



SHIRE OF MENZIES

# Minutes

**FOR THE ORDINARY MEETING OF COUNCIL  
HELD ON**

**25 March 2021**

**At the Shire of Menzies Council Chambers  
124 Shenton Street Menzies**

## **DISCLAIMER**

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

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

## **FINANCIAL INTEREST**

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

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

### **Councillors should declare an interest:**

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

A member who has declared an interest must not:

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

Councillor Attendance  
Shire of Menzies Council Meetings 2020/2021

Council Meeting Date	Attended in Person	Electronic Attendance	Leave of Absence	Apologies	Absent
29 October 2020		Cr I Baird (Tjuntjuntjara) Cr J Lee (MACOffice) Cr V Ashwin (MAC Transportable)	Cr J Dwyer		
26 November 2020	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader	Cr J Lee (MAC Office) Cr V Ashwin (MAC Transportable)			
17 December 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader			Cr J Lee Cr V Ashwin	
28 January 2021	Cr G Dwyer Cr K Mader Cr S Baird	Cr J Dwyer - Kambalda Cr J Lee - MAC Office Cr I Baird -Wongary		Cr J Dwyer Cr V Ashwin	
25 February 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader	Cr J Lee - MAC Office	Cr V Ashwin	Cr S Baird	
25 March 2021	Cr G Dwyer Cr I Baird Cr J Dwyer Cr K Mader Cr J Lee Cr S Baird		Cr V Ashwin		

<b>TABLE OF CONTENTS ORDINARY COUNCIL MEETING 25 MARCH 2021</b>		
<b>1</b>	<b>DECLARATION OF OPENING</b>	<b>6</b>
<b>2</b>	<b>ANNOUNCEMENT OF VISITORS</b>	<b>6</b>
<b>3</b>	<b>RECORD OF ATTENDANCE</b>	<b>6</b>
<b>4</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ONNOTICE</b>	<b>6</b>
<b>5</b>	<b>PUBLIC QUESTION TIME</b>	<b>6</b>
<b>6</b>	<b>APPLICATIONS BY MEMBERS</b>	<b>6</b>
<b>7</b>	<b>DECLARATIONS OF INTEREST</b>	<b>6</b>
<b>8</b>	<b>NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS</b>	<b>6</b>
<b>9</b>	<b>CONFIRMATION / RECEIVAL OF MINUTES</b>	<b>6</b>
<b>10</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS</b>	<b>7</b>
<b>11</b>	<b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUTDISCUSSION</b>	<b>7</b>
<b>12</b>	<b>REPORTS</b>	
	<b>12.1 FINANCE &amp; ADMINISTRATION</b>	
	<b>12.1.1 Finance for February 2021</b>	<b>8</b>
	<b>12.1.2 List of Payments for February 2021</b>	<b>28</b>
	<b>12.1.3 Investments for February 2021</b>	<b>35</b>
	<b>12.1.4 Draft Budget Review March 2021</b>	<b>38</b>
	<b>12.2 OFFICERS REPORTS</b>	
	<b>12.2.1 Application for the Establishment of a Bush FireBrigade at Tjuntjuntjara</b>	<b>56</b>
	<b>12.2.2 Model Code of Conduct - Elected Members, CommitteeMembers and Candidates</b>	<b>59</b>
	<b>12.2.3 Compliance Audit Return 2020</b>	<b>70</b>
	<b>12.2.4 Draft Risk Assessment Strategy 2021</b>	<b>85</b>
	<b>12.2.5 Risk Management Updates</b>	<b>102</b>

	<b>12.2.6 Economic Stimulus Grant Funding</b>	<b>106</b>
	<b>12.2.7 Organisational Structure Shire of Menzies</b>	<b>108</b>
	<b>12.2.8 Policy 1.11_Attendance at Events</b>	<b>113</b>
	<b>12.2.9 Policy 1.12_Elected Members Ongoing ProfessionalDevelopment</b>	<b>120</b>
	<b>12.2.10 Chief Executive Officer Leave</b>	<b>128</b>
	<b>12.2.11 Appointment of DCEO</b>	<b>130</b>
<b>13</b>	<b>INFORMATION REPORTS</b>	
	<b>13..2.1 Actions Performed Under Delegation January 2021</b>	<b>133</b>
	<b>13.2.2 Works Manager for February 2021</b>	<b>145</b>
	<b>13.2.3 Health and Building for February 2021</b>	<b>146</b>
	<b>13.2.34 Community Services for February 2021</b>	<b>147</b>
	<b>13.2.5 Compliance Calendar February 2021</b>	<b>149</b>
<b>14</b>	<b>ELECTED MEMBER MOTION OF WHICH PREVIOUS NOTICEHAVE BEEN GIVEN</b>	<b>151</b>
<b>15</b>	<b>BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS</b>	<b>151</b>
<b>16</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING</b>	<b>152</b>
<b>17</b>	<b>NEXT MEETING</b>	<b>152</b>
<b>18</b>	<b>CLOSURE OF MEETING</b>	<b>152</b>

**1 DECLARATION OF OPENING**

**The President declared the meeting open at 1.14 pm.**

**2 ANNOUNCEMENT OF VISITORS**

**3 RECORD OF ATTENDANCE**

**Present**

**Councillors:** Cr G Dwyer Shire President  
Cr I Baird Deputy Shire President  
Cr J Dwyer  
Cr J Lee  
Cr K Mader  
Cr S Baird

**Leave:** Cr V Ashwin

**Staff:** Mr B Joiner Chief Executive Officer  
Ms R Stoker A/Executive Assistant

**4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**Nil**

**5 PUBLIC QUESTION TIME**

**Nil**

**6 APPLICATIONS BY MEMBERS**

**Nil**

**7 DECLARATIONS OF INTEREST**

**Cr J Lee declared a financial interest in item 12.2.26.  
CEO Mr B Joiner declared a partiality interest in item 12.2.10.**

**8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

**9 CONFIRMATION / RECEIVAL OF MINUTES**

9.1.1 CONFIRMATION of the Minutes of the Ordinary Council Meetings held on 25 February 2021 *(Provided under Separate Cover)*

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2121</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That the minutes of the Ordinary Meeting of Council held on Thursday 25 February 2021 be confirmed as a true and correct record.**

<b>Carried</b>	<b>6/0</b>
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**10 PETITIONS / DEPUTATIONS / PRESENTATIONS**

**Nil.**

**11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**11.1 Presidents Report**

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2122</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr I Baird</b>
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**That the President's Report for the month of March 2021 be received.**

<b>Carried</b>	<b>6/0</b>
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## 12 REPORTS OF OFFICERS

<b>12.1.1 FINANCE REPORT – FEBRUARY 2021</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1953</b>
<b>DATE OF REPORT</b>	<b>8 March 2021</b>
<b>AUTHOR</b>	<b>R Hawkins</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>NIL</b>
<b>ATTACHMENT</b>	<b>Monthly Financial Report for the period ending 28 February 2021</b>

### **SUMMARY:**

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 31 January 2021.

### **BACKGROUND:**

The Financial Management *Regulation 34* requires Local Government entities to prepare each month a Statement of Financial Activity reporting on the sources and application of funds, as set out in the Annual Budget under *Regulation 22(1)(d)*:

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

### **COMMENT:**

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

### **CONSULTATION:**

Nil

### **STATUTORY AUTHORITY:**

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulation 1996, 34*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

As detailed in the attachment.

**RISK ASSESSMENT:**

Nil

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council receive the Statement of Financial Activity for the period ending 28 February 2021 as attached and note any material differences.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2123</b>
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<b>Moved</b>	<b>Cr I Baird</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That Council receive the Statement of Financial Activity for the period ending 28 February 2021 as attached and note any material differences.**

<b>Carried</b>	<b>6/0</b>
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## SHIRE OF MENZIES

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 28 February 2021

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

#### TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity by Program	4
Statement of Financial Activity By Nature or Type	5
Statement of Capital Acquisitions and Capital Funding	6
Note 1      Significant Accounting Policies	7
Note 2      Explanation of Material Variances	8-9
Note 3      Net Current Funding Position	10
Note 4      Cash and Investments	11
Note 6      Receivables	12
Note 7      Cash Backed Reserves	13
Note 9      Rating Information	14
Note 11     Grants and Contributions	15
Note 13     Details of Capital Acquisitions	16-18

**Shire of Menzies  
Information Summary  
For the Period Ended 28 February 2021**

## Key Information

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

### Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 28 February 2021 of \$3,747,097.

### Items of Significance

The material variance adopted by the Shire of Menzies for the 2020/21 year is plus (+) or minus (-) of 10% for items greater than \$25,000 variance. 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 material variance is disclosed in Note 2.

Income & Expenditure		Annual Budget	YTD Budget	YTD Actual
Operating Grants, Subsidies and Contributions	86%	\$ 1,515,687	\$ 1,144,657	\$ 1,296,452
Non-operating Grants, Subsidies and Contributions	31%	\$ 2,241,861	\$ 1,494,552	\$ 703,167
	<b>53%</b>	<b>\$ 3,757,548</b>	<b>\$ 2,639,209</b>	<b>\$ 1,999,619</b>
Rates Levied	98%	\$ 3,562,400	\$ 3,534,400	\$ 3,506,977
Materials & Contracts	40%	(\$2,288,568)	(\$1,524,952)	(\$916,689)
Capital Projects				
Infrastructure Assets - Roads	18%	(\$200,000)	(\$133,320)	(\$36,113)
Infrastructure Assets - Other	0%	(\$60,000)	(\$39,992)	\$0

*% Compares current ytd actuals to annual budget*

Financial Position		This Time Last Year	28 Feb 2021
Adjusted Net Current Assets	71%	\$ 5,248,285	\$ 3,750,261
Cash and Equivalent - Unrestricted	76%	\$ 4,456,959	\$ 3,384,441
Cash and Equivalent - Restricted	133%	\$ 8,907,768	\$ 11,856,154
Receivables - Rates	75%	\$ 1,094,810	\$ 822,966
Receivables - Other	59%	-\$ 335,528	-\$ 199,216
Payables	798%	\$ 42,184	\$ 336,523

*% 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.

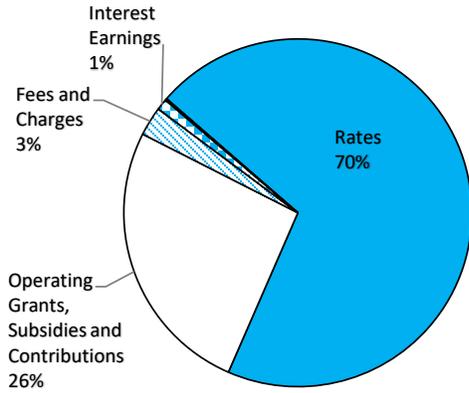
## Preparation

Prepared by: Rhona Hawkins

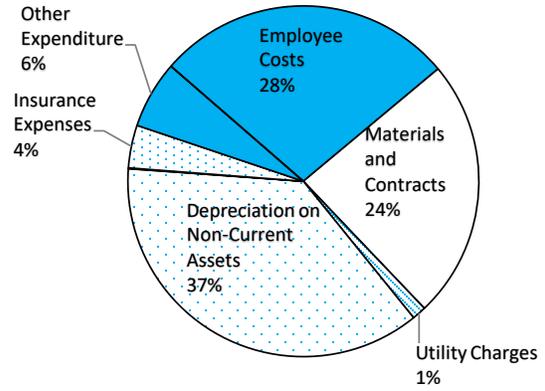
Date Prepared: 09 Mar 2021

**Shire of Menzies  
Information Summary  
For the Period Ended 28 February 2021**

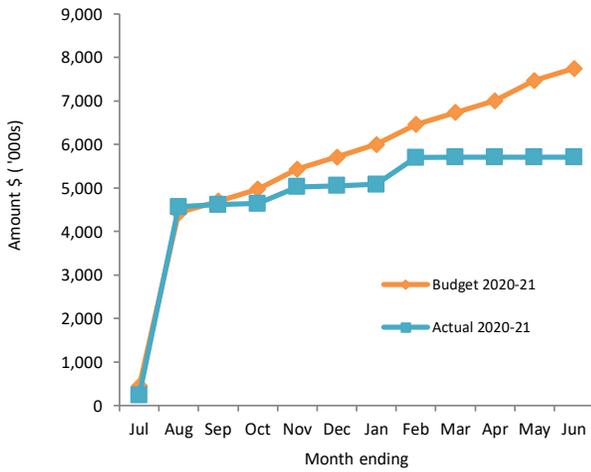
**Operating Revenue**



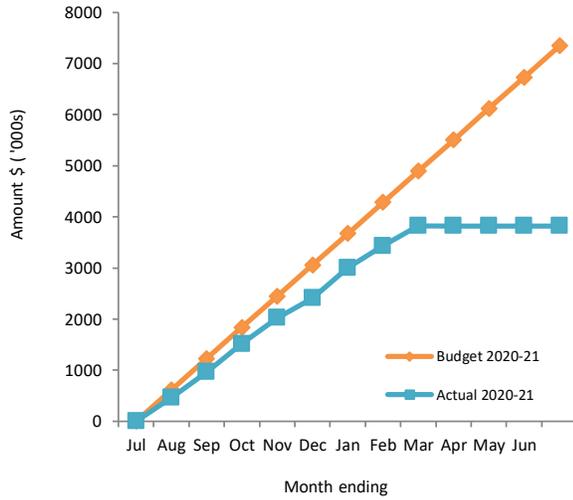
**Operating Expenditure**



**Budget Operating Revenues -v- Actual (Refer Note 2)**



**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF MENZIES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2021**

	Note	Amended Annual Budget	YTD Amended Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	3	\$ 811,748	\$ 811,748	\$ 1,389,574	\$ 577,826	71%	
<b>Revenue from operating activities</b>							
Governance		100	64	24,285	24,221	37845%	
General Purpose Funding - Rates	9	3,562,400	3,534,400	3,506,977	(27,423)	(1%)	
General Purpose Funding - Other		1,411,622	1,010,512	1,090,847	80,335	8%	
Law, Order and Public Safety		11,462	7,632	9,490	1,858	24%	
Health		300	200	0	(200)	(100%)	
Education and Welfare		0	0	0	0		
Housing		65,700	43,784	36,123	(7,661)	(17%)	
Community Amenities		25,630	20,362	16,460	(3,902)	(19%)	
Recreation and Culture		800	512	0	(512)	(100%)	
Transport		198,034	196,785	182,985	(13,800)	(7%)	
Economic Services		207,359	138,200	107,343	(30,857)	(22%)	▼
Other Property and Services		22,200	14,784	24,716	9,932	67%	
		5,505,607	4,967,235	4,999,226	31,991	1%	
<b>Expenditure from operating activities</b>							
Governance		(560,170)	(373,280)	(623,371)	(250,091)	(67%)	▼
General Purpose Funding		(312,214)	(208,064)	(239,859)	(31,795)	(15%)	▼
Law, Order and Public Safety		(41,613)	(27,688)	(60,285)	(32,597)	(118%)	▼
Health		(39,360)	(26,232)	(16,198)	10,034	38%	
Education and Welfare		0	0	0	0		
Housing		(293,070)	(195,304)	(89,985)	105,319	54%	▲
Community Amenities		(126,501)	(84,248)	(176,453)	(92,205)	(109%)	▼
Recreation and Culture		(389,382)	(259,344)	(503,263)	(243,919)	(94%)	▼
Transport		(2,043,769)	(1,362,384)	(1,395,630)	(33,246)	(2%)	
Economic Services		(911,987)	(607,712)	(500,171)	107,541	18%	▲
Other Property and Services		(2,626,514)	(1,750,744)	(218,791)	1,531,953	88%	▲
		(7,344,580)	(4,895,000)	(3,824,007)	1,070,993	22%	▲
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,225,431	1,483,528	1,413,128	(70,400)	(5%)	
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>386,458</b>	<b>1,555,763</b>	<b>2,588,347</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	2,241,861	1,494,552	703,167	(791,385)	(53%)	▼
Proceeds from Disposal of Assets	8	0	0	0	0		
Land and Buildings	13	(2,778,770)	(1,852,480)	(686,500)	1,165,980	63%	▲
Plant and Equipment	13	(159,000)	(105,992)	(55,136)	50,856	48%	▲
Infrastructure Assets - Roads	13	(3,319,000)	(2,212,640)	(143,049)	2,069,591	94%	▲
Infrastructure Assets - Drainage	13	0	0	0	0		
Infrastructure Assets - Bridges	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	(200,000)	(133,320)	(36,113)	97,207	73%	▲
Infrastructure Assets - Parks and Ovals	13	(60,000)	(39,992)	0	39,992	100%	▲
Infrastructure Assets - Airports	13	0	0	0	0		
Infrastructure Assets - Sewerage	13	0	0	0	0		
Infrastructure Assets - Other	13	(275,000)	(183,304)	(13,194)	170,110	93%	▲
<b>Amount attributable to investing activities</b>		<b>(4,549,909)</b>	<b>(3,033,176)</b>	<b>(230,824)</b>	2,802,352	92%	▲
<b>Financing Activities</b>							
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	3,451,703	0	0	0		
Transfer from Restricted Cash		0	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(100,000)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>3,351,703</b>	<b>0</b>	<b>0</b>	0		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>(665,665)</b>	<b>3,747,097</b>			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF MENZIES**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 28 February 2021**

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	811,748	811,748	<b>1,389,574</b>	577,826	71%	▲
<b>Revenue from operating activities</b>							
Rates	9	3,562,400	3,534,400	3,506,977	(27,423)	(1%)	
Operating Grants, Subsidies and Contributions	11	1,515,687	1,144,657	1,296,452	151,795	13%	▲
Fees and Charges		192,830	131,754	135,751	3,997	3%	
Interest Earnings		211,640	141,088	52,116	(88,972)	(63%)	▼
Other Revenue		23,050	15,336	7,930	(7,406)	(48%)	
Profit on Disposal of Assets	8	0	0	0	0		
		<b>5,505,607</b>	<b>4,967,235</b>	<b>4,999,226</b>	<b>31,991</b>	<b>1%</b>	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,039,866)	(1,359,632)	(1,052,940)	306,692	23%	▲
Materials and Contracts		(2,288,568)	(1,524,952)	(916,689)	608,263	40%	▲
Utility Charges		(80,588)	(53,624)	(49,498)	4,126	8%	
Depreciation on Non-Current Assets		(2,225,431)	(1,483,528)	(1,413,128)	70,400	5%	
Non Operating Expenses		0	0	(2,933)	(2,933)		
Insurance Expenses		(129,692)	(86,376)	(150,908)	(64,532)	(75%)	▼
Other Expenditure		(580,435)	(386,888)	(237,911)	148,977	39%	▲
Loss on Disposal of Assets	8	0	0	0	0		
		<b>(7,344,580)</b>	<b>(4,895,000)</b>	<b>(3,824,007)</b>	<b>1,070,993</b>	<b>22%</b>	<b>▲</b>
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,225,431	1,483,528	1,413,128	(70,400)	(5%)	
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>386,458</b>	<b>1,555,763</b>	<b>2,588,347</b>	<b>1,032,584</b>		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	2,241,861	1,494,552	703,167	(791,385)	(53%)	▼
Proceeds from Disposal of Assets	8	0	0	0	0		
Land and Buildings	13	(2,778,770)	(1,852,480)	(686,500)	1,165,980	(63%)	
Plant and Equipment	13	(159,000)	(105,992)	(55,136)	50,856	(48%)	
Infrastructure Assets - Roads	13	(3,319,000)	(2,212,640)	(143,049)	2,069,591	(94%)	
Infrastructure Assets - Drainage	13	0	0	0	0		
Infrastructure Assets - Bridges	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	(200,000)	(133,320)	(36,113)	97,207	(73%)	
Infrastructure Assets - Parks and Ovals	13	(60,000)	(39,992)	0	39,992	(100%)	
Infrastructure Assets - Airports	13	0	0	0	0		
Infrastructure Assets - Sewerage	13	0	0	0	0		
Infrastructure Assets - Other	13	(275,000)	(183,304)	(13,194)	170,110	(93%)	
<b>Amount attributable to investing activities</b>		<b>(4,549,909)</b>	<b>(3,033,176)</b>	<b>(230,824)</b>	<b>2,802,352</b>	<b>92%</b>	
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Advances to Community Groups		0	0	0	0		
Transfer from Reserves	7	3,451,703	0	0	0		
Repayment of Debentures	10	0	0	0	0		
Transfer to Reserves	7	(100,000)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>3,351,703</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Closing Funding Surplus (Deficit)</b>	3	<b>0</b>	<b>(665,665)</b>	<b>3,747,097</b>			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF MENZIES**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 28 February 2021**

**Capital Acquisitions**

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Budget YTD Budget (d)	Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	686,500	0	1,852,480	2,778,770	686,500	(1,165,980)
Plant and Equipment	13	55,136	0	105,992	159,000	55,136	(50,856)
Infrastructure Assets - Roads	13	143,049	0	2,212,640	3,319,000	143,049	(2,069,591)
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Infrastructure Assets - Bridges	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	36,113	0	133,320	200,000	36,113	(97,207)
Infrastructure Assets - Parks and Ovals	13	0	0	39,992	60,000	0	(39,992)
Infrastructure Assets - Airports	13	0	0	0	0	0	0
Infrastructure Assets - Sewerage	13	0	0	0	0	0	0
Infrastructure Assets - Other	13	13,194	0	183,304	275,000	13,194	(170,110)
<b>Capital Expenditure Totals</b>		<b>933,991</b>	<b>0</b>	<b>4,527,728</b>	<b>6,791,770</b>	<b>933,991</b>	<b>(3,593,737)</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				1,494,552	2,241,861	703,167	
Other (Disposals & C/Fwd)				0	0	0	
Council contribution - Cash Backed Reserves							
Building Reserve Accumulation				0	1,714,703	0	
Plant Reserve Accumulation				0	72,000	0	
Roads Reserve Accumulation				0	600,000	0	
Main Street Reserve Accumulation				0	0	0	
Staff Amenities Reserve Accumulation				0	420,000	0	
Caravan Park Reserve Accumulation				0	150,000	0	
Bitumen Reserve Accumulation				0	0	0	
Niagara Dam Reserve Accumulation				0	85,000	0	
Waste Management Reserve Accumulation				0	0	0	
Former Post Office Reserve Accumulation				0	410,000	0	
Council contribution - operations				3,033,176	1,098,206	230,824	
<b>Capital Funding Total</b>				<b>4,527,728</b>	<b>6,791,770</b>	<b>933,991</b>	

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 1: Significant Accounting Policies**

The Shire of Menzies adopts its significant accounting policies at the time of adopting its annual budget. Significant accounting policies are set in relation to the following:

- a) Basis of preparation
- b) Prior year actual balances
- c) Rounding off figures
- d) Comparative figures
- e) Budget comparative figures
- f) Forecast fair value adjustments
- g) Rates, grants, donations & other contributions
- h) Goods and services tax (GST)
- i) Superannuation
- j) Cash and cash equivalents
- k) Trade and other payables
- l) Inventories
- m) Fixed assets
- n) Fair value of assets and liabilities
- o) Financial instruments
- p) Impairment of assets
- q) Trade and other payables
- r) Employee benefits
- s) Borrowing costs
- t) Provisions
- u) Leases
- v) Investments in associates
- x) Interests in joint arrangements
- y) Current and non-current classification

There have been no changes to the Shire of Menzies significant accounting policies since adopting the 2020/21 Annual Budget.

