically focused Council, leading our community.

7.2 Effectively represent, promote and advocate for the community and district.

7.3 Encourage and support community engagement and collaboration.

8. An efficient and effective organisation.

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That:

- 1. The final report for the Community Centre Advisory Committee, and its recommendations therein, be received
- 2. The Acting Chief Executive Officer, for the Council’s consideration, be requested to prepare a full report addressing the Community Centre Advisory Committee brief, not later than 20 August 2026.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15 NEW BUSINESS OF AN URGENT NATURE

16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Nil

17 NEXT MEETING

The next meeting is to be held on Thursday 16 July 2026 at the Council Chambers, 124 Shenton Street, Menzies commencing at 1.00pm.

18 CLOSURE OF MEETING

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