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 2: Explanation of Material 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 2020/21 year is plus (+) or minus (-) of 10% for items greater than \$25,000 variance.

The explanations of material variances has not been updated due to the adoption of the Budget Review in the same month - February 2021.

Reporting Program	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>			\$	%			
Governance	64	24,285	24,221	37845%	▲	Permanent	GVROC Refund \$22,727
Law, Order and Public Safety	7,632	9,490	1,858	24%	▲	Timing	Budget has been loaded into accounting system and apportioned over twelve months.
Economic Services	138,200	107,343	(30,857)	(22%)	▲	Permanent	CRC Income lower than anticipated.
<b>Operating Expense</b>							
Governance	(373,280)	(623,371)	(250,091)	(67%)	▲	Permanent	CEO termination payout.
Law, Order and Public Safety	(27,688)	(60,285)	(32,597)	(118%)	▲	Timing	
Housing	(195,304)	(89,985)	105,319	54%	▲	Timing	Housing maintenance has not occurred in accordance with the Budget.
Community Amenities	(84,248)	(176,453)	(92,205)	(109%)	▲	Timing	Operational services higher than anticipated for this time of year.
Recreation and Culture	(259,344)	(503,263)	(243,919)	(94%)	▲	Timing	Budget has been loaded into accounting system and apportioned over twelve months.
Economic Services	(607,712)	(500,171)	107,541	18%	▲	Timing	Noxious weed control not commence at this stage. Caravan Park maintenance higher than the twelve month apportionment.
Other Property and Services	(1,750,744)	(218,791)	1,531,953	88%	▲	Timing	1st instalment of Insurance paid and not apportioned over twelve months. Allocations are to be reviewed.
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	1,494,552	703,167	(791,385)	(53%)	▲	Timing	
<b>Capital Expenses</b>							
Land and Buildings	(1,852,480)	(686,500)	1,165,980	63%	▲	Timing	Capital expenditure has not occurred in accordance with the Budget upload.
Plant and Equipment	(105,992)	(55,136)	50,856	48%	▲	Timing	Capital expenditure has not occurred in accordance with the Budget upload.

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 2: Explanation of Material 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 2020/21 year is plus (+) or minus (-) of 10% for items greater than \$25,000 variance.

The explanations of material variances has not been updated due to the adoption of the Budget Review in the same month - February 2021.

Reporting Program	YTD Budget	YTD Actual	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Infrastructure Assets - Roads	(2,212,640)	(143,049)	2,069,591	94%	▲	Timing	Capital expenditure has not occurred in accordance with the Budget upload.
Infrastructure Assets - Footpaths	(133,320)	(36,113)	97,207	73%	▲	Timing	
Infrastructure Assets - Parks and Ovals	(39,992)	0	39,992	100%	▲	Timing	
Infrastructure Assets - Other	(183,304)	(13,194)	170,110	93%	▲	Timing	Capital expenditure has not occurred in accordance with the Budget upload.
<b>Financing</b>							
Transfer from Reserves	-	-	-		▲	Timing	
Transfer to Reserves	0	0	0		▲	Timing	

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2020	28 Feb 2020	28 Feb 2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,045,697	4,456,959	3,384,441
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	11,856,154	8,907,768	11,856,154
Receivables - Rates	6	863,375	1,094,810	822,966
Receivables - Other	6	(100,699)	(335,528)	(199,216)
Interest / ATO Receivable/Trust				
Inventories		13,623	7,177	70,626
		13,678,151	14,131,186	15,934,971
<b>Less: Current Liabilities</b>				
Payables		(435,801)	(42,184)	(336,523)
Provisions Leases		(3,985)	(9,565)	(3,985)
Provisions Leave		(197,106)	(134,592)	(197,106)
		(636,892)	(186,341)	(537,614)
Less: Cash Reserves	7	(11,856,154)	(8,907,768)	(11,856,154)
Less: Unspent Grants			0	0
Add: Loan Current		0	0	0
Add: Lease Current		3,985	9,565	3,985
Less: SSL Repayments		0	0	0
Add: Leave Reserve		201,643	201,643	205,074
Trust imbalance (Department of Transport funds timing)		(1,158)	0	
<b>Net Current Funding Position</b>		<b>1,389,574</b>	<b>5,248,285</b>	<b>3,750,261</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution
	\$	\$	\$	\$	
<b>(a) Cash Deposits</b>					
Cash At Bank	1,353,673			1,353,673	NAB
Cash At Call - Bank	2,029,448			2,029,448	NAB
Municipal Fund Term Deposits	0			0	NAB
Cash at Reserve - Bank		8,601,945		8,601,945	NAB
Reserve Fund Term Deposits		3,254,210		3,254,210	NAB
Trust Fund Bank			0	0	NAB
Petty Cash Float	1,320			1,320	
<b>Total</b>	<b>3,384,441</b>	<b>11,856,154</b>	<b>0</b>	<b>15,240,595</b>	

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve - Accumulation	205,074		0	(1,724)	0	0	0	203,350	205,074
Building Reserve Accumulation	2,795,090		0	(23,774)	0	1,714,703	0	4,486,019	2,795,090
Plant Reserve Accumulation	1,946,393		0	(16,370)	0	72,000	0	2,002,023	1,946,393
Roads Reserve Accumulation	2,755,425		0	(23,183)	0	600,000	0	3,332,242	2,755,425
Main Street Reserve Accumulation	140,456		0	(1,181)	0	0	0	139,275	140,456
Staff Amenities Reserve Accumulation	575,564		0	(4,847)	0	420,000	0	990,717	575,564
TV Reserve Accumulation	17,889		0	(150)	0	0	0	17,739	17,889
Caravan Park Reserve Accumulation	431,416		0	(3,626)	0	150,000	0	577,790	431,416
Bitumen Reserve Accumulation	603,847		0	(5,079)	0	0	0	598,768	603,847
Rates Creditors Reserve Accumulation	51,144		0	(428)	0	0	0	50,716	51,144
Niagara Dam Reserve Accumulation	1,252,493		0	(10,525)	0	85,000	0	1,326,968	1,252,493
Water Park Reserve Accumulation	299,813		0	(2,524)	0	0	0	297,289	299,813
Waste Management Reserve Accumulation	59,515		0	(499)	0	0	0	59,016	59,515
Former Post Office Reserve Accumulation	418,407		0	(3,517)	0	410,000	0	824,890	418,407
Commercial Enterprise Reserve - Accumulation	101,210		0	(857)	0	0	0	100,353	101,210
Land Purchase Reserve - Accumulation	202,420		0	(1,716)	0	0	0	200,704	202,420
	<b>11,856,154</b>	<b>0</b>	<b>0</b>	<b>(100,000)</b>	<b>0</b>	<b>3,451,703</b>	<b>0</b>	<b>15,207,857</b>	<b>11,856,154</b>

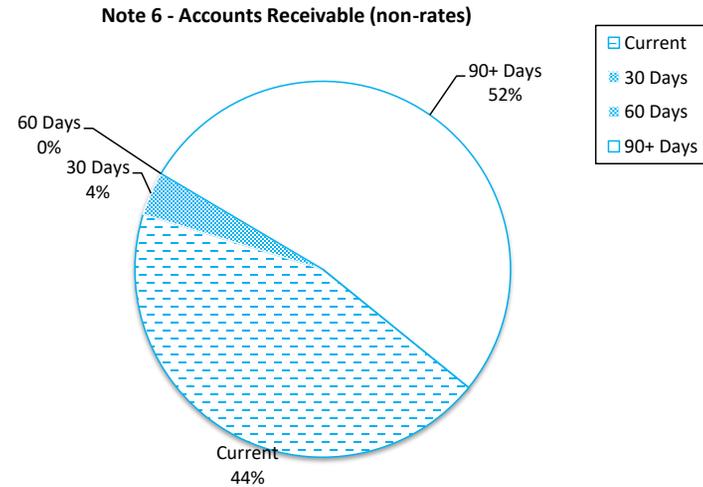
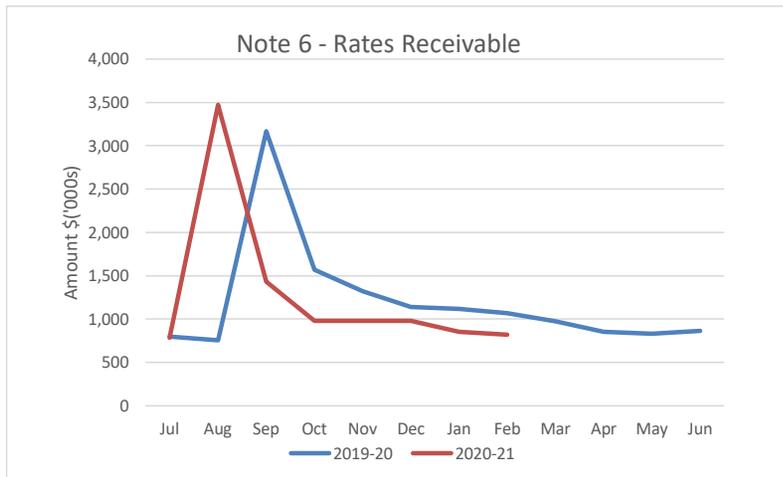
**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 6: Receivables**

Receivables - Rates Receivable	28 Feb 2021	30 June 2020
	\$	\$
Opening Arrears Previous Years	863,375	794,305
Levied this year	3,525,968	3,476,331
<u>Less</u> Collections to date	3,566,378	3,407,262
Equals Current Outstanding	822,966	863,375
<b>Net Rates Collectable</b>	<b>822,966</b>	<b>863,375</b>
% Collected	81.25%	79.78%

Receivables - General	Current	30 Days	60 Days	90+ Days	Totals
	\$	\$	\$	\$	\$
Sundry Debtors	7,310	627	0	8,715	16,652
Rates - Pensioner Rebate Claimed					177
<b>Balance per Trial Balance</b>					
Sundry Debtors					16,829
<b>Total Receivables General Outstanding</b>					<b>16,829</b>

Amounts shown above include GST (where applicable)



**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 9: Rating Information**

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual				Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>Differential General Rate</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
GRV - Residential	0.0862	40	2,500,428	215,537	0	0	215,537	214,694	0	0	214,694
GRV - Vacant	0.0864	204	20,956	1,811	0	0	1,811	1,811	0	0	1,811
UV - Mining	0.1655	282	15,472,156	2,560,642	-180	-355	2,560,107	2,561,176	50,000	0	2,611,176
UV - Pastoral	0.0829	27	826,983	68,557	0	0	68,557	67,750	0	0	67,750
UV - Other	0.0829	64	307,900	25,525	0	0	25,525	24,978	0	0	24,978
UV - Exploration	0.1500	451	3,082,413	462,362	-10,705	3,005	454,662	467,552	0	0	467,552
UV - Prospecting	0.1477	269	463,848	68,510	426	1,124	70,060	63,039	0	0	63,039
<b>Sub-Totals</b>		<b>1,337</b>	<b>22,674,684</b>	<b>3,402,943</b>	<b>(10,459)</b>	<b>3,775</b>	<b>3,396,259</b>	<b>3,401,000</b>	<b>50,000</b>	<b>0</b>	<b>3,451,000</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV - Residential	200.00	8	5,537	1,600	0	0	1,600	2,200	0	0	2,200
GRV - Vacant	200.00	200	41,081	40,000	0	0	40,000	40,000	0	0	40,000
UV - Mining	200.00	54	34,031	10,800	0	0	10,800	12,000	0	0	12,000
UV - Pastoral	200.00	4	4,638	800	0	0	800	1,400	0	0	1,400
UV - Other	200.00	1	100	200	0	0	200	600	0	0	600
UV - Exploration	200.00	141	45,622	28,200	0	0	28,200	37,400	0	0	37,400
UV - Prospecting	200.00	73	49,913	14,600	0	0	14,600	17,800	0	0	17,800
<b>Sub-Totals</b>		<b>481</b>	<b>180,922</b>	<b>96,200</b>	<b>0</b>	<b>0</b>	<b>96,200</b>	<b>111,400</b>	<b>0</b>	<b>0</b>	<b>111,400</b>
		<b>1,818</b>	<b>22,855,606</b>	<b>3,499,143</b>	<b>(10,459)</b>	<b>3,775</b>	<b>3,492,459</b>	<b>3,512,400</b>	<b>50,000</b>	<b>0</b>	<b>3,562,400</b>
Movement in Excess Rates							0				0
Discounts							0				0
<b>Amount from General Rates</b>							<b>3,492,459</b>				<b>3,562,400</b>
Write Offs							0				0
Ex-Gratia Rates							0				0
Specified Area Rates							0				0
<b>Totals</b>							<b>3,492,459</b>				<b>3,562,400</b>

**Comments - Rating Information**

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2021

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Budget Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue
				\$	\$	\$				\$
<b>General Purpose Funding</b>										
GEN PUR - Financial Assistance Grant - General	WALGGC	Operating	0	772,046	0	584,144	772,046		772,046	665,019
GEN PUR - Financial Assistance Grant - Roads	WALGGC	Operating	0	425,376	0	283,584	425,376		425,376	370,327
GEN PUR - Grant Funding	LRCI	Non-operating	0	0	0	0	0		0	248,839
GEN PUR - Contributions & Donations		Operating	0	0	0	0	0		0	0
GEN PUR - Other Income	Landgate	Operating	0	0	0	0	0		0	368
<b>Governance</b>										
OTH GOV - Reimbursements		Operating	0	0	0	0	0		0	22,727
<b>Law, Order and Public Safety</b>										
ESL BFB - Operating Grant	Dept. of Fire & Emergency Serv.	Operating	0	6,522	0	4,344	6,522		6,522	2,831
<b>Community Amenities</b>										
COM AMEN - Grants		Non-operating		0	50,000	33,328	50,000		50,000	0
<b>Recreation and Culture</b>										
REC - Grants		Non-operating	0	0	150,000	100,000	150,000		150,000	0
OTH CUL - Grants - Other Culture		Non-operating	0	0	0	0	0		0	10,328
<b>Transport</b>										
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA	Non-operating	0	0	563,780	375,848	563,780		563,780	292,000
ROADC - Roads to Recovery Grant	Commonwealth Gvt	Non-operating	0	0	700,626	467,080	700,626		700,626	152,000
ROADC - Other Grants - Roads/Streets	Main Roads WA	Non-operating	0	0	230,000	153,328	230,000		230,000	0
ROADM - Street Lighting Subsidy		Operating	0	1,713	0	1,136	1,713		1,713	1,713
ROADM - Direct Road Grant (MRWA)	Main Roads WA	Operating	0	194,321	0	194,321	194,321		194,321	178,900
<b>Economic Services</b>										
TOUR - Grants	Main Roads WA	Non-operating	0	0	547,455	364,968	547,455		547,455	0
OTH ECON - Community Resource Centre Income		Operating	0	80,000	0	53,328	80,000		80,000	127
OTH ECON - Community Resource Centre Grant		Operating	0	0	0	0	0		0	2,500
OTH ECON - Grants	Indue, DPIRD	Operating	0	35,709	0	23,800	35,709		35,709	27,592
<b>Other Property &amp; Services</b>										
ADMIN - Reimbursements	DFES	Operating	0	0	0	0	0		0	11,608
<b>TOTALS</b>			<b>0</b>	<b>1,515,687</b>	<b>2,241,861</b>	<b>2,639,209</b>	<b>3,757,548</b>	<b>0</b>	<b>3,757,548</b>	<b>1,999,619</b>
<b>SUMMARY</b>										
Operating	Operating Grants, Subsidies and Contributions		0	1,515,687	0	1,144,657	1,515,687	0	1,515,687	1,296,452
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	2,241,861	1,494,552	2,241,861	0	2,241,861	703,167
<b>TOTALS</b>			<b>0</b>	<b>1,515,687</b>	<b>2,241,861</b>	<b>2,639,209</b>	<b>3,757,548</b>	<b>0</b>	<b>3,757,548</b>	<b>1,999,619</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

% of  
Completion

**Note 13: Capital Acquisitions**

Assets	Job	YTD Actual			Budget			
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Buildings</b>								
<b>Education &amp; Welfare</b>								
0.00	Seniors Centre	BC060	0	0	0	350,000	233,328	(233,328)
	<b>Education &amp; Welfare Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>233,328</b>	<b>(233,328)</b>
<b>Housing</b>								
0.00	CEO's House - Lot 1 (37-39) Reid St - Building (Capital)	BC001	0	0	0	20,000	13,328	(13,328)
0.00	MFA's House - Lot - 1085 (39) Mercer St - Building (Capital)	BC002	0	0	0	15,000	10,000	(10,000)
1.00	MWS House Lot 165 (25) Onslow St - Building (Capital)	BC003	5,500	0	5,500	0	0	5,500
0.00	Lot 91 (40) Mercer St - Building (Capital)	BC004	(0)	0	(0)	47,000	31,328	(31,328)
0.00	Lot 93 (36) Mercer St - Building (Capital)	BC005	0	0	0	10,000	6,664	(6,664)
0.00	Lot 1086 (41) Mercer St - Building (Capital)	BC006	0	0	0	15,000	10,000	(10,000)
0.00	Duplex Lot 12a Walsh St (North Unit) - Building (Capital)	BC007	0	0	0	45,000	30,000	(30,000)
1.00	Duplex Lot 12b Walsh St (South Unit) - Building (Capital)	BC008	20	0	20	0	0	20
0.66	New Staff House 2020 - Building (Capital)	BC009	337,170	0	337,170	509,900	339,936	(2,766)
0.00	New 2x1 Staff House - Building (Capital)	BC010	0	0	0	240,000	160,000	(160,000)
0.00	Teachers Unit Lot 1090 (53a) (14a) Walsh St - Building (Capital)	BC015	0	0	0	18,000	12,000	(12,000)
0.01	Teachers Unit Lot 1090 (53b) (14b) Walsh St - Building (Capital)	BC016	112	0	112	18,000	12,000	(11,888)
0.00	Unit Lot 45 (29a) Shenton (Front) - Building (Capital)	BC017	0	0	0	7,500	5,000	(5,000)
0.02	Unit Lot 45 (29b) Shenton (Back) - Building (Capital)	BC018	431	0	431	18,000	12,000	(11,569)
0.00	Lot 1089 (57) Walsh St Rental - Building (Capital)	BC019	0	0	0	22,000	14,664	(14,664)
0.00	Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	BC020	2,015	0	2,015	500,000	333,328	(331,313)
	<b>Housing Total</b>		<b>345,247</b>	<b>0</b>	<b>345,247</b>	<b>1,485,400</b>	<b>990,248</b>	<b>(645,001)</b>
<b>Community Amenities</b>								
1.01	Truck Bay Ablution Block - Building (Capital)	BC048	158,070	0	158,070	156,429	104,296	53,774
	<b>Community Amenities Total</b>		<b>0</b>	<b>0</b>	<b>158,070</b>	<b>156,429</b>	<b>104,296</b>	<b>53,774</b>
<b>Recreation And Culture</b>								
0.00	Town Hall (Hall) - Building (Capital)	BC026	0	0	0	50,000	33,328	(33,328)
1.00	Town Hall (Admin) - Building (Capital)	BC027	700	0	700	0	0	700
1.00	Youth Centre - Building (Capital)	BC036	1,785	0	1,785	0	0	1,785
	<b>Recreation And Culture Total</b>		<b>2,485</b>	<b>0</b>	<b>2,485</b>	<b>50,000</b>	<b>33,328</b>	<b>(30,843)</b>
<b>Transport</b>								
1.15	Depot - Building (Capital)	BC037	36,770	0	36,770	32,000	21,328	15,442
0.00	Workshop - Enclosed Carport	BC037A	0	0	0	50,000	33,328	(33,328)
	<b>Transport Total</b>		<b>36,770</b>	<b>0</b>	<b>36,770</b>	<b>82,000</b>	<b>54,656</b>	<b>(17,886)</b>
<b>Economic Services</b>								
	Caravan Park Unit (Disabled) - Building (Capital)	BC021	94,277	0	94,277	139,941	93,296	981
	Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	BC028	0	0	0	300,000	200,000	(200,000)
	Church Hall Lot 8 (50) Shenton St - Building (Capital)	BC030	45,900	0	45,900	25,000	16,664	29,236
	Station Masters House Goongarrie - Building (Capital)	BC031	729	0	729	0	0	729

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

% of  
Completion

**Note 13: Capital Acquisitions**

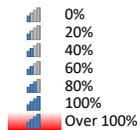
	Assets	Job	YTD Actual			Budget		
			New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
			\$	\$	\$	\$	\$	\$
0.00	Caravan Park Ablution Blocks - Building (Capital)	BC038	2,292	0	2,292	0	0	2,292
	Shelter at Lake Ballard - Building (Capital)	BC046	729	0	729	25,000	16,664	(15,935)
	Mercer Street Caravan Park Infrastructure	BC050	0	0	0	150,000	100,000	(100,000)
	Shelter and BBQ Niagara Dam	BC131	0	0	0	15,000	10,000	(10,000)
	<b>Economic Services Total</b>		<b>143,927</b>	<b>0</b>	<b>143,927</b>	<b>654,941</b>	<b>436,624</b>	<b>(292,697)</b>
0.25	<b>Buildings Total</b>		<b>528,430</b>	<b>0</b>	<b>686,500</b>	<b>2,778,770</b>	<b>1,619,152</b>	<b>(932,652)</b>
	<b>Plant &amp; Equipment (inc Furniture)</b>							
	<b>Governance</b>							
0.00	Administration Communications Equipment	C0141	0	0	0	10,000	6,664	(6,664)
0.00	Software and Systems	C0142	0	0	0	25,000	16,664	(16,664)
	<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>23,328</b>	<b>(23,328)</b>
	<b>Transport</b>							
0.00	Minor Plant Purchases	C0127	0	0	0	15,000	10,000	(10,000)
1.09	Banners and Signage	C0128	16,394	0	16,394	15,000	10,000	6,394
0.46	Mechanics Vehicle	CP013	32,840	0	32,840	72,000	48,000	(15,160)
0.00	Test and Tag System	C1217	0	0	0	6,000	4,000	(4,000)
0.98	Auto Tyre Changer	C1218	5,902	0	5,902	6,000	4,000	1,902
0.00	Bore Trailer	C1219	0	0	0	10,000	6,664	(6,664)
	<b>Transport Total</b>		<b>55,136</b>	<b>0</b>	<b>55,136</b>	<b>124,000</b>	<b>82,664</b>	<b>(27,528)</b>
0.35	<b>Plant &amp; Equipment Total</b>		<b>55,136</b>	<b>0</b>	<b>55,136</b>	<b>159,000</b>	<b>105,992</b>	<b>(50,856)</b>
	<b>Infrastructure Assets - Roads</b>							
	<b>Transport</b>							
0.00	Sundry Roads Capex	RC000	0	0	0	747,000	497,992	(497,992)
0.00	Kookynie Malcom Rd (Capital)	RC038	0	0	0	100,000	66,664	(66,664)
0.00	Menzies North West Rd (R2R)	R2R007	0	0	0	1,100,000	733,328	(733,328)
0.39	Tjuntjunjarra Access Rd (R2R)	R2R049	73,635	0	73,635	190,000	126,664	(53,029)
0.00	Menzies North West Rd (RRG)	RRG007	205	0	205	121,000	80,664	(80,459)
0.00	Evanston Menzies Rd (RRG)	RRG008	205	0	205	255,000	170,000	(169,795)
0.00	Yarri Rd (RRG)	RRG039	205	0	205	121,000	80,664	(80,459)
1.00	Connie Sue Rd (Capital)	RC048	5,754	0	5,754	0	0	5,754
0.04	Tjuntjunjarra Access Rd (Capital)	RC049	8,619	0	8,619	240,000	0	8,619
0.00	Pinjin Rd (Capital)	RC001	0	0	0	345,000	230,000	(230,000)
0.00	Tjuntjunjarra Internal Roads Program	RC249	0	0	0	100,000	66,664	(66,664)
1.00	Brown St - Flood Damage	RFD042	213	0	213	0	0	213
1.00	Florence St - Flood Damage	RFD046	213	0	213	0	0	213
1.00	Shire House Crossovers	C1214	54,000	0	54,000	0	0	54,000
	<b>Transport Total</b>		<b>143,049</b>	<b>0</b>	<b>143,049</b>	<b>3,319,000</b>	<b>2,052,640</b>	<b>(1,909,591)</b>
0.04	<b>Infrastructure Roads Total</b>		<b>143,049</b>	<b>0</b>	<b>143,049</b>	<b>3,319,000</b>	<b>2,052,640</b>	<b>(1,909,591)</b>

**SHIRE OF MENZIES**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 28 February 2021

% of  
Completion

**Note 13: Capital Acquisitions**

	Assets	Job	YTD Actual			Budget		
			New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
			\$	\$	\$	\$	\$	\$
	<b>Footpaths</b>							
	<b>Transport</b>							
1.00	Wilson St - Footpath Capital	FC031	7,280	0	7,280	0	0	7,280
0.48	Onslow St - Footpath Capital	FC047	24,093	0	24,093	50,000	33,328	(9,235)
0.07	Mercer St - Footpath Capital	FC053	3,725	0	3,725	50,000	33,328	(29,603)
1.00	Shenton St - Footpath Capital	FC100	1,015	0	1,015	0	0	1,015
0.00	Footpath Construction General (Budgeting Only)	FC000	0	0	0	100,000	66,664	(66,664)
	<b>Transport Total</b>		<b>36,113</b>	<b>0</b>	<b>36,113</b>	<b>200,000</b>	<b>133,320</b>	<b>(97,207)</b>
0.18	<b>Footpaths Total</b>		<b>36,113</b>	<b>0</b>	<b>36,113</b>	<b>200,000</b>	<b>133,320</b>	<b>(97,207)</b>
	<b>Infrastructure Assets - Parks and Ovals</b>							
	<b>Recreation and Culture</b>							
0.00	Drink Fountain in Park	PC036	0	0	0	10,000	6,664	(6,664)
0.00	Hand Wash at BBQ Area Water Park	PC112	0	0	0	10,000	6,664	(6,664)
0.00	Rodeo Grounds Infrastructure	C0113	0	0	0	40,000	26,664	(26,664)
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>39,992</b>	<b>(39,992)</b>
0.00	<b>Infrastructure Parks and Ovals Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>39,992</b>	<b>(39,992)</b>
	<b>Other Infrastructure</b>							
	<b>Community Amenities</b>							
0.01	Cometvale Cemetery Fence	C0103	456	0	456	50,000	33,328	(32,872)
0.00	Tjuntjunjarra Cemetery Shade	C0104	0	0	0	50,000	33,328	(33,328)
1.00	Grid Replacement Program	C0124	10,868	0	10,868	0	0	10,868
1.00			0	0	0	0	0	0
	<b>Community Amenities Total</b>		<b>11,324</b>	<b>0</b>	<b>11,324</b>	<b>100,000</b>	<b>66,656</b>	<b>(55,332)</b>
	<b>Transport</b>							
0.00	Town Dam Upgrade	C0121	0	0	0	20,000	13,328	(13,328)
0.00	Bores to Support Road Works	C0123	0	0	0	50,000	33,328	(33,328)
0.00	Kookynie Airstrip Extension	C0126	0	0	0	20,000	13,328	(13,328)
	<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>59,984</b>	<b>(59,984)</b>
	<b>Economic Services</b>							
0.02	Niagra Dam Capital Works	C0131	1,870	0	1,870	85,000	56,664	(54,794)
	<b>Economic Services Total</b>		<b>1,870</b>	<b>0</b>	<b>1,870</b>	<b>85,000</b>	<b>56,664</b>	<b>(54,794)</b>
0.05	<b>Other Infrastructure Total</b>		<b>13,194</b>	<b>0</b>	<b>13,194</b>	<b>275,000</b>	<b>183,304</b>	<b>(170,110)</b>
0.14	<b>Capital Expenditure Total</b>		<b>775,921</b>	<b>0</b>	<b>933,991</b>	<b>6,791,770</b>	<b>4,134,400</b>	<b>(3,200,409)</b>



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

<b>12.1.2 MONTHLY LIST OF PAYMENTS FOR THE MONTH OF FEBRUARY 2021</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NAM 374</b>
<b>DATE OF REPORT</b>	<b>9 March 2021</b>
<b>AUTHOR</b>	<b>Carol McAllan – Finance Officer</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**SUMMARY:**

The list of payments made for the month of February 2021 be received by Council.

**BACKGROUND:**

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

**COMMENT:**

The EFT, Direct Debit, Credit Card and Payroll payments that have been made for the month of February 2021 are attached.

**CONSULTATION:**

Rhona Hawkins – Consultant Deputy Chief Executive Officer.

**STATUTORY AUTHORITY:**

*Local Government (Financial Management) Regulations 1996 Regulation 13.*

**POLICY IMPLICATIONS:**

Policy 4-7 – Creditors – Preparation for Payment

**FINANCIAL IMPLICATIONS:**

\$208,774.01 withdrawn from Municipal Bank Account.

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Nil		

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council receive the list of payments for the month of February 2021 totalling \$208,774.01 being:

1. Electronic Funds Transfer EFT 5739 – 5803, payments from Municipal Fund totalling \$95,263.61
2. Direct Debit payments from the municipal Fund totalling \$38,884.78
3. Payroll payments from the Municipal Fund totalling \$74,625.62
4. Credit Card payments of \$620.00 for the Statement month of January are included in Direct Debits of \$38,884.78

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2124</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr S Baird</b>
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**That Council receive the list of payments for the month of February 2021 totalling \$208,774.01 being:**

- 5. Electronic Funds Transfer EFT 5739 – 5803, payments from Municipal Fund totalling \$95,263.61**
- 6. Direct Debit payments from the municipal Fund totalling \$38,884.78**
- 7. Payroll payments from the Municipal Fund totalling \$74,625.62**
- 8. Credit Card payments of \$620.00 for the Statement month of January are included in Direct Debits of \$38,884.78**

<b>Carried</b>	<b>6/0</b>
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**Shire of Menzies**  
**Payments for the Month of February 2021**  
**Summary**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
		Cheques		0.00
		EFT		95,263.61
		Direct Debit		38,884.78
		<b>Total Payments</b>		<b><u>134,148.39</u></b>
		Credit Card Payments (included in Direct Debit)		620.00
		Payroll		74,625.62
		<b>GRAND TOTAL</b>		<b><u>\$208,774.01</u></b>

**Shire of Menzies**  
**Payments for the Month of February 2021**  
**EFT**

Chq/EFT	Date	Name	Description	Amount
EFT5739	04/02/2021	Canine Control	ANIMAL CONTROL - Consultants GEN - Ranger Service for 19 January 2021	\$1,600.50
EFT5740	04/02/2021	Tradelink Pty Limited	Depot Consumables (Non Transport) Plumbing - Storm Water Fittings	\$1,050.67
EFT5741	04/02/2021	3E Advantage	ADMIN - Printing and Stationery GEN - Copier charges to 31 January 2021	\$1,733.53
EFT5742	04/02/2021	CleverPatch	Youth Centre Activities Materials - Cream of tartar, liquid dye, elmers liquid and cotton bags	\$304.51
EFT5743	04/02/2021	AFGRI Equipment Australia Pty Ltd	P0181 2012 John Deere 644 ZBar loader 004MNFilter Plant repairs and services 4000 hr service kit and coolant header tank	\$2,389.76
EFT5744	04/02/2021	Cloud Collections Pty Ltd	RATES - Debt Collection Expenses GEN - Collection commision on A5593 as agreed	\$233.01
EFT5745	04/02/2021	Konnect Fastening Systems (t/a Coventry Group)	PO185 Jarret Belt Delivery Charged	\$64.99
EFT5746	04/02/2021	Bellini Bulk Haulage	Parks and Gardens Maintenance/Operations - Mulch	\$174.50
EFT5747	04/02/2021	Janet Hancock	MEMBERS - Other Expenses GEN - Delivery + pick up of Minute Books	\$62.71
EFT5748	04/02/2021	Rayleen Stoker	ADMIN - Printing and Stationery GEN - Refund for CLR and Charging cord	\$40.80
EFT5749	04/02/2021	Adecco Australia	ADMIN - Employee Costs GEN - Week ending 24 January 2021 plus travel	\$7,148.07
EFT5750	04/02/2021	Gold and Mineral Resources Pty Ltd	Rates refund for assessment A5796 E39/02105 MINING TENEMENT	\$15.56
EFT5751	04/02/2021	Rohan S Baird	Members Travel - Council Meeting 28 January 2021	\$901.00
EFT5752	04/02/2021	Air Liquide Australia Ltd	Depot Consumables (Non Transport) - Montly Rental - Cyllynder Fee 01/01/2021 to 31/01/2021	\$28.16
EFT5753	04/02/2021	Aquarius Technologies Pty Ltd	Water Park Maintenance/Operations - Supply & Install - Service Water Park + travel and accomodation	\$6,883.80
EFT5755	04/02/2021	Bunnings	Parks and Gardens Maintenance/Operations - Gas exchange, retic, cabinets, globe, drill bits and other materials	\$1,190.81
EFT5756	04/02/2021	Toll Transport Pty Ltd	Freight PO185 Jarret Belt Delivery Charged	\$14.10
EFT5757	04/02/2021	Goldline Distributors	Youth Centre Activities Operating Costs	\$10.48
EFT5758	04/02/2021	Goldfields Truck Power	Caravan Park Waste Water System Maintenance - Air Filter for Biomax Caravan Park	\$35.16
EFT5759	04/02/2021	Harvey Norman Electrical - Computers	MFA's House - Lot - 1085 (39) Mercer St - Building Minor Asset Replacement - Bottom Mount Fridge	\$888.00
EFT5760	04/02/2021	JR & A Hersey	Auto Tyre Changer - Capital New - aa236a alemlube auto tyre changer	\$6,492.20
EFT5761	04/02/2021	Marketforce	PLAN - Advertising & Promotion GEN - Advertise Draft Community Strategic Plan - Kalgoorlie Miner 6 January 2021	\$187.81
EFT5762	04/02/2021	Samuel Mckay	14MN - TOYOTA HILUX S/CAB 2021 - Reimbursement fuel for Toyota Hilux	\$30.03
EFT5763	04/02/2021	Mcleods Barristers & Solicitors	BUILD - Legal Expenses GEN - Court attendance etc - Building Act prosecution	\$1,969.43
EFT5764	04/02/2021	Shire of Menzies Social Club	Payroll deductions	\$120.00
EFT5765	04/02/2021	Netlogic Information Technology	ADMIN - Information Technology GEN - IT Support, change emails, change CEO password, block MWS, update PLAY	\$1,500.00
EFT5766	04/02/2021	Office National	ADMIN - Printing and Stationery GEN - Chairmat pvc	\$708.86
EFT5767	04/02/2021	Penns Cartage	ROADM - Traffic Signs/Equipment (Safety) GEN - P04258 Delivery Charged	\$47.30
EFT5768	04/02/2021	Paupiyala Tjarutja Aboriginal Corporation	Paintings on Consignment - Control Account GEN - Bush Medicine and Paintings	\$265.00
EFT5769	04/02/2021	Reynolds Graphics	CEO B Joiner Business Cards	\$211.75
EFT5770	04/02/2021	Squire Patton Boggs	OTH GOV - Legal Expenses GEN - WC2018/005 Darlot Native Title Claim	\$277.20
EFT5771	09/02/2021	Purewater Pool Services Pty Ltd	WATER PARK MAINTENANCE Callibration probe	\$6,883.80
EFT5772	12/02/2021	Canine Control	ANIMAL CONSULTANT Ranger	\$1,600.50
EFT5773	12/02/2021	Leonora Pharmacy	CONSIGNMENT Pharmacy items	\$600.58
EFT5774	12/02/2021	Moki International Pty Ltd	VISITOR CENTRE Goods for resale	\$22.51
EFT5775	12/02/2021	St George Mining Limited	Rates refund for assessment A4237 E39/01549 MINING TENEMENT	\$393.99

**Shire of Menzies**  
**Payments for the Month of February 2021**  
**EFT**

EFT5776	12/02/2021	Xstra Global IT and Communication Solutions	COMMUNICATION EXPENSES PABX system	\$283.82
EFT5777	12/02/2021	LG Best Practices	ADMIN CONSULTANT Relief dceo	\$528.00
EFT5778	12/02/2021	Adecco Australia	ADMIN EMPLOYEE COSTS Relief EA	\$2,465.32
EFT5779	12/02/2021	Christopher Mark White	Rates refund for assessment A1792 24 Cosmos Street KOOKYNIIE WA 6431	\$465.34
EFT5780	12/02/2021	The People & Culture Office	OTHER GOVERNANCE Recruitment support	\$2,409.00
EFT5781	12/02/2021	WA Country Health Service ( Bunbury)	ADMIN EMPLOYEE COSTS Hospital consultation	\$323.00
EFT5782	12/02/2021	Aldoro Resources Limited	Rates refund for assessment A5673 E36/00931 MINING TENEMENT	\$519.08
EFT5783	12/02/2021	Bunnings	CARAVAN PARK MAINTENANCE mops, bucket,gloves,brooms,cleaing chemicals	\$277.61
EFT5784	12/02/2021	Cazaly Resources Limited	Rates refund for assessment A2944 P29/01899 MINING TENEMENT	\$892.73
EFT5785	12/02/2021	Cockburn Cement Ltd	DEPOT Cement	\$1,813.94
EFT5786	12/02/2021	Toll Transport Pty Ltd	ADMIN/DEPOT Freight	\$73.03
EFT5787	12/02/2021	Cybersecure	INFORMATION TECHNOLOGY Backup service	\$259.88
EFT5788	12/02/2021	Debra Kay Pianto	CARAVAN PARK CABINS Milk	\$16.00
EFT5789	12/02/2021	Goldline Distributors	CARAVAN PARK MAINTENANCE Cleaning Materials	\$666.70
EFT5790	12/02/2021	Goldfields Locksmiths	39 MERCER STREET MAINTENANCE Entrance set	\$75.95
EFT5791	12/02/2021	Goldfields Medicine (hannan street)	ADMIN RECRUITMENT Pre employment medical	\$290.00
EFT5792	12/02/2021	Goldfields Pest Control	TOWN MAINTENANCE Fogging, misting	\$5,500.00
EFT5793	12/02/2021	Goldfields Records Storage	RECORDS MANAGEMENT EXPENSES Archive storage	\$44.10
EFT5794	12/02/2021	Hart Sport	YOUTH CENTRE SUPPLIES Medals	\$48.90
EFT5795	12/02/2021	Kleenheat Gas	29B SHENTON ST 37 REID STREET Gas	\$523.60
EFT5796	12/02/2021	Landgate	RATES VALUATION EXPENSES Mining tenement schedule	\$248.10
EFT5797	12/02/2021	Local Government Supervisors Association	ADMIN TRAINING Membership	\$99.99
EFT5798	12/02/2021	Cr Keith Mader	MEMBERS TRAVEL December	\$475.20
EFT5799	12/02/2021	Shire of Menzies Social Club	Payroll deductions	\$120.00
EFT5800	12/02/2021	Momar Australia Pty Ltd	DEPOT CONSUMABLES Nutcracker	\$514.80
EFT5801	12/02/2021	Office National	CRC Cash register rolls	\$28.69
EFT5802	12/02/2021	Paupiyala Tjarutja Aboriginal Corporation	TJUNTJUNTJARA Dog health program	\$11,973.50
EFT5803	12/02/2021	Moore Stephens	ADMIN CONSULTANTS Statutory compliance services quarterly fee	\$18,246.25
				<b><u>\$95,263.61</u></b>

**Shire of Menzies**  
**Payments for the Month of February 2021**  
**Direct Debits**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD3842.1	01/02/2021	WESTNET	Internet service 1 February 2021 to 1 March 2021	\$54.99
DD3847.1	08/02/2021	Telstra - DIRECT DEBIT ONLY	COMMUNICATION EXPENSES Satellite phones	\$427.30
DD3851.1	09/02/2021	Telstra - DIRECT DEBIT ONLY	COMMUNICATION Phone, internet, data	\$11,810.13
DD3853.1	09/02/2021	OneAnswer Frontier Personal Super	Superannuation contributions	\$584.62
DD3853.2	09/02/2021	Aware Super Pty Ltd	Payroll deductions	\$5,934.85
DD3853.3	09/02/2021	Australian Super	Payroll deductions	\$461.44
DD3858.1	08/02/2021	Power ICT Pty Ltd	COMMUNICATION EXPENSES Messages on hold	\$75.90
DD3865.1	11/02/2021	Telstra - DIRECT DEBIT ONLY	WORKS COMMUNICATION Telephone, data,	\$456.99
DD3867.1	02/02/2021	NAB	CREDIT CARD	\$620.00
DD3869.1	18/02/2021	Horizon Power	ROAD MAINTENANCE Streetlights	\$867.09
DD3872.1	23/02/2021	IOOF Essential Super	Superannuation contributions	\$584.62
DD3872.2	23/02/2021	Aware Super Pty Ltd	Payroll deductions	\$6,509.38
DD3872.3	23/02/2021	Australian Super	Payroll deductions	\$608.15
DD3880.1	24/02/2021	Australia Post	POST OFFICE OPERATIONS Stamps, padded bags, prepaid envelopes.	\$550.87
DD3882.1	26/02/2021	NAB	BANK CHARGES Eftpos, Bpay, NAB Connect, account fees	\$305.14
DD3884.1	26/02/2021	Gregory Dwyer	GOVERNANCE MEMBERS Sitting fees, President allow, communication allo	\$3,364.49
DD3884.2	26/02/2021	Ian Baird	GOVERNANCE MEMBERS Sitting Fee, Deputy President allow, Communication allowance	\$1,289.67
DD3884.3	26/02/2021	Cr Justin Lee	GOVERNANCE MEMBERS Sitting Fee, Communication allowance	\$875.83
DD3884.4	26/02/2021	Cr Keith Mader	GOVERNANCE MEMBERS Sitting Fee, Communication allowance	\$875.83
DD3884.5	26/02/2021	Jillian Dwyer	GOVERNANCE MEMBERS Sitting Fee, Communication allowance	\$875.83
DD3884.6	26/02/2021	Vashti Marie Fay Ashwin	GOVERNANCE MEMBERS Sitting Fee, Communication allowance	\$875.83
DD3884.7	26/02/2021	Rohan S Baird	GOVERNANCE MEMBERS Sitting Fee, Communication allowance	\$875.83
				<b><u>\$38,884.78</u></b>

**Shire of Menzies**  
**Payments for the Month of February 2021**

<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
		RICHARD BROOKES	
14/01/2021	Shire of Menzies	CRC- Postage August to January	\$531.35
28/01/2021	NAB	Card Fee	\$9.00
			<b>\$540.35</b>
		PETER MONEY	
14/01/2021	ACTIV8me	CEO house internet.	\$70.65
29/12/2020	NAB	Card Fee	\$9.00
			<b>\$79.65</b>
		<b>TOTAL</b>	<b><u>\$620.00</u></b>
		PAYROLL	
10/02/2021	Automatic Drawing	<b>Payroll</b>	\$33,341.77
24/02/2021	Automatic Drawing	Payroll	\$36,324.61
		<b>TOTAL</b>	<b><u>\$74,625.62</u></b>

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<b>12.1.3 MONTHLY INVESTMENT REPORT FEBRUARY 2021</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1951</b>
<b>DATE OF REPORT</b>	<b>8 March 2021</b>
<b>AUTHOR</b>	<b>R Hawkins</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>NIL</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**SUMMARY:**

This item recommends Council receives the investment report for the month of February 2021.

**BACKGROUND:**

The Chief Executive Officer has delegated authority to invest funds into interest bearing accounts under Delegation 2.5 – Investment of Surplus Funds.

**COMMENT:**

Below are the current investments for the Shire of Menzies as at 28/02/21.

<b>INSTITUTION / ACCOUNT TYPE</b>	<b>SUM</b>	<b>TERM</b>	<b>DATE OF MATURITY</b>	<b>INTEREST RATE</b>	<b>RISK ASSESMENT</b>
NAB – Reserve Term Deposit *6210	\$3,273,663.46	90 Days	04/04/2021	0.05%	Medium
NAB – Reserve Term Deposit – *6410	\$8,528,736.55	90 Days	19/04/2021	0.35%	Medium
NAB – Muni TD *2057	\$500,000.00	90 Days	02/06/2021	0.25%	Medium
NAB – Muni TD *2067	\$1,001,992.22	90 Days	20/05/2021	0.10%	Medium
NAB – Muni TD *6491	\$500,996.12	60 Days	20/04/2021	0.05%	Medium
NAB – Reserve Maximiser account	\$29,468.78	Open	Open		Medium

**CONSULTATION:**

Nil.

## STATUTORY AUTHORITY:

### *Local Government Act*

- 2.7 (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

#### 1.1.1.1.1 3.1. General function

- (1) The general function of a local government is to provide for the good government of persons in its district.

#### 6.14 Power to invest

### *Local Government (Administration) Regulations*

#### 1.1.1.1.2 19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —  
*authorised institution* means —
  - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
  - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
  - (a) deposit with an institution except an authorised institution;
  - (b) deposit for a fixed term of more than 3 years;
  - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - (d) invest in bonds with a term to maturity of more than 3 years;
  - (e) invest in a foreign currency.

## POLICY IMPLICATIONS:

Council Policy 4.9 - Investments  
Delegation 2.5 – Investment of Surplus Funds

## FINANCIAL IMPLICATIONS:

Nil

**RISK ASSESSMENT:**

Risk Statement	Level of Risk	Risk Mitigation Strategy
<p>There is always a certain risk in investment of funds as banking institutions are no longer the stable and unfailing institutions they once were.</p> <p>The proposal is to closely manage the Shire's investments and avoid the possibility of loss on the investment.</p> <p>At the same time this proposal still seeks the safest and not necessarily the most profitable return on investments</p>	Medium	<p>Close management of investment.</p> <p>Close attention to financial markets and information.</p> <p>Diversity of investments as much as possible.</p>

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER AND AUDIT COMMITTEE RECOMMENDATION:**

That Council receives the investment report for the month of February 2021.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2125</b>
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<b>Moved</b>	<b>Cr J Lee</b>	<b>Seconded</b>	<b>Cr J Dwyer</b>
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**That Council receives the investment report for the month of February 2021.**

<b>Carried</b>	<b>6/0</b>
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<b>12.1.4 DRAFT BUDGET REVIEW MARCH 2021</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	
<b>DATE OF REPORT</b>	<b>17 March 2021</b>
<b>AUTHOR</b>	<b>CEO Brian Joiner</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil.</b>
<b>ATTACHMENT</b>	<b>Draft Budget Review Report to 28 February 2021</b>

**SUMMARY:**

This item provides the draft budget review for Council.

**BACKGROUND:**

The Budget Review was undertaken by Moore Australia in conjunction with Rhona Hawkins and the CEO. It is based in comparisons with actual income and expenditure information to 28 February 2021 and projections to 30 June 2021.

Consideration is given to the variation in the actual surplus brought forward in the Audited Annual Report for the Year Ended 30 June 2020 and the opening surplus in the 2020/2021 Budget.

**COMMENT:**

Between January and March in each financial year, local governments are to carry out a review of the budget for that financial year.

The purpose of this item is to undertake the statutory Budget Review.

This years review has been difficult as budgets were not loaded correctly when adopted last year. Furthermore, processing of budget changes throughout 2020 has not been well tracked. There may be some changes to this report prior to the OCM.

**CONSULTATION:**

Brian Joiner – Chief Executive Officer.  
Rhona Hawkins – Contract A/DCEO.  
Samantha Bresciani – Manager Moore Australia.

**STATUTORY AUTHORITY:**

*Local Government Act (1995).*  
*Local Government (Financial Management) Regulations 1996 – REG 33A.*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

As per attached report.

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Nil.		

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

**VOTING REQUIREMENTS:**

Absolute Majority 33A

**OFFICER AND AUDIT COMMITTEE RECOMMENDATION:**

That Council resolve to:

1. Adopt the 2020/2021 Annual Budget Review; and
2. Approve an allocation of \$545,602 to the Caravan Park Reserve.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2126</b>
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<b>Moved</b>	<b>Cr J Lee</b>	<b>Seconded</b>	<b>Cr J Dwyer</b>
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That Council resolve to:

1. Adopt the 2020/2021 Annual Budget Review; and
2. Transfer \$616,270 to reserves to reverse the transfer enacted from Council Resolution 2017 of 29 October 2020; and
3. Transfer \$541,080 to Caravan Park Reserve; and
4. Transfer \$200,000 to Staff Housing Reserve.

<b>Carried</b>	<b>6/0</b>
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**Reason: Amount to be transferred was calculated higher after the paper was written and published in the Agenda. Transfer in October 2020 was made without Council being aware of the extra surplus from 19/20FY.**

# SHIRE OF MENZIES

## DRAFT BUDGET REVIEW REPORT

### FOR THE PERIOD ENDED 28 FEBRUARY 2021

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

#### TABLE OF CONTENTS

Statement of Budget Review by Nature or Type	2
Statement of Budget Review by Program	3
Note 1 Basis of Preparation	4
Note 2 Summary Graphs - Budget Review	5
Note 3 Net Current Funding Position	6
Note 4 Predicted Variances	8
Note 5 Budget Amendments	13

SHIRE OF MENZIES  
STATEMENT OF BUDGET REVIEW  
(NATURE OR TYPE)  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

Note	Budget v Actual		Predicted			
	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
Net current assets at start of financial year surplus/(deficit)	811,748	1,357,350	545,602	0	1,357,350	▲
<b>Revenue from operating activities (excluding rates)</b>						
Operating grants, subsidies and contributions	1,515,687	1,296,452	43,515	0	1,559,202	▲
Fees and charges	192,830	135,751	18,059	0	210,889	▲
Interest earnings	211,640	52,116	(70,000)	0	141,640	▼
Other revenue	23,050	7,930	6,663	0	29,713	▲
	1,943,207	1,492,249	(1,763)	0	1,941,444	
<b>Expenditure from operating activities</b>						
Employee costs	(2,020,866)	(1,052,940)	194,812	0	(1,826,054)	▼
Materials and contracts	(2,307,568)	(916,689)	1,021,554	0	(1,286,014)	▼
Utility charges	(80,588)	(49,498)	(17,477)	0	(98,065)	▲
Depreciation on non-current assets	(2,225,431)	(1,413,128)	(53,929)	0	(2,279,360)	▲
Insurance expenses	(129,692)	(150,908)	(9,519)	0	(139,211)	▲
Other expenditure	(580,435)	(240,843)	(57,539)	0	(637,974)	▲
	(7,344,580)	(3,824,006)	1,077,902	0	(6,266,678)	
Non-cash amounts excluded from operating activities	2,225,431	1,413,128	53,929	0	2,279,360	▲
<b>Amount attributable to operating activities</b>	(2,364,194)	438,721	1,675,670	0	(688,524)	
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	2,241,861	703,167	378,633	0	2,620,494	▲
Purchase land and buildings	(1,940,500)	(686,500)	(1,006,814)	0	(2,947,314)	▲
Purchase plant and equipment	(144,000)	(55,136)	39,000	0	(105,000)	▼
Purchase and construction of infrastructure-roads	(2,972,000)	(143,049)	(455,754)	0	(3,427,754)	▲
Purchase and construction of infrastructure-other	(1,119,000)	(49,307)	(98,945)	0	(1,217,945)	▲
	(3,933,639)	(230,825)	(1,143,880)	0	(5,077,519)	
Non-cash amounts excluded from investing activities	0	0	0	0	0	
<b>Amount attributable to investing activities</b>	(3,933,639)	(230,825)	(1,143,880)	0	(5,077,519)	
<b>FINANCING ACTIVITIES</b>						
Transfers to cash backed reserves (restricted assets)	(100,000)	0	(1,148,060)	0	(1,248,060)	▲
Transfers from cash backed reserves (restricted assets)	2,835,433	0	616,270	0	3,451,703	▼
<b>Amount attributable to financing activities</b>	2,735,433	0	(531,790)	0	2,203,643	
<b>Budget deficiency before general rates</b>	(3,562,400)	207,896	0	0	(3,562,400)	
<b>Estimated amount to be raised from general rates</b>	3,562,400	3,506,977	0	0	3,562,400	
<b>Closing funding surplus/(deficit)</b>	3 (c) 0	3,714,873	0	0	0	

per menzies excel

Note	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
Net current assets at start of financial year surplus/(deficit)	811,748	1,357,350	545,602	0	1,357,350	▲
<b>Revenue from operating activities (excluding rates)</b>						
Governance	100	24,285	24,285	0	24,385	▲
General purpose funding	1,411,622	1,090,847	(68,700)	0	1,342,922	▼
Law, order, public safety	11,462	9,490	3,350	0	14,812	▲
Health	300	0	0	0	300	▲
Housing	65,700	36,123	0	0	65,700	▲
Community amenities	25,630	16,460	6,409	0	32,039	▲
Recreation and culture	800	0	0	0	800	▲
Transport	198,034	182,985	355	0	198,389	▲
Economic services	207,359	107,343	14,250	0	221,609	▲
Other property and services	22,200	24,716	18,288	0	40,488	▲
	1,943,207	1,492,249	(1,763)	0	1,941,444	
<b>Expenditure from operating activities</b>						
Governance	(746,054)	(623,371)	(220,437)	0	(966,491)	▲
General purpose funding	(421,679)	(239,859)	31,895	0	(389,784)	▼
Law, order, public safety	(75,511)	(60,285)	(38,461)	0	(113,972)	▲
Health	(46,337)	(16,198)	(780)	0	(47,117)	▲
Housing	(270,951)	(89,985)	96,495	0	(174,456)	▼
Community amenities	(326,485)	(176,453)	(9,380)	0	(335,865)	▲
Recreation and culture	(767,059)	(503,263)	(69,241)	0	(836,300)	▲
Transport	(2,820,848)	(1,395,630)	668,997	0	(2,151,851)	▼
Economic services	(1,258,356)	(500,171)	21,124	0	(1,237,232)	▼
Other property and services	(611,300)	(218,791)	597,690	0	(13,610)	▼
	(7,344,580)	(3,824,006)	1,077,902	0	(6,266,678)	
Non-cash amounts excluded from operating activities	2,225,431	1,413,128	53,929	0	2,279,360	▼
<b>Amount attributable to operating activities</b>	(2,364,194)	438,721	1,675,670	0	(688,524)	
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	2,241,861	703,167	378,633	0	2,620,494	▼
Purchase land and buildings	(1,940,500)	(686,500)	(1,006,814)	0	(2,947,314)	▲
Purchase plant and equipment	(144,000)	(55,136)	39,000	0	(105,000)	▼
Purchase and construction of infrastructure - roads	(2,972,000)	(143,049)	(455,754)	0	(3,427,754)	▲
Purchase and construction of infrastructure - other	(1,119,000)	(49,307)	(98,945)	0	(1,217,945)	▲
	(3,933,639)	(230,825)	(1,143,880)	0	(5,077,519)	
Non-cash amounts excluded from investing activities	0	0	0	0	0	
<b>Amount attributable to investing activities</b>	(3,933,639)	(230,825)	(1,143,880)	0	(5,077,519)	
<b>FINANCING ACTIVITIES</b>						
Transfers to cash backed reserves (restricted assets)	(100,000)	0	(1,148,060)	0	(1,248,060)	▲
Transfers from cash backed reserves (restricted assets)	2,835,433	0	616,270	0	3,451,703	▼
<b>Amount attributable to financing activities</b>	2,735,433	0	(531,790)	0	2,203,643	
<b>Budget deficiency before general rates</b>	(3,562,400)	207,896	0	0	(3,562,400)	
<b>Estimated amount to be raised from general rates</b>	3,562,400	3,506,977	0	0	3,562,400	
<b>Closing Funding Surplus(Deficit)</b>	3 (c) 0	3,714,873	0	0	0	

## 1. BASIS OF PREPARATION

The budget review has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget review has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

### CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget review 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 budget review are rounded to the nearest dollar.

### 2020-21 ACTUAL BALANCES

Balances shown in this budget review report as YTD Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

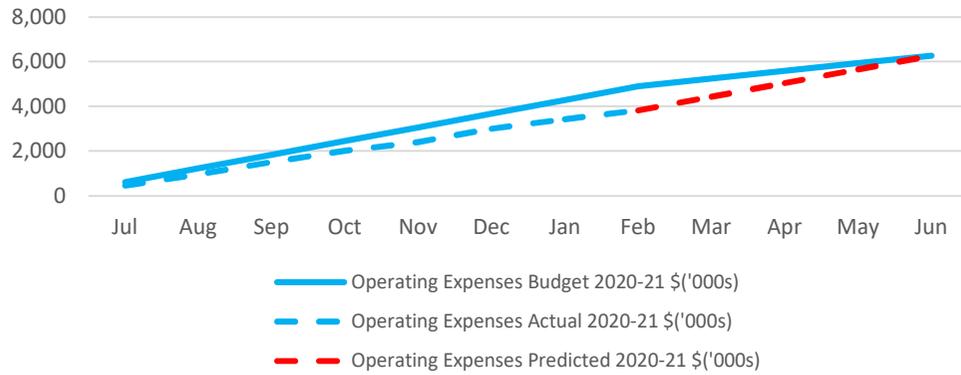
### BUDGET COMPARATIVE FIGURES

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

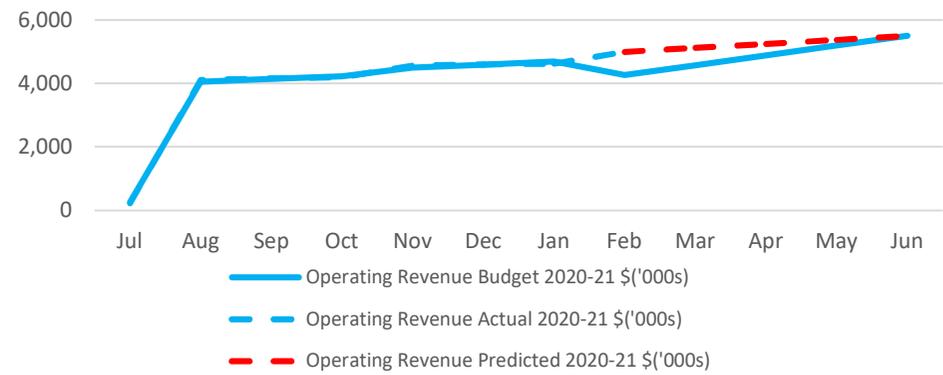
SHIRE OF MENZIES  
 SUMMARY GRAPHS - BUDGET REVIEW  
 FOR THE PERIOD ENDED 28 FEBRUARY 2021

2. SUMMARY GRAPHS - BUDGET REVIEW

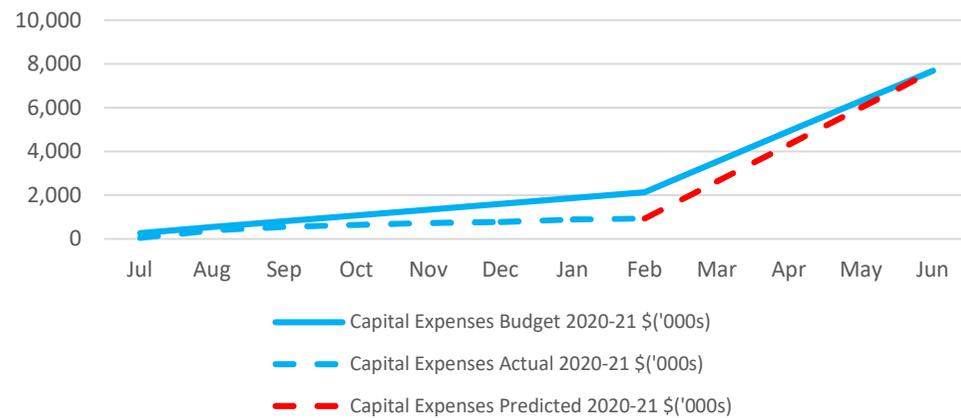
Operating Expenses



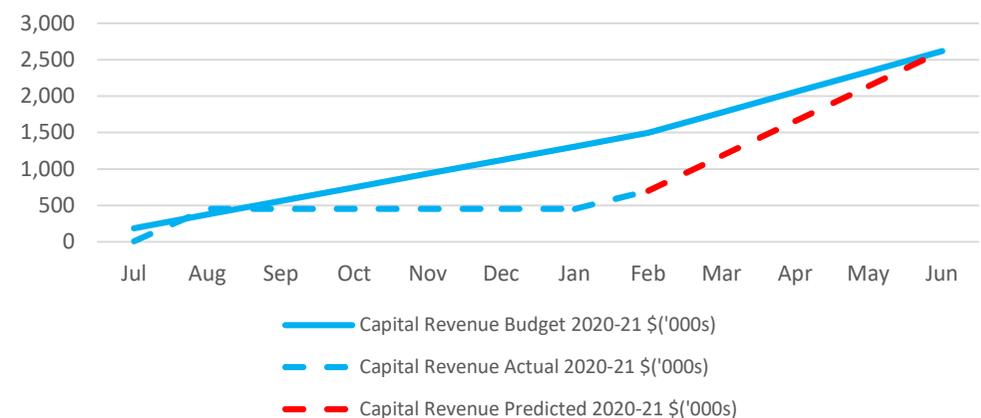
Operating Revenue



Capital Expenditure



Capital Revenue



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

### 3 NET CURRENT FUNDING POSITION

#### EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

##### Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

##### (a) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	Actual - Used for Budget 30 June 2020	Audited Actual 30 June 2020	Budget 30 June 2021	Actual 28 February 2021
<b>Adjustments to operating activities</b>			\$	\$
Less: Profit on asset disposals	(1,594)	(1,417)	0	0
Less: Movement in liabilities associated with restricted cash	(10,438)	17,416	0	0
Add: Loss on asset disposals	35,329	35,329	0	0
Add: Depreciation on non-current assets	2,169,448	2,242,127	2,225,431	1,413,128
<b>Non-cash amounts excluded from operating activities</b>	<b>2,192,745</b>	<b>2,293,455</b>	<b>2,225,431</b>	<b>1,413,128</b>

##### (b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

##### Adjustments to net current assets

Less: Restricted cash	(11,836,087)	(11,856,155)	(9,100,654)	(11,856,154)
Add: Provisions - employee	129,659	197,107	129,659	197,107
Add: Current portion of lease liabilities	0	3,985	0	3,985
<b>Total adjustments to net current assets</b>	<b>(11,706,428)</b>	<b>(11,655,063)</b>	<b>(8,970,995)</b>	<b>(11,655,062)</b>

##### (c) Composition of estimated net current assets

##### Current assets

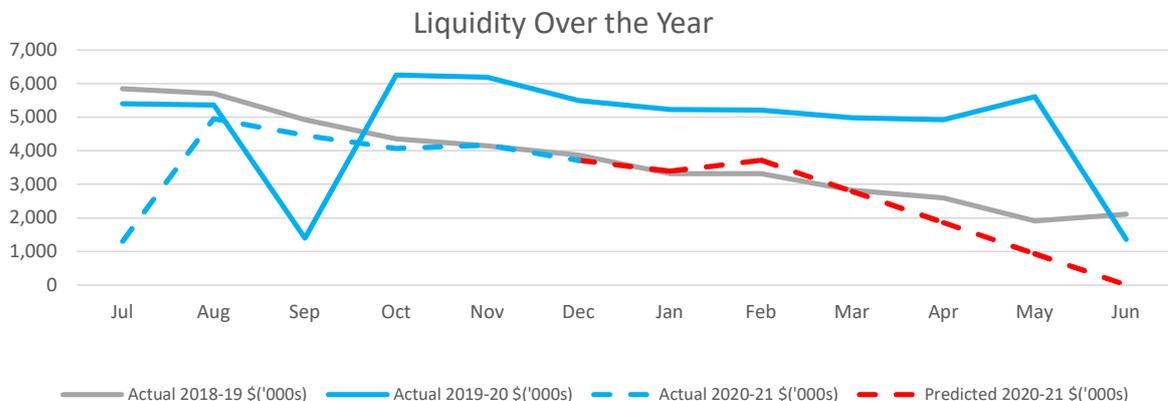
Cash unrestricted	867,468	1,045,696	55,720	3,384,441
Cash restricted	11,836,087	11,856,155	9,100,654	11,856,154
Receivables - other	668,014	690,725	668,014	623,750
Inventories	12,916	13,623	12,916	70,626
	<b>13,384,485</b>	<b>13,606,199</b>	<b>9,837,304</b>	<b>15,934,971</b>

##### Less: current liabilities

Payables	(736,650)	(392,694)	(736,650)	(363,944)
Lease liabilities	0	(3,985)	0	(3,985)
Provisions	(129,659)	(197,107)	(129,659)	(197,107)
	<b>(866,309)</b>	<b>(593,786)</b>	<b>(866,309)</b>	<b>(565,036)</b>

##### Net current assets

	<b>12,518,176</b>	<b>13,012,413</b>	<b>8,970,995</b>	<b>15,369,935</b>
<b>Less: Total adjustments to net current assets</b>	<b>(11,706,428)</b>	<b>(11,655,063)</b>	<b>(8,970,995)</b>	<b>(11,655,062)</b>
<b>Closing funding surplus / (deficit)</b>	<b>811,748</b>	<b>1,357,350</b>	<b>0</b>	<b>3,714,873</b>



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

#### SIGNIFICANT ACCOUNTING POLICIES

##### CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown as short term borrowings in current liabilities.

##### FINANCIAL ASSETS AT AMORTISED COST

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

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

##### TRADE AND OTHER RECEIVABLES

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

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

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

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

##### INVENTORIES

###### General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

##### CONTRACT ASSETS

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.

##### CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Menzies's operational cycle. In the case of liabilities where the Shire of Menzies does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire of Menzies's intentions to release for sale.

##### TRADE AND OTHER PAYABLES

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

##### PREPAID RATES

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

##### EMPLOYEE BENEFITS

###### Short-Term Employee Benefits

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

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

##### PROVISIONS

Provisions are recognised when the Shire of Menzies has a 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.

##### CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire of Menzies are recognised as a liability until such time as the Shire of Menzies satisfies its obligations under the agreement.

SHIRE OF MENZIES  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28 FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance

4.1 OPERATING REVENUE (EXCLUDING RATES)

	Variance \$	
	Permanent	Timing
<b>4.1.1 FEES AND CHARGES</b>		
Photocopying	200	0
Animal Registration fees	(650)	0
Domestic refuse collection	6,159	0
Septic tank inspection fees	100	0
Other income	150	0
Caravan park fees	10,000	0
Caravan park laundry fees	1,100	0
Standpipe income	1,000	0
<b>4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
Other governance - Reimbursements	22,727	0
Community Resource Centre Grant	2,500	0
Admin - Reimbursements	11,610	0
Long service leave recoupments	6,678	0
<b>4.1.6 INTEREST EARNINGS</b>		
Penalty Interest	(10,000)	0
Reserve fund interest	(50,000)	0
Municipal interest	(10,000)	0
<b>4.1.7 OTHER REVENUE</b>		
General Purpose other revenue	1,100	0
Other governance - reimbursements	1,558	0
Adminfee/commission	4,000	0
Transport - Other revenue	355	0
Tour commission	(350)	0
<b>4.1.8 PROFIT ON ASSET DISPOSAL</b>		
Nil	0	0
Predicted Variances Carried Forward	(1,763)	0

SHIRE OF MENZIES  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28 FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(1,763)	0
<b>4.2 OPERATING EXPENSES</b>		
<b>4.2.1 EMPLOYEE COSTS</b>		
Various programs	194,812	0
<b>4.2.2 MATERIAL AND CONTRACTS</b>		
Various programs	1,021,554	0
<b>4.2.3 UTILITY CHARGES</b>		
Various programs	(17,477)	0
<b>4.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>		
Various programs	(53,929)	0
<b>4.2.5 INTEREST EXPENSES</b>		
Nil	0	0
<b>4.2.6 INSURANCE EXPENSES</b>		
Various programs	(9,519)	0
<b>4.2.7 OTHER EXPENDITURE</b>		
Various programs	(57,539)	0
<b>4.2.8 LOSS ON ASSET DISPOSAL</b>		
Nil	0	0
Predicted Variances Carried Forward	<b>1,076,139</b>	<b>0</b>

4. PREDICTED VARIANCES

Comments/Reason for Variance

	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	1,076,139	0
<b>4.3 CAPITAL REVENUE</b>		
<b>4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
General Purpose - Grant funding	378,633	0
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>		
	Nil	0
<b>4.3.3 PROCEEDS FROM NEW DEBENTURES</b>		
	Nil.	0
<b>4.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>		
	Nil	0
<b>4.3.5 PROCEEDS FROM ADVANCES</b>		
	Nil	0
<b>4.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>		
	Nil	0
<b>4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
Predicted Variances Carried Forward	1,454,772	0

SHIRE OF MENZIES  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28 FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance

	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	1,454,772	0
<b>4.4 CAPITAL EXPENSES</b>		
<b>4.4.1 LAND HELD FOR RESALE</b>		
Nil		
<b>4.4.2 LAND AND BUILDINGS</b>		
New Staff Housing	(329,900)	
Caravan Park Unit	(139,941)	
Truck Bay Ablution	(146,429)	
MWS House	(5,500)	
Depot (Building)	(4,770)	
Truck Bay - Building	(1,641)	
Buildings - Not specific LRCI Funding	(378,633)	
<b>4.4.3 PLANT AND EQUIPMENT</b>		
Mechanics Trailer	39,000	
<b>4.4.4 FURNITURE AND EQUIPMENT</b>		
Nil	0	
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>		
Evanston Menzies Road	(450,000)	
Connie Sue Road	(5,754)	
<b>4.4.6 INFRASTRUCTURE ASSETS - OTHER</b>		
Tjuntjunarra Playground	(97,445)	
Banner and signage	(1,500)	
<b>4.4.7 PURCHASES OF INVESTMENT</b>		
Nil	0	
<b>4.4.8 REPAYMENT OF DEBENTURES</b>		
Nil	0	
<b>4.4.9 ADVANCES TO COMMUNITY GROUPS</b>		
Nil	0	
Predicted Variances Carried Forward	(67,741)	0

SHIRE OF MENZIES  
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
 FOR THE PERIOD ENDED 28 FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance

	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(67,741)	0
<b>4.5 OTHER ITEMS</b>		
<b>4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
Reserve accounts to be determined	(1,148,060)	
<b>4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
Building Reserve Transfers	616,270	0
<b>4.5.1 RATE REVENUE</b>		
Nil	0	0
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>	545,602	0
<b>4.5.3 NON-CASH WRITE BACK</b>		
Depreciation	53,929	0
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>0</b>	<b>0</b>

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
	<b>Budget Adoption</b>		Opening Surplus/(Deficit)		545,602		545,602	
BC009	New Staff Housing	12.5.6	Capital Expenses			(329,900)	215,702	Budget amendment passed 12.5.6
BC021	Caravan Park Unit	12.5.6	Capital Expenses			(139,941)	75,761	Budget amendment passed 12.5.6
BC048	Truck Bay Ablution Block	12.5.6	Capital Expenses			(146,429)	(70,668)	Budget amendment passed 12.5.6
	Building Reserve transfers	12.5.6	Capital Revenue		616,270		545,602	Budget amendment passed 12.5.6
3030145	Rates - Penalty interest received		Operating Revenue			(10,000)	535,602	
2030199	Administration Allocated		Operating Expenses		35,557		571,159	
3030220	Charges - Photocopying/Faxing		Operating Revenue		200		571,359	
3030235	Other income		Operating Revenue		1,100		572,459	
3030245	Interest earned - Reserve funds		Operating Revenue			(50,000)	522,459	
3030246	Interest earned - Municipal funds		Operating Revenue			(10,000)	512,459	
2030299	Administration Allocated		Operating Expenses			(3,662)	508,797	
2040187	Other expenses		Operating Expenses			(100)	508,697	
2040199	Administration Allocated		Operating Expenses			(170,025)	338,672	
3040201	Reimbursements		Operating Revenue		22,727		361,399	
3040201	Reimbursements		Operating Revenue		1,558		362,957	
2040205	Recruitment		Operating Expenses			(15,000)	347,957	
2040241	Subscriptions and memberships		Operating Expenses			(21,650)	326,307	
2040252	Other consultancy		Operating Expenses			(10,000)	316,307	
2040299	Administration Allocated		Operating Expenses			(3,662)	312,645	
2050110	Motor vehicle expenses		Operating Expenses			(13,427)	299,218	
2050199	Administration Allocated		Operating Expenses			(7,757)	291,461	
3050221	Animal registration fees		Operating Revenue			(650)	290,811	
2050216	Ranger services		Operating Expenses			(11,640)	279,171	
2050299	Administration Allocated		Operating Expenses			(24,187)	254,984	
2050313	Community Emergency services		Operating Expenses			(750)	254,234	
2050399	Administration Allocated		Operating Expenses			(7,620)	246,614	
3050502	Admin fee/ Commission		Operating Revenue		4,000		250,614	
2050569	Plant and equipment \$1200 to \$5000 per item		Operating Expenses		21,000		271,614	
2050589	Maintenance land and buildings		Operating Expenses		2,500		274,114	
2050599	Administration Allocated		Operating Expenses		3,420		277,534	
2070499	Administration Allocated		Operating Expenses			(916)	276,618	
2070799	Administration Allocated		Operating Expenses		136		276,754	
2090187	Other expenses		Operating Expenses			(160)	276,594	
2090198	Staff Housing costs recovered		Operating Expenses			(13,340)	263,254	
2090199	Administration Allocated		Operating Expenses		58,017		321,271	
2090288	Other housing building operations		Operating Expenses		20,000		341,271	
2090289	Other housing building maintenance		Operating Expenses		36,017		377,288	
2090299	Administration Allocated		Operating Expenses			(4,039)	373,249	
3100120	Domestic refuse collection charges		Operating Revenue		6,159		379,408	
2100111	Waste collection		Operating Expenses			(16,750)	362,658	
2100117	General tip maintenance		Operating Expenses		31,135		393,793	
2100199	Administration Allocated		Operating Expenses			(3,662)	390,131	
2100211	Waste collection		Operating Expenses		13,275		403,406	
2100299	Administration Allocated		Operating Expenses		6,841		410,247	
3100321	Septic tank inspection fees		Operating Revenue		100		410,347	
3100335	Other income		Operating Revenue		150		410,497	
2100399	Administration Allocated		Operating Expenses			(31,028)	379,469	

2100699	Administration Allocated	Operating Expenses		(4,337)	375,132
2100711	Cemetery Maintenance/operations	Operating Expenses	3,350		378,482
2100788	Public conveniences operations	Operating Expenses		(8,730)	369,752
2100789	Public conveniences maintenance	Operating Expenses		(2,651)	367,101
2100789	Public conveniences maintenance DEPN	Operating Expenses	(2,749)		
2100799	Administration Allocated	Operating Expenses	5,926		373,027
2110186	Expenses minor asset purchases	Operating Expenses		(4,500)	368,527
2110188	Town Halls and Public Building operations	Operating Expenses	253		368,780
2110188	Town Halls and Public Building operations	Operating Expenses		(21,953)	346,827
2110189	Town Halls and Public Building maintenance	Operating Expenses		(6,357)	340,470
2110199	Administration Allocated	Operating Expenses		(63,887)	276,583
2110300	Employee costs	Operating Expenses	26,936		303,519
2110353	Sports Court Maintenance/operations	Operating Expenses	4,530		308,049
2110355	Water park Maintenance/operations	Operating Expenses		(7,130)	300,919
2110365	Parks and gardens Maintenance/operations	Operating Expenses		(1,986)	298,933
2110366	Town sports oval Maintenance/operations	Operating Expenses	34,935		333,868
2110367	Rodeo Grounds Maintenance/operations	Operating Expenses	3,000		336,868
2110368	Playground equipment maintenance	Operating Expenses		(2,905)	333,963
2110388	Youth centre building operations	Operating Expenses		(36,502)	297,461
2110389	Youth centre building maintenance	Operating Expenses	1,560		299,021
2110399	Administration Allocated	Operating Expenses		(14,645)	284,376
2110499	Administration Allocated	Operating Expenses		(30,892)	253,484
2110513	Lost books	Operating Expenses	250		253,734
2110599	Administration Allocated	Operating Expenses		(916)	252,818
2110689	Building maintenance	Operating Expenses	46,450		299,268
2110699	Administration Allocated	Operating Expenses	3,420		302,688
2110711	Australia day	Operating Expenses	300		302,988
2110714	Christmas events	Operating Expenses	4,460		307,448
2110799	Administration Allocated	Operating Expenses		(3,662)	303,786
3120235	Other income	Operating Revenue	355		304,141
2120211	Road maintenance - Built up areas	Operating Expenses	10,000		314,141
2120212	Road maintenance - SeaLed outside BUA	Operating Expenses	1,500		315,641
2120213	Road maintenance - Formed outside BUA	Operating Expenses	46,500		362,141
2120214	Road maintenance - Gravel outside BUA	Operating Expenses	328,000		690,141
2120217	Ancillary Maintenance - Built up areas	Operating Expenses	92,520		782,661
2120218	Ancillary Maintenance - Outside BUA	Operating Expenses	57,480		840,141
2120232	Crossover Council Contribution	Operating Expenses		(10,000)	830,141
2120235	Traffic Signs/ Equipment (Safety)	Operating Expenses		(565)	829,576
2120237	Roads Grids maintenance	Operating Expenses	70,500		900,076
2120252	Consultants	Operating Expenses		(30,000)	870,076
2120287	Other expenses	Operating Expenses	17,000		887,076
2120288	Depot Building Operations	Operating Expenses	5,200		892,276
2120289	Depot Building Maintenance	Operating Expenses		(6,000)	886,276
2120299	Administration Allocated	Operating Expenses	77,787		964,063
2120399	Plant - Administration allocated	Operating Expenses	13,683		977,746
2120665	Airstrip & grounds Maintenance/ operations	Operating Expenses		(2,655)	975,091
2120699	Aero - Administration allocated	Operating Expenses	136		975,227
2120765	Town Dam Maintenance /operations	Operating Expenses		(2,225)	973,002
2120799	Water - Administration allocated	Operating Expenses	136		973,138
3130202	Commission	Operating Revenue		(350)	972,788
2130199	Rural - administration allocated	Operating Expenses	410		973,198
3130221	Tour - Caravan Park fees	Operating Revenue	10,000		983,198
3130222	Tour - Caravan Park Laundry Fees	Operating Revenue	1,100		984,298
2130211	Tour - Visitor Centre operations	Operating Expenses	7,200		991,498
2130241	Subscriptions and memberships	Operating Expenses		(10,375)	981,123
2130242	Events other	Operating Expenses		(82,500)	898,623
2130243	Cyclclassic Event	Operating Expenses		(5,500)	893,123
2130244	Rodeo Event	Operating Expenses	80,000		973,123
2130257	Old Butcher Shop Maintenance	Operating Expenses	19,000		992,123

2130258	Kookynie Townsite and Info Bay Maintenance / Operations	Operating Expenses	9,680		1,001,803
2130258	Kookynie Townsite and Info Bay Maintenance / Operations Depn	Non Cash Item	(1,180)		1,001,803
2130259	Goongarrie Cottages Maintenance / Operations	Operating Expenses	50,000		1,051,803
2130260	Niagra Dam Maintenance / Operations	Operating Expenses	6,000		1,057,803
2130261	Golden Quest Trail Maintenance / Operations	Operating Expenses	10,000		1,067,803
2130265	Lake Bollard Maintenance/Operations	Operating Expenses	15,000		1,082,803
2130266	Caravan Park General Maintenance/Operations	Operating Expenses		(11,500)	1,071,303
2130285	Legal expenses	Operating Expenses	10,000		1,081,303
2130286	Expensed minor asset purchases	Operating Expenses	2,000		1,083,303
2130287	Other expenses	Operating Expenses		(150)	1,083,153
2130288	Building Operations	Operating Expenses		(3,847)	1,079,306
2130288	Building Operations	Non Cash Item	(50,000)		1,079,306
2130289	Building Maintenance	Operating Expenses	19,725		1,099,031
2130299	Administration Allocated	Operating Expenses		(16,160)	1,082,871
2130399	Administration Allocated	Operating Expenses		(30,892)	1,051,979
2130699	Allocated	Operating Expenses	136		1,052,115
3130821	Standpipe Income	Operating Revenue	1,000		1,053,115
3130824	Community Resource Centre Grant	Operating Revenue	2,500		1,055,615
NEW	Donations (Covid Stimulus)	Operating Expenses		(50,000)	1,005,615
2130855	Community Bus	Operating Expenses		(4,200)	1,001,415
2130889	Building maintenance	Operating Expenses	11,300		1,012,715
2130899	Administration Allocated	Operating Expenses	46,977		1,059,692
3140201	Reimbursements	Operating Revenue	11,610		1,071,302
2140200	Employee costs	Operating Expenses	130,000		1,201,302
2140210	Motor vehicle expenses	Operating Expenses	35,000		1,236,302
2140240	Advertising and Promotion	Operating Expenses		(500)	1,235,802
2140252	Consultants	Operating Expenses		(160,000)	1,075,802
2140285	Legal expenses	Operating Expenses		(15,000)	1,060,802
2140287	Other expenses	Operating Expenses		(800)	1,060,002
2140298	Admin Staff housing allocated	Operating Expenses	13,340		1,073,342
2140299	Administration Allocated	Operating Expenses	177,883		1,251,225
3140300	PWO Long service leave recoup	Operating Revenue	6,678		1,257,903
2140303	Uniforms	Operating Expenses		(2,035)	1,255,868
2140308	Other employee expenses	Operating Expenses		(245)	1,255,623
2140310	Motor vehicle expenses	Operating Expenses	29,334		1,284,957
2140341	Subscriptions and memberships	Operating Expenses		(6,240)	1,278,717
2140365	Maintenance /Operations	Operating Expenses		(39,870)	1,238,847
2140387	Other expenses	Operating Expenses		(200)	1,238,647
2140393	Less Allocated to Works	Operating Expenses	36,732		1,275,379
2140399	Administration Allocated	Operating Expenses		(23,067)	1,252,312
2140400	Internal Plant Repairs - Wages/overheads	Operating Expenses		(35,600)	1,216,712
2140411	External Parts & Repairs	Operating Expenses	25,000		1,241,712
2140416	Licenses and registration	Operating Expenses		(1,685)	1,240,027
2140417	Insurance expenses	Operating Expenses		(2,761)	1,237,266
2140494	Plant Operation costs allocated to works	Operating Expenses	423,852		1,661,118
2140499	Administration Allocated	Operating Expenses	14,552		1,675,670
2140500	Gross salaries and wages	Operating Expenses	54,540		1,730,210
2140501	Salaries and wages Allocated	Operating Expenses		(54,540)	1,675,670
3030214	Grant funding	Capital Revenue	378,633		2,054,303
BC003	MWS House (Building)	Capital Expenses		(5,500)	2,048,803
BC037	Depot (Building) Capital	Capital Expenses		(4,770)	2,044,033
BC037A	Workshop - enclosed carport	Capital Expenses			2,044,033
BC048	Truck Bay - Building	Capital Expenses		(1,641)	2,042,392
BC000	Buildings not specific LRCI Funding	Capital Expenses		(378,633)	1,663,759
CO0128	Banner and signage/ infra other	Capital Expenses		(1,500)	1,662,259
CP013	Mechanics trailer / Plant	Capital Expenses	39,000		1,701,259
RC0001	Pinjin Rd Roads	Capital Expenses			1,701,259
RC048	Connie Sue Rd	Capital Expenses		(5,754)	1,695,505
RC008	Evanston Menzies Rd (Capital)	Capital Expenses		(450,000)	1,245,505



**12.2.1 APPLICATION FOR THE ESTABLISHMENT OF A BUSH FIRE BRIGADE AT TJUNTJUNTJARA**

<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1942</b>
<b>DATE OF REPORT</b>	<b>02 March 2021</b>
<b>AUTHOR</b>	<b>CEO Brian Joiner</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**SUMMARY:**

This proposal is for Council to consider the establishment of a Bush Fire Brigade (BFB) at Tjuntjuntjara, with an application to the Department of Fire and Emergency Services (DFES) for provision of infrastructure, equipment, apparatus and appliances under the Local Government Grant Scheme (LGGS).

**BACKGROUND:**

West Australians (WA) in rural and pastoral areas rely heavily on Bush Fire Brigades (BFB) for protection against the threat and devastation of fire.

Over 19,500 bush fire service volunteers protect WA from bushfires through fire prevention and risk management, fire suppression and fire safety education.

These volunteers operate through 566 BFB's, which are administered and trained by respective Local Governments and supported by the Department of Fire and Emergency Services (DFES).

BFB volunteer firefighters are trained to operate equipment, vehicles and appliances used in fire suppression operations.

BFB volunteers are trained in:

- Personal and team safety.
- Fire suppression methods.
- Vehicle driving on and off road.
- Communications.
- First aid.
- Leadership and emergency management procedures.

(Source: DFES)

Providing a BFB at Tjuntjuntjara increases emergency response capability at the community as well as the surrounding areas. The Eastern parts of the Shire have no BFB and are a long distance from established units.

**COMMENT:**

The creation and establishment of a BFB will allow for a greater capacity within the Local Government to fight bushfire as well as support neighbouring Local Governments with their risk. Furthermore, the location of a BFB will allow for the Shire to have access to funding through the Local Government Grant Scheme allowing opportunity for the purchase of personal protective clothing and equipment for listed volunteers as well as covering all insurance costs.

**CONSULTATION:**

Department of Fire and Emergency Services.

Moray Ralph, CEO Paupiyala Tjarutja Aboriginal Corporation (Tjuntjuntjara).

Ian Baird, GM Pila Nguru Aboriginal Corporation RNTBC.

**STATUTORY AUTHORITY:**

The Bush Fires Act 1954 Section 41 (1) states:

41. Bush fire brigades

(1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

The LGGS provides funding for the BFB.

**RISK ASSESSMENT:**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Nil.		

**STRATEGIC IMPLICATIONS:**

2.2 Essential Services: Adequate and appropriate essential services are available. Continue to recognise and support volunteers: encourage community initiatives; provide opportunities to acknowledge the valuable contribution of volunteers.

2.2.1 Support provision of emergency services and encourage community volunteers.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council authorise an application to the Department of Fire and Emergency Services for the establishment of a Bush Fire Brigade at Tjuntjuntjara.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2127</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That Council authorise an application to the Department of Fire and Emergency Services for the establishment of a Bush Fire Brigade at Tjuntjuntjara.**

<b>Carried</b>	<b>6/0</b>
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<b>12.5.2 DRAFT POLICY 1.1 - MODEL CODE OF CONDUCT – COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NAM373</b>
<b>DATE OF REPORT</b>	<b>25 February 2021</b>
<b>AUTHOR</b>	<b>GOV Jan Hancock</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Draft Policy 1.1 - Model Code of Conduct – Council Members, Committee Members and Candidates</b>

**SUMMARY:**

This item recommends adoption of a new Policy 1.1 - Model Code of Conduct - Council Members, Committee Members and Candidates (refer to attachment).

**BACKGROUND:**

On 27 June 2019 the Local Government Legislation Amendment Act 2019 was passed in Parliament with the Reforms introduced on 3 February which addressed a new Code of Conduct.

Local Governments are required to prepare and adopt the Model Standards within three months of the regulations coming into effect (by 3 May 2021).

**COMMENT:**

The purpose of the Policy 1.1 - Model Code of Conduct - Council Members, Committee Members and Candidates - is to guide decisions and action. It also recognises that there is a need for a separate code for council members, committee members and candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.

**CONSULTATION:**

Chief Executive Officer.

**STATUTORY AUTHORITY:**

Required under:

- *S.48-51 of the Amendment Act*
- *Local Government (Model Code of Conduct) Regulations 2021 (Model Code Regulations)*

**POLICY IMPLICATIONS:**

- Policy 1.1 – Code of Conduct be amended as required under *Local Government (Model Code of Conduct) Regulations 2021 (Model Code Regulations)*.

**FINANCIAL IMPLICATIONS:**

Nil

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Council Members, Committee Members and Candidates may not be aware of the new requirements to address behaviour through education rather than sanctions.	Low/Medium	Ensures consistency with the principles of procedural fairness and community expectations of local government.

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council adopt the Model Code of Conduct - Council Members, Committee Members and Candidates.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2128</b>
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<b>Moved</b>	<b>Cr K Mader</b>	<b>Seconded</b>	<b>Cr S Baird</b>
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**That Council adopt the Model Code of Conduct - Council Members, Committee Members and Candidates.**

<b>Carried</b>	<b>6/0</b>
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**SHIRE OF MENZIES**

**MODEL  
CODE  
OF  
CONDUCT**

**2021**

**Council Members, Committee  
Members and Candidates**



## POLICY – 1.1 – Code of Conduct

### Relevant Delegation

N/A

## 1. Objectives

- 1.1 The Regulations set out general principles to guide the behaviour of Council Members, Committee Members and Candidates.

## 2. Policy Statement

The Local Government (Model Code of Conduct) Regulations 2021 (Model Code Regulations) bring into effect sections 48-51 of the Amendment Act by introducing a mandatory code of conduct for council members, committee members and candidates.

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Amendment Act:

- Local Government (Administration) Amendment Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021

- 2.1. The following Policy Schedule 1.1 – Model Code of Conduct for Council Members, Committee Members and Candidates forms part of this Statement.

- 2.2. The Model Code of Conduct applies to: -

- Councillors, insofar as it is not contradicted by the Local Government Act or Rules of Conduct Regulations;
- Committee Members and Council Election Candidates.

- *End of Policy*

COMMENT

Formerly	New regulations required the adoption of a new Code of Conduct for Council Members, Committee Members and Candidates	Formerly: 1.1 - Code of Conduct
Last Reviewed	New Policy	
Next Review Date	March 2022	
Amended		
Adopted	25 March 2021	
Version	Draft	

# POLICY SCHEDULE 1.1 – MODEL CODE OF CONDUCT

## FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

*Based on Mandatory Code of Conduct issued by DLGSC*

### Division 1 — Preliminary provisions

#### 1. Citation

This is the Shire of Menzies Code of Conduct for Council Members, Committee Members and Candidates.

#### 2. Terms used

- (1) In this code —
  - Act** means the *Local Government Act 1995*;
  - candidate** means a candidate for election as a council member;
  - complaint** means a complaint made under clause 11(1);
  - publish** includes to publish on a social media platform.
- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

### Division 2 — General principles

#### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

#### 4. Personal integrity

- (1) A council member, committee member or candidate should —
  - (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) identify and appropriately manage any conflict of interest; and
  - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
  - (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## **5. Relationship with others**

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## **Division 3 — Behaviour**

### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### **8. Personal integrity**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and act with integrity and honesty; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and participate in decision-making in an honest, fair, impartial and timely manner; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

### **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## 10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## 11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the [form](#) approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, [authorise 1 or more persons to receive complaints](#) and withdrawals of complaints.

## 12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## **Division 4 — Rules of conduct**

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

## 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

## 17. Misuse of local government resources

- (1) In this clause —
  - electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
  - resources of a local government** includes —
    - (a) local government property; and
    - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

## 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

## 19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. Relationship with local government employees

- (1) In this clause —
  - local government employee** means a person —
    - (a) employed by a local government under section 5.36(1) of the Act; or
    - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —

**interest** —

  - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.

- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

### **23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

– *End of Schedule*

Formerly	New regulations required the adoption of a new Code of Conduct for Council Members, Committee Members and Candidates	Formerly: 1.1 - Code of Conduct
Last Reviewed	New Policy	
Next Review Date	March 2022	
Amended		
Adopted	25 March 2021	
Version	Draft v1	

<b>12.2.3 Compliance Audit Return 2020</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>ICR1938</b>
<b>DATE OF REPORT</b>	<b>10 March 2021</b>
<b>AUTHOR</b>	<b>Moore Australia – Tanya Brown</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>2020 Compliance Audit Return</b>

### **SUMMARY:**

Each year, Council is required to complete an annual compliance audit return (CAR) for the calendar year immediately preceding (1<sup>st</sup> January to 31<sup>st</sup> December) as published by the Department for Local Government and Communities. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

### **BACKGROUND:**

This year, the CAR was reviewed and completed by Moore Australia. Tanya Browning, Manager Local Government Advisory, from Moore Australia attended the Shire offices on 23-24 February 2021, during which time the CAR was completed through interviews with senior staff and the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Complaints Register
- Delegations Register
- Council's website

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

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

### **COMMENT:**

Through the completion of the 2020 CAR, there were instances of non-compliance noted, particularly relating to recent changes to legislation, and to procurement under \$250,000 where insufficient evidence was available to support compliance with Council's purchasing policy. It was noted with management it is very difficult to declare during the review period the appropriate number of quotations had been obtained for every purchase (particularly low value purchases) in accordance with the purchasing policy.

A summary of matters noted during the completion of the 2020 CAR is attached for information. The attached summary also notes general improvement opportunities to systems and processes which were identified through the completion of the CAR. These improvements may assist the Shire in its risk management activities and endeavours towards continual improvement of administrative and compliance functions.

**CONSULTATION:**

Tanya Browning, Moore Australia

**STATUTORY AUTHORITY:**

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

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

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

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

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

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

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

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

**POLICY IMPLICATIONS:**

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

**FINANCIAL IMPLICATIONS:**

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

**RISK ASSESSMENT:**

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

**STRATEGIC IMPLICATIONS:**

4.1 A strategically focussed Council, leading our community.

4.1.1 Provide strategic leadership and governance.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER AND AUDIT COMMITTEE RECOMMENDATION:**

That Council resolve to:

1. Accept the 2020 Compliance Audit Return; and
2. Authorise the Shire President and Chief Executive Officer to sign the Compliance Audit Return for submission to the Department of Local Government.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2129</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That Council resolve to:**

- 1. Accept the 2020 Compliance Audit Return; and**
- 2. Authorise the Shire President and Chief Executive Officer to sign the Compliance Audit Return for submission to the Department of Local Government**

<b>Carried</b>	<b>6/0</b>
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## Menzies - Compliance Audit Return 2020

### Certified Copy of Return

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

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Moore Australia
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Moore Australia
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Moore Australia
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Moore Australia
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Moore Australia



<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Moore Australia
2	s5.16	Were all delegations to committees in writing?	N/A		Moore Australia
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Moore Australia
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Moore Australia
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	N/A		Moore Australia
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Moore Australia
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Item 12.2.1 of OMC held 27 February 2020	Moore Australia
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Delegations are in writing and signed within the delegations register. The register is available to all staff in the administration office	Moore Australia
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Delegations are in writing and signed within the delegations register. The register is available to all staff in the administration office	Moore Australia
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A		Moore Australia
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Moore Australia
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Moore Australia
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Moore Australia

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>



No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Moore Australia
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Moore Australia
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	No	Disclosures made at Item 14.1.5 of the OMC held 29/10/2020 and Item 12.5.2 of the OMC held 29/10/2020 were not recorded in the minute	Moore Australia
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	A primary return received was undated, and could not be validated it was received within the time period required. Administration are preparing correspondence to address this matter	Moore Australia
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Moore Australia
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Moore Australia
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Moore Australia
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	No	Some disclosures noted in the minutes of meeting were not recorded in the financial interest register. These are being actioned to be correctly filed	Moore Australia
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Moore Australia
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Moore Australia



No	Reference	Question	Response	Comments	Respondent
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Moore Australia
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Moore Australia
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	N/A		Moore Australia
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A		Moore Australia
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Moore Australia
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Moore Australia
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Moore Australia
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Moore Australia
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Moore Australia
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Moore Australia
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Moore Australia



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

<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Moore Australia
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No gifts recorded	Moore Australia
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A		Moore Australia

<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Item 11.2 of OMC held 31 October 2019	Moore Australia
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	Audit Committee has no delegated authority	Moore Australia
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	No	Office of the Auditor General (OAG) was appointed auditor for 2019/20	Moore Australia



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

No	Reference	Question	Response	Comments	Respondent
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	No	Office of the Auditor General (OAG) was appointed auditor for 2019/20	Moore Australia
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Audit remained ongoing at conclusion of reporting period	Moore Australia
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Moore Australia
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes		Moore Australia
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	No	Management to review and investigate any required action	Moore Australia
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	No	Management to review and investigate any required action	Moore Australia
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	No	Office of the Auditor General (OAG) was appointed auditor for 2019/20	Moore Australia
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	No	Audit remained ongoing at conclusion of reporting period	Moore Australia



<b>Integrated Planning and Reporting</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	SCP was received at the OMC (item 14.1.2) held 17 December 2020 and advertised for public comment. The SCP was adopted at the OMC held 25 February 2021	Moore Australia
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Item 12.1.4 of OMC held 30 July 2020	Moore Australia
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Moore Australia

<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes		Moore Australia
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Moore Australia
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Moore Australia
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Yes		Moore Australia
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		Moore Australia
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Moore Australia



<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	CEO is complaints officer	Moore Australia
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Moore Australia
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		Moore Australia
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No	Complaints register is now uploaded to website	Moore Australia

<b>Optional Questions</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Item 12.4.3 considered at OMC held 25/07/2019	Moore Australia
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Item 12.4.3 considered at OMC held 25/07/2019	Moore Australia
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A	No disclosures received	Moore Australia
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A	No disclosures received	Moore Australia
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No	Draft policy has been prepared to be considered by Council	Moore Australia



No	Reference	Question	Response	Comments	Respondent
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	No		Moore Australia
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	No	External consultant has reviewed and provided improvements to be implemented where compliance gaps exist	Moore Australia
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	No	Draft policy has been prepared to be considered by Council	Moore Australia
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Moore Australia
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Extension to 30 November 2020 received. Statements were submitted 29 September 2020 with some adjustments (supplied prior to 30 November 2020)	Moore Australia

### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Moore Australia
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	Cannot guarantee compliance has occurred with all purchasing activities below \$250,000	Moore Australia
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Moore Australia
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Moore Australia



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

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Moore Australia
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	No	Support information was not available to verify compliance. Work is underway to implement authorised checklists to support tender processes to ensure appropriate records are maintained to support compliance for future tenders	Moore Australia
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Moore Australia
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Moore Australia
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No	Support information was not available to verify compliance. Work is underway to implement authorised checklists to support tender processes to ensure appropriate records are maintained to support compliance for future tenders	Moore Australia
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	No	Support information was not available to verify compliance. Work is underway to implement authorised checklists to support tender processes to ensure appropriate records are maintained to support compliance for future tenders	Moore Australia
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	No	Support information was not available to verify compliance. Work is underway to implement authorised checklists to support tender processes to ensure appropriate records are maintained to support compliance for future tenders	Moore Australia



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

No	Reference	Question	Response	Comments	Respondent
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No EOIs with intent to proceed to tender sought during review period	Moore Australia
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Moore Australia
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Moore Australia
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Moore Australia
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Moore Australia
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	No panels invited during review period	Moore Australia
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Moore Australia
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Moore Australia
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Moore Australia
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Moore Australia
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Moore Australia



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

No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Moore Australia
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Moore Australia

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Menzies

\_\_\_\_\_  
Signed CEO, Menzies

<b>12.2.4 DRAFT RISK MANAGEMENT STRATEGY 2021</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>COR.860.1 / NCR1946</b>
<b>DATE OF REPORT</b>	<b>15 March 2021</b>
<b>AUTHOR</b>	<b>GOV Jan Hancock</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Draft Risk Management Strategy 2021</b>

**SUMMARY:**

The Audit Committee recommends that Council adopts the Draft Risk Management Strategy 2021 as prepared by Moore Australia.

**BACKGROUND:**

As a result of the *AS/NZS ISO 31000:2018 Risk Management Guidelines* update, released in February 2018, the Risk Management Policy was adopted in April 2019 to align with the new standard.

The Policy states that a Risk Management Strategy is to be maintained and implemented utilising the Principles, Framework and Process as defined within the standard.

**COMMENT:**

The Draft Strategy was developed by Moore Australia to meet the requirements of the Risk Management Policy update and takes into consideration the context of the Shire and confirms to the requirements of the standard by providing the necessary guidance and direction to be followed by the Shire in its risk management activities.

**CONSULTATION:**

Chief Executive Officer.  
Moore Australia.  
Northern Goldfields Compliance Group.

**STATUTORY AUTHORITY:**

- *AS/NZS ISO 31000:2018 Risk Management Guidelines*
- *Regulation 17.1 of the Local Government (Audit) Regulations 1996*

**POLICY IMPLICATIONS:**

Amendment to current Policy 3.7 – Staff Recruitment – Permanent, Part and Full Time.

**FINANCIAL IMPLICATIONS:**

Provision was included in the 2019/20 Adopted Budget for Moore Australia to deliver Statutory Compliance Services, including risk management, in line with the awarded tender.

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Implement and maintain risk management strategies through policies, procedures, processes and controls to protect Shire assets	Med/High	Appropriate and effective internal controls.

**STRATEGIC IMPLICATIONS:**

4.1 A strategically focussed Council, leading our community.

4.1.1 Provide strategic leadership and governance.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER AND AUDIT COMMITTEE RECOMMENDATION:**

That Council adopt the Risk Management Strategy 2021.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2130</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That Council adopt the Risk Management Strategy 2021.**

<b>Carried</b>	<b>6/0</b>
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# Draft Risk Management Strategy 2021

DRAFT

# TABLE OF CONTENTS

<b>Risk Management Strategy .....</b>	<b>3</b>
1.1 Introduction .....	3
1.2 Risk Management – Principles, Framework and Process.....	4
1.3 Risk Management Policy .....	5
1.4 Risk Management Principles .....	5
1.5 Risk Management Framework.....	6
1.6 Risk Management Process .....	7
1.7 Risk Management Process – Communication and Consultation .....	8
1.8 Risk Management Process – Risk Categories / Risk Themes .....	9
1.9 Risk Management Process – Risk Tolerance / Risk Appetite .....	10
Table 1: Roles and Responsibilities.....	12
Table 2: Consequence Ratings .....	13
Table 3: Risk Matrix.....	14
Table 4: Likelihood Rating .....	14
Table 5: Risk Response .....	14
<b>Terminology.....</b>	<b>16</b>

# RISK MANAGEMENT STRATEGY

## 1.1 Introduction

The Risk Management Strategy (Strategy) aims to support an **integrated** and effective approach to risk management to ensure an organisation-wide approach to risk management, with the aim of value creation and protection, in accordance with the Shire of Menzies Risk Management Policy. This includes consistent assessment of risks including risk mitigation activities from a top down perspective, as well as bottom up, through operational processes and procedures.

The Shire has implemented a structured approach to risk management based on, Australian / New Zealand International Standard for Risk Management – Guidelines ISO 31000:2018. This will assist the Shire work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, whilst conveying to all elected members, employees and contractors;
- Promoting and conveying value of risk management across the Shire;
- Encouraging methodical monitoring of risks; and
- Ensuring the Risk Management Strategy remains relevant to and considers the context of the organisation.

The key **objectives** of the Strategy are to:

- Ensure consistent and systematic approach to risk management through decision-making and corporate planning, contributing toward an effective and efficient risk management culture over time;
- Provide tools to assist management with risk identification and articulation of risks to enable appropriate risk mitigation strategies; and
- Supports the overall governance framework through integration of corporate culture, internal controls, policies and procedures (“internal control environment”) and management oversight.

The Strategy has been developed with input and review from the Executive Leadership Team and the Audit and Risk Committee.

# RISK MANAGEMENT STRATEGY

## 1.2 Risk Management – Principles, Framework and Process

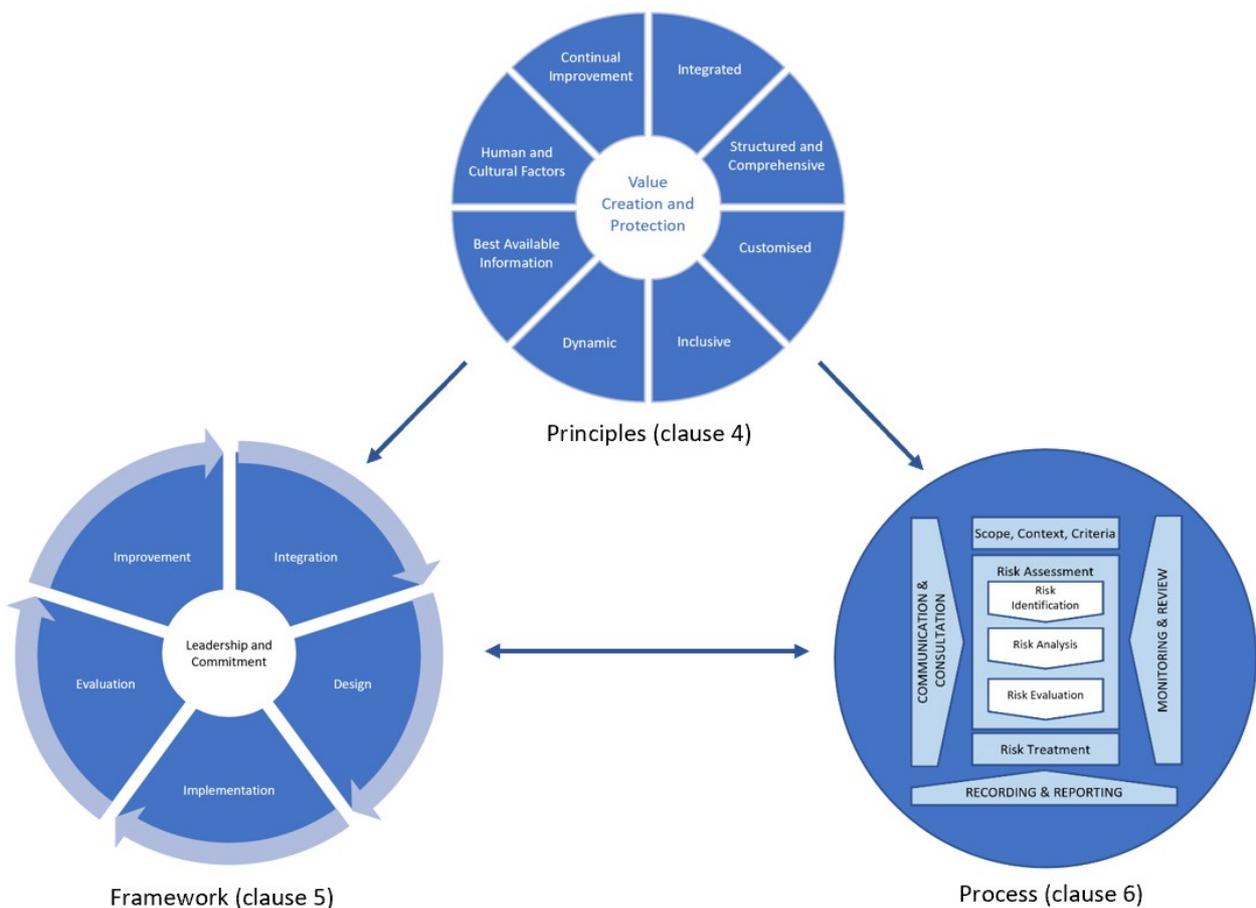
ISO 31000:2018 provides guidance on the development of a risk management approach, designed to be tailored to best apply to any organisation and its requirements. This Strategy has been developed using the Principles, Framework and Process as outlined within ISO 31000:2018.

The diagram below demonstrates the relationship between each component of the Risk Management Strategy, with the Principles forming the foundation of the Strategy. The Principles describe the features to be utilised and influence the Framework and Process elements.

The Framework component of the Strategy is intended to facilitate integration of risk management throughout the Shire, through commitment from leadership to risk management practices. Any gaps identified through analysis of existing practices will be remedied through the application of the Framework and will inform the Process component.

The Risk Management Process is to be designed and tailored to align best to the Shire’s structure, resources and practices. The Risk Process is iterative, consisting of Risk Assessment, Risk Identification, Risk Analysis, Risk Evaluation and Risk Treatment, Communication and Consultation, Recording and Reporting along with Monitoring and Review, as noted in the below diagram. The Process component of the Strategy draws on both the Framework and the Principles in its application to managing risk.

### High Level Overview of Strategy



Source: Australia/New Zealand Standard ISO 31000:2018

# RISK MANAGEMENT STRATEGY

## 1.3 Risk Management Policy

The Shire's Risk Management Policy (A.2.13) states the mandate and commitment including roles and responsibilities of Council and all staff:

*“Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire.”*

The Risk Management Policy must be read and understood in conjunction with this Strategy.

## 1.4 Risk Management Principles

In accordance with ISO 31000:2018, the following key principles provide necessary guidance and methodology when implementing a structured risk management process.

**Human and cultural factors:** Risk culture is created from visible leadership and commitment in embedding a risk mindset. All elected members and employees have responsibility for managing risk.

Risk management should be a part of, and not separate from, the Shire's purpose, governance, leadership and commitment, strategy, objectives and operations.<sup>1</sup>

**Structured and comprehensive:** Refers to the risk management process which encompasses:

- Risk identification, assessment and treatment;
- Risk monitoring and review; and
- Risk reporting and communication.

**Inclusive accountability and transparency:** Leadership to assign clear roles and responsibilities for staff, external stakeholders and decision makers to ensure risk management remains relevant and up-to-date, and is based on informed choices and agreed priorities.

**Integrated:** Managing risks should create and protect value by contributing to the achievement of objectives as included in the Strategic Community Plan and Corporate Business Plan (Plan for the Future), as well as project outcomes and improving Shire performance as an integrated activity within existing processes.

**Customised to Shire risk profile:** Recognises the Shire's external and internal influences and challenges, due to its geographical location and community needs.

**Dynamic:** Risks needs to be managed in a dynamic, iterative and responsive manner.

**Continuous improvement:** Developing a more risk aware workforce will result in operational processes which take into account risk considerations and enable processes and decision making to improve over time.

**Best available information:** Risk management is reliant on use of the best available information at any given point in time.

<sup>1</sup> ISO 31000:2018 Risk Management – Guidelines, page 5

# RISK MANAGEMENT STRATEGY

## 1.5 Risk Management Framework

The impact of risk management efforts is highly dependent upon the integration of risk management throughout the Shire. The Risk Management Framework is designed to assist with facilitating high level of integration across activities, practices and functions of the Shire.

Details of each stage within the framework are:

### Integration

- Integrate risk management into Shire processes and structure. All elected members and employees are responsible for managing risk.

### Design the Strategy

- Understand the organisation and its context;
- Establish and adopt Risk Management Policy;
- Establish roles, responsibilities and accountabilities;
- Allocate resources; and
- Establish internal and external communication and reporting mechanisms.

### Implement the Strategy

- Develop Risk Management Plan;
- Engage stakeholders to convey the purpose and importance of the Strategy and Plan;
- Implement corporate risk management processes in all activities throughout the Shire, particularly decision making processes; and
- Identify changes in the internal and external context, as well as identifying emerging risks or changed risk conditions.

### Evaluate the Strategy

- Regularly assess the purpose, objectives, and outcomes of the Strategy against actual risk management practices; and
- Consider the suitability and application of the Strategy to the Shire's operations and activities.

### Continuous Improvement

- As gaps or improvement opportunities are identified from risk processes, continuously refine the Framework and the way the process is integrated; and
- Develop plans and tasks and assign them to those accountable for implementation.

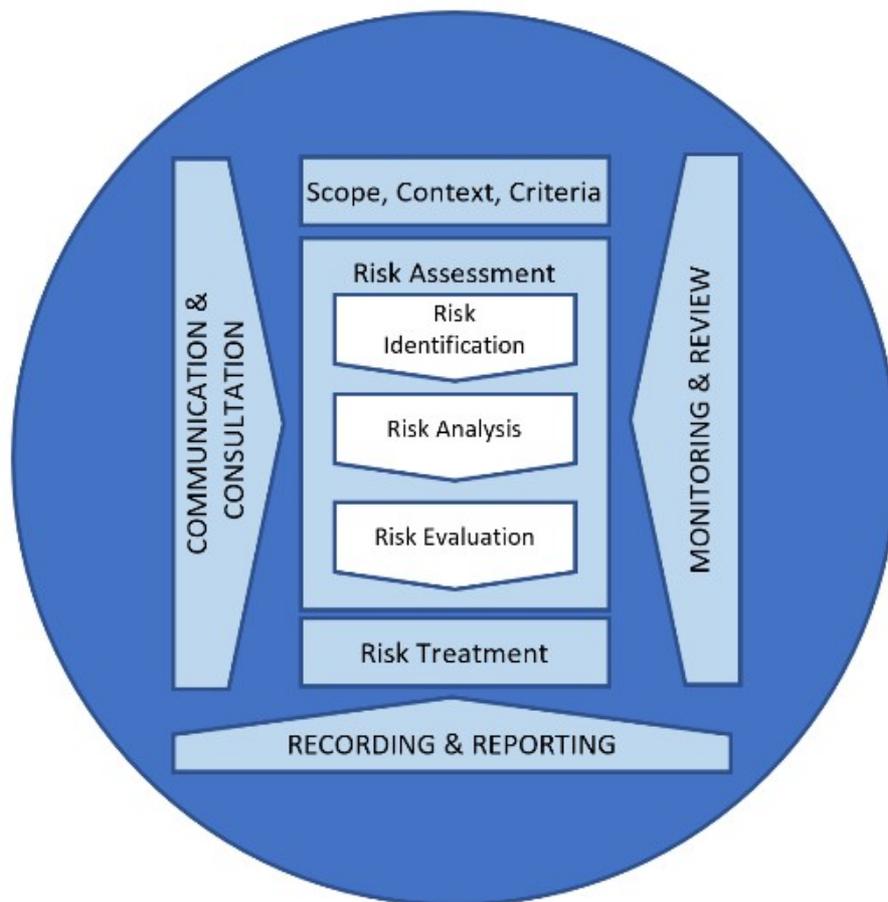
# RISK MANAGEMENT STRATEGY

## 1.6 Risk Management Process

The risk management process can be delivered in many different ways. It should play a pivotal role in management of the Shire and decision making, unified with the general operations, practices, procedures and the structure of the Shire. Applications of the risk management process should be tailored to best work with the structure and context of the Shire and draw on the risk principles as defined in Section 1.4, with appropriate consideration afforded to maintaining the dynamic nature of the process, continual improvement, the variable nature of human and cultural factors, modifying and integration of processes/practices.

Given the highly dynamic and variable nature of the risk management process, the general approach by the Shire is to articulate and develop details relating to risk management processes within operational procedures, to best communicate the applicable elements of the process throughout the organisation. Development of these procedures will also enable appropriate feedback to be sought from stakeholders and implemented into decision making processes.

The diagram below depicts the re-iterative and continuous process for managing risks.



Source: Australia/New Zealand ISO31000:2018

# RISK MANAGEMENT STRATEGY

## 1.7 Risk Management Process – Communication and Consultation

Communication and consultation are important elements of the risk management process. These elements promote a better understanding of risk across the Shire and convey the purpose behind actions occurring or required.

An effective risk management process relies on regular communication and consultation, both upward to leadership and downward from leadership and senior staff, involving risk owners, Shire management and Audit and Risk Committee / Council (as applicable).

The main objectives of risk communication and consultation are to:

- Provide information for decision making (relevance of information is dependent on currency);
- Utilise expertise from across the organisation in the course of carrying out risk management activities; and
- Facilitate an inclusive and empowered culture across the Shire in relation to risk management.

Communication of newly identified, untreated high level risks will be as follows:

<b>Risk Context</b>	<b>Purpose</b>	<b>Reporting to:</b>
Strategic	Emerging risks or existing risks which impact on the Council's ability to deliver on its strategic objectives.	CEO/Council
Operating	Risks identified from operational activities which need to be addressed, reported and monitored until effectively treated to an acceptable risk tolerance.	CEO
Projects	Risks identified from capital or infrastructure projects which impact on the project deliverables above the Council's acceptable risk tolerance.	CEO
Consolidated Risk Summary	For Executive Management – summary of high level risks and above items to inform Audit Committee & Council of risk treatments.	Audit Committee / Council

In line with the multi-directional approach to risk consultation it is equally important for newly identified untreated risk to be communicated from Council to the Executive.

Each level of management must communicate risks as they become aware of them, to relevant staff at the level directly above and below them, who must in turn communicate the risks to the next level above or below.

Communication and consultation of medium and higher risks should be through a documented process. Lower level risks may be communicated verbally.

# RISK MANAGEMENT STRATEGY

## 1.8 Risk Management Process – Risk Categories / Risk Themes

The purpose of risk categories and/or risk themes is to group similar risks under the appropriate risk category. The use of standard risk categories enables:

- Structured process for staff to identify and capture risks; and
- Reporting of risks by risk type, providing focus areas requiring risk mitigation, especially where similar risks are identified across functional areas and/or by different stakeholders.

The Shire's risk categories/themes should be continually reviewed to ensure relevance in current environment.

Examples of risk categories within the local government sector include:

1. Performance: ability to achieve key objectives, within current resources, potential loss of infrastructure;
2. Financial: loss of assets, impact on annual revenues or costs, external audit issues, mismanagement of funds;
3. Environmental Risk: harm to the environment;
4. Reputational Damage: adverse publicity;
5. Service Delivery/Business Interruption: loss of service, disruption in business processes or impact to service delivery (including through lack of skilled resources); and
6. Legislative / Regulatory / Policy / Occupational Safety and Health: misconduct, injury, failure to meet statutory, regulatory or compliance requirements.

Risk categories will be defined in the initial establishment of risk registers and should be dynamic to reflect the current environment.

# RISK MANAGEMENT STRATEGY

## 1.9 Risk Management Process – Risk Tolerance / Risk Appetite

Risk tolerance or risk appetite can be defined as the amount and type of risk the Shire is willing to take in order to meet its strategic objectives. Given the characteristic risk profile of local governments, it is important the Elected Members and CEO understand and consider this relatively low appetite for risk when evaluating major decisions. To facilitate meaningful analysis of the Shire's risk exposures, one role of the Council is to constructively challenge management's proposals from a risk perspective.

As risk management processes mature, a risk appetite matrix which pre-defines types of risk and quantifies them in a structured manner will help ensure the Shire's strategic objectives are effectively planned and managed. It enables articulation of specific actions/practices, i.e. the Shire does not tolerate any risk of breaches to regulatory obligations or legislative requirements. This assists staff understanding of how their day to day risk management activities contribute towards the Shire's risk culture and risk profile.

Understanding risk appetite helps determine the level of acceptable/unacceptable risk and the extent to which additional controls are required to treat risk. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and procedures in order to maintain the organisation's reputation and to protect public funds from loss or misappropriation.

The appetite for risk in relation to service delivery, finance, health, safety and the environment is considered 'low to medium', requiring treatment with effective controls. Where the level of risk is considered 'high' or 'extreme', additional controls are required to reduce the risk level. In circumstances where the level of risk cannot be reduced below 'high', close monitoring of risk controls is required to ensure the relevant internal controls remain effective. In cases of medium to high risk, the Shire will mitigate the risk by taking out insurance where possible.

# RISK MANAGEMENT STRATEGY

## Documentation to support risk management process

Documentation of medium and high level risks is best undertaken through the use of a risk register. Maintenance of risk registers demonstrates an active and evidentiary risk management process within the Shire.

The following provides guidance for documentation of risk registers:

- All elected members and employees have responsibilities to identify, assess, evaluate and treat risks in their day to day activities; risks assessed as being mitigated to an acceptable level through operating controls or risk treatments by eliminating the risk are deemed to be effectively addressed and do not require documenting;
- Risks which require further actions or treatment by more senior officers before they are within the acceptable risk tolerance must be documented in the risk register to enable effective communication and monitoring; and
- Any risks deemed to be rated High or Extreme and unable to be immediately treated to an acceptable level, must be escalated to the CEO immediately for further escalation to the Audit & Risk Committee and/or Council, where unable to be adequately treated by the CEO within the constraints of the annual budget. These risk must also be recorded in the risk register.

## Assurance activities for risks mitigated through operational and/or financial controls

The Shire has the following governance activities to ensure controls required for risk mitigation are operating as intended:

- Completion of mandatory returns as required by legislation;
- Routine independent verification of operating controls, systems and procedures;
- External audit of financial statements; and
- Via Code of Conduct, Council policies and work procedures.

The following pages contain tools and guidance useful in the implementation of this Strategy.

- Table 1: Roles & Responsibilities
- Table 2: Risk Ratings
- Table 3: Matrix Assessment
- Table 4: Likelihood Rating
- Table 5: Risk Response

# RISK MANAGEMENT STRATEGY

**Table 1: Roles and Responsibilities**

Role	Responsibilities
<b>Council</b>	<p>Council's responsibilities are to:</p> <ul style="list-style-type: none"> <li>• Adopt a Risk Management Policy compliant with the requirements of AS/NZS ISO 31000:2018 and to review and approve the Policy in a timely manner as required.</li> <li>• Be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives.</li> <li>• Supports the allocation of funds / resources to treat risks as required.</li> </ul>
<b>Audit &amp; Risk Committee</b>	<ul style="list-style-type: none"> <li>• Request and review reports on risk management on a biannual basis (minimum) or as required depending on the nature of the risk(s).</li> <li>• Monitors the overall risk exposure of the Shire and makes recommendations to Council as appropriate.</li> <li>• Assesses for effectiveness the risk control measures / risk treatment plans in reducing the severity of the risk(s).</li> </ul>
<b>Executive</b>	<ul style="list-style-type: none"> <li>• Creates an environment where staff are responsible for and actively involved in managing risk.</li> <li>• Oversight of the Shire's Risk Management Strategy.</li> <li>• Maintain and implement the Risk Management Strategy.</li> <li>• Ensures a consistent risk management approach is embedded in the operations and processes of the Shire.</li> <li>• Actively participates and supports the Risk Management Strategy through identification and creation of suitable risk treatments to control strategic and operational risks facing the Shire.</li> <li>• Monitors the strategic and operational risk management performance.</li> <li>• Reviews the Shire's Risk Summary Report prior to submission to the Audit &amp; Risk Committee.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Adopt and understand the principles of risk management and comply with policies, processes and practices relating to risk management.</li> <li>• Alert and bring to management's attention, the risks existing within their area.</li> <li>• Conduct risk assessments which are appropriate with the scope of the task and the associated level of risk identified.</li> </ul>

# RISK MANAGEMENT STRATEGY

**Table 2: Consequence Ratings**

Description	Performance	Financial	Environment	Reputation	Service Delivery / Business Disruption	Legislative / Regulatory / Policy / OSH
<b>CATASTROPHIC</b>	Unable to achieve key objectives. External resources required. Ongoing loss of critical infrastructure.	>15% of asset value. Adverse >15% deviation from budget. Audit unable to be completed.	Catastrophic long term environmental harm.	Significant damage to public confidence leading to sustained compromise in the achievement of strategic objectives.	Major, including several important areas of service and/or a protracted period. Ongoing loss of business systems.	Criminal instances of regulatory non-compliance. Extreme breaches of Code of Conduct. Personal details compromised / revealed – all. Death.
<b>MAJOR</b>	Major impact on ability to achieve key objectives. Impact cannot be managed with current allocated resources. Long-term loss of critical infrastructure.	5%-15% of asset value. Adverse 5%→15% deviation from budget. Audit qualification on the report and accounts.	Significant long-term environmental harm.	Local publicity of a major and persistent nature, affecting the perception/ standing within the community.	Complete loss of an important service area for a short period. Major disruption to business processes.	Major revenue or cost implications. Individuals at risk of harm. Significant breaches of Code of Conduct. Personal details compromised / revealed – many. Multiple serious injuries.
<b>MODERATE</b>	Moderate impact on ability to achieve key objectives. Significant adjustment to resource allocation. Loss of support infrastructure.	2%-5% of asset value. Adverse 2%→5% deviation from budget. Management letter contains significant issues.	Significant short-term environmental harm.	Damage to reputation to a specific audience, may not have significant long-term or community effects.	Major effect to an important service area for a short period, brief impact on multiple areas. Moderate disruption to business processes.	Minor revenue or cost implications. Breach of Code of Conduct. Personal details compromised / revealed – some. Serious injury and/or illness.
<b>MINOR</b>	Minor impact on ability to achieve key objectives. Additional internal management efforts required. Interruption to support infrastructure.	< 2 of asset value. Adverse impact on revenues and costs <2% deviation from budget. Management letter contains minor issues.	Minor transient environmental harm.	Minor damage to reputation to a small audience, complaint from a large group of people.	Brief disruption of important service area. Noticeable effect to non-crucial service area. Minor disruption to business processes.	Minor breaches of Code of Conduct. Personal details compromised / revealed – isolated. First aid or minor lost time injury.
<b>INSIGNIFICANT</b>	Negligible impact on ability to achieve key objectives. Impact can be managed through routine activities. Negligible interruption to support infrastructure.	Insignificant loss. Insignificant adverse impact on annual revenue or costs. Matters discussed with management not reported.	Negligible transient environmental harm.	Minor unsubstantiated publicity or damage to reputation to a small audience, complaint from individual/small group.	Negligible impact on the effectiveness of the organisation's processes. Negligible disruption to business processes.	Little or no impact to Code of Conduct. Personal details compromised / revealed - an individual's. Incident with or without minor injury.

# RISK MANAGEMENT STRATEGY

**Table 3: Risk Matrix**

		CONSEQUENCE				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium	High	High	Extreme/Exceptional	Extreme/Exceptional
Likely	4	Medium	Medium	High	High	Extreme/Exceptional
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	High
Rare	1	Very low	Low	Low	Medium	Medium

**Table 4: Likelihood Rating**

Likelihood	Definition	Frequency of Noted Occurrences	Score
Almost Certain	Expected to occur in most circumstances or occurs regularly. A clear opportunity already apparent, which can easily be achieved.	More than once per year	5
Likely	Occurrence is noticeable or is likely to occur. An opportunity that has been explored and may be achievable.	At least once per year	4
Possible	Occurs occasionally or may occur. Possible opportunity identified.	At least once in 5 years	3
Unlikely	Occurs infrequently or is not likely to occur. Opportunity that is fairly unlikely to happen.	At least once in 10 years	2
Rare	Only occurs in exceptional circumstances. Opportunity that is very unlikely to happen.	Less than once in 20 years	1

**Table 5: Risk Response**

Risk	Action Required
Extreme/Exceptional	Immediate corrective action
High	Prioritised action required
Medium	Planned action required
Low	Planned action required
Very low	Manage by routine procedures

## RISK MANAGEMENT STRATEGY

<b>Date approved:</b>	TBD
<b>Responsible officer:</b>	TBD
<b>Endorsed by:</b>	TBD
<b>Approved by:</b>	Chief Executive Officer
<b>Next review:</b>	2022

DRAFT

<b>12.2.5 RISK MANAGEMENT UPDATE</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1952</b>
<b>DATE OF REPORT</b>	<b>14 March 2021</b>
<b>AUTHOR</b>	<b>Tanya Browning (Moore Australia)</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Confidential Draft Risk Profiles December 2020 Confidential December 2020 Risk Updates Summary Confidential Menzies Risk Register Draft December 2020</b>

### **SUMMARY:**

Summary of risk management activities for the December 2020 quarter, including risk profile updates, summary report (as included in confidential attachments to the agenda).

### **BACKGROUND:**

Prior to 30 June 2018, meetings with the Chief Executive Officers (CEO's) for the Shires of Leonora, Laverton, Menzies and Wiluna were held, where opportunities for collaboration and service sharing were discussed. From these meetings, it was considered a viable opportunity to further explore the possibility of engaging the services of a consultancy company to perform the Statutory Compliance Services for the four local governments, given many already engaged consultants to assist with a variety of work.

The Shires of Leonora, Laverton, Menzies and Wiluna supported proceeding to the tender stage for Statutory Compliance Services and subsequently the tender was awarded to Moore Stephens (now known as Moore Australia). This tender included risk management support services, and the delivery of statutory support and compliance services.

Since the service with Moore Australia commenced in 2018/19, the Shire has adopted an updated risk management policy which aligns to *AS/NZS ISO 31000:2018 Risk Management Guidelines*. A Risk Management Strategy was also prepared utilising the Principles, Framework and Process as defined within the standard. The Strategy considers the context of the Shire and conforms to the requirements of the standard by providing the necessary guidance and direction to be followed by the Shire in its risk management activities, and is aligned with the risk management policy.

### **COMMENT:**

The Risk Management Strategy provides guidance and direction around risk management activities, including the assessment, prioritisation and communication of risk. This includes the reporting of risks through the Audit and Risk Committee. The tender response from Moore Stephens also set out the delivery of risk management services through quarterly 'dash board reports', bi-annual 'summary reports' and an annual 'risk control assurance workshop'.

A risk control assurance workshop was held with the Northern Goldfields Compliance Group (NGCG) in February 2019, which assisted to set out activities over the next twelve months. The workshop included discussions around the examination, review and updating of risks, as well as themes/profiles, controls and frameworks. The group requested a generic set of 'risk profiles' be developed by Moore Australia which could then be reviewed and updated to apply to individual local governments. These draft risk profiles were utilised to develop a draft risk register, which was created and populated as an extension to existing online registers

service provided by Moore Australia. These activities formed the foundation for risk management activities to be reported and monitored to the Audit Committee.

In December 2020, Moore Australia conducted a site visit with the NGCG to review and update the risk profiles for each local government, and to populate the risk register with updated controls to calculate residual risks to be reported to the Audit Committee. The risk profiles have been utilised to further update the risk register. A summary of updates to the risk profiles, the risk register and risk profiles for December 2020 are included as a confidential attachment for the Committee's information. The document is included as a confidential attachment, as it includes the controls to be implemented / actioned by the Shire. Publication of such information may present a risk in itself in efforts to minimise risk.

The risk summary report is intended to be provided bi-annually to the committee. This report enables analysis of what has changed for the organisation, and whether these changes result in new or emerging risks against each risk profile. This subsequently allows for the risk register to be updated, and to summarise new risks or changes to existing risks for the committee. The risk summary report highlighting risk changes identified against each profile since the last review, including actions and treatments in place for high level risks, is attached.

A quarterly dashboard report is essentially a progress report informing the committee with a summary of the current number of risks, unaddressed high level risks, total new risks etc. The table below demonstrates the format of quarterly reports to the committee communicating risk movements.

<b>Risk Category</b>	<b>No. of High or Extreme Rated Risks Identified</b>	<b>No. of High or Extreme Rated Risks after Treatment</b>	<b>No. of New Risks Identified (December 2020)</b>	<b>No. of Risks Closed (December 2020)</b>
Performance	3	1	0	0
Environmental	2	2	0	0
Reputational Damage	2	2	0	0
Financial	4	2	0	0
Service Delivery / Business Interruption	4	3	0	0
Legislative / Regulatory / Policy/ Occupational Safety and Health	5	3	0	0

The risk register is to be also updated with applicable recommendations (including best practice initiatives) resulting from focus audits and other reports recently published by the Office of the Auditor General (OAG) relating to the local government sector, in consultation with staff.

Discussions with CEO have been undertaken to further update risk profiles, actions and treatments for the March 2021 quarter. These reports will be updated for the next meeting for committee information.

## **CONSULTATION:**

Moore Australia (Consultants)

## **STATUTORY AUTHORITY:**

Regulation 17.1 of the *Local Government (Audit) Regulations 1996* requires the CEO to monitor the appropriateness and effectiveness of systems and procedures in regard to risk management, internal controls and legislative compliance.

## **POLICY IMPLICATIONS:**

The Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives.

## **FINANCIAL IMPLICATIONS:**

Provision is included in the 2020/21 Adopted Budget for Moore Australia to deliver Statutory Compliance Services, including risk management, in line with the awarded tender.

## **RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
This item has been evaluated against the Shire of Menzies' Risk Management Strategy, Risk Assessment Matrix.	The perceived level of risk is high prior to treatment.	The progression of risk management activities aligned with the Risk Management Strategy will reduce the risk to low.

## **STRATEGIC IMPLICATIONS:**

One of Council's responsibilities in risk management is to be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives, as well as to support the allocation of funds / resources to treat risks as required.

The Chief Executive Officer and executive team plays a key role in the establishment and development of an effective risk management framework. To ensure the successful delivery of the Strategic Planning objectives, the strategy requires ongoing monitoring and revision for alignment to the Plan for the Future.

One role of the audit committee is to monitor identified strategic high level risks and their treatment solutions to ensure the community receives the services delivered effectively as outlined within the Plan for the Future.

Monitoring and reviewing activities will continue to provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the *Local Government (Audit) Regulations 1996*. The Risk Management Strategy also provides direction for the implementation of risk management activities.

The Shire's Strategic Community Plan 2021-2031 strategies 4.1.1 Provide strategic leadership and governance, and 4.2.1 Maintain a high level of corporate governance, responsibility and accountability will be further supported by this activity.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER AND AUDIT COMMITTEE RECOMMENDATION:**

That Council receive the revised risk profiles, summary report as included in the confidential attachments to the agenda, and the above report updating risk management activities undertaken to date.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2131</b>
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<b>Moved</b>	<b>Cr I Baird</b>	<b>Seconder</b>	<b>Cr K Mader</b>
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**That Council receive the revised risk profiles, summary report as included in the confidential attachments to the agenda, and the above report updating risk management activities undertaken to date.**

<b>Carried</b>	<b>6/0</b>
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Cr J Lee declared Financial Interest and left the room at 1.52 pm.

<b>12.2.6 ECONOMIC STIMULUS GRANT FUNDING</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1950</b>
<b>DATE OF REPORT</b>	<b>15 March 2021</b>
<b>AUTHOR</b>	<b>CEO Brian Joiner</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**SUMMARY:**

This report requests Council support for a small business stimulus grant scheme to assist in business recovery post-Covid.

**BACKGROUND:**

Small business in the Shire have suffered through Covid and the impacts from reduced tourism visitation to the region. Many Councils have provided a scheme for small business to apply for grants where they can demonstrate that it will be used to stimulate activity within the region.

The Shire of Menzies budget review has identified funding that could be made available for a small business stimulus grant scheme.

**COMMENT:**

The intention of the grant is to provide either:

- New product from an existing business.
- Enhanced product from an existing business.
- Increased hours of operations.
- Activity from a business that increases employment in the Shire.
- Support for growing tourism or industry.
- Improved amenity for residents.

Grants would be capped to a maximum of \$10,000 for any one applicant and subject to Council approval based on meeting the grant intentions. Submissions would be sought until end of June 2021 or until the allocated funding was exhausted.

**CONSULTATION:**

Nil.

**STATUTORY AUTHORITY:**

*Local Government Act (1995)*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

A budget allocation of \$50,000 will be made to COA(TBA) at the budget review to be presented at Council OCM on 25 March 2021.

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Nil.		

**STRATEGIC IMPLICATIONS:**

4.1 A strategically focussed Council, leading our community.

4.1.3 Encourage and support community engagement and collaboration.

**VOTING REQUIREMENTS:**

Absolute Majority 6.8(1)

**OFFICER RECOMMENDATION:**

That Council approve an allocation of \$50,000 funding to the small business stimulus grant scheme with applications, for scheme funding, to be presented to Council.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2132</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That Council approve an allocation of \$50,000 funding to the small business stimulus grant scheme with applications, for scheme funding, to be presented to Council.**

<b>Carried</b>	<b>5/0</b>
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**Cr J Lee re-entered at 2.04 pm.**

<b>12.2.7 ORGANISATION STRUCTURE SHIRE OF MENZIES</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1955</b>
<b>DATE OF REPORT</b>	<b>12 March 2021</b>
<b>AUTHOR</b>	<b>CEO Brian Joiner</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Organisational Structure Diagram</b>

**SUMMARY:**

This item requests Council approve changes to the organisational structure for the Shire of Menzies.

**BACKGROUND:**

The previous organisational structure was approved by Council in March 2020 at the OCM. There have been several issues that have arisen which are systemic in nature and have not been addressed in the past. The 2020 compliance audit review resulted in some non-compliances that should have been picked up and fixed before this year. Although most of the issues arising have been rectified there is still a lot of work to put processes in place to ensure they do not occur again.

While reviewing the organisational structure it is also a good time to look to the future in other areas. Although further work is required, this is indicative of a service model that is more responsive and aligns effort and resources to areas of growth.

**COMMENT:**

The move of governance and compliance to become a direct report to the CEO is an indication of the commitment of the organisation in these areas. Reworking the role in charge to take on leadership responsibilities is a reflection on the changes in expectations and accountability.

The administration assistant position that reports to the Manager Governance and Compliance, but is a shared resource with the DCEO, is a position that is currently vacant with some changes to duties.

An additional works person may be required in the future depending on the tasks and workload of the outdoor crew. It is not proposed to fill this in the near future.

A caretaker role, potentially as a full and part-time couple, would provide better service for the existing caravan park and nearby tourism facilities at Lake Ballard and Niagara Dam. A business case for this role will be developed and provided to Council separately for inclusion in the 2021/22 FY budget.

There is no increase to FTE at this time and expenditure will decrease slightly as reliance on contract labour companies decrease.

**CONSULTATION:**

Nil.

**STATUTORY AUTHORITY:**

*Local Government Act (1995)*

**POLICY IMPLICATIONS:**

No change to policies at this time.

**FINANCIAL IMPLICATIONS:**

The appointment of an Executive Officer reduces the reliance on contract staff through labour hire organisations. This will result in a net saving of \$33,000p.a. The pay rate for the Manager Governance and Assurance will remain unchanged.

Adjustments in rates and conditions may result in costs increasing in other positions by up to \$20,000p.a.

The total impact on the budget will be a small improvement.

An additional works position and the caravan caretaker positions are not included and will be budgeted when and if Council improve their inclusion in FTE numbers.

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Nil.		

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council approve changes to the organisational structure in accordance with the diagram at Attachment A.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2133</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr J Lee</b>
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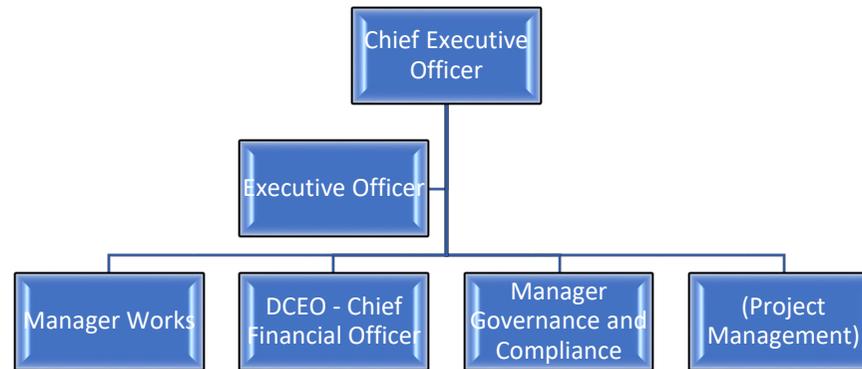
That Council Table item 12.2.7.

<b>Carried</b>	<b>6/0</b>
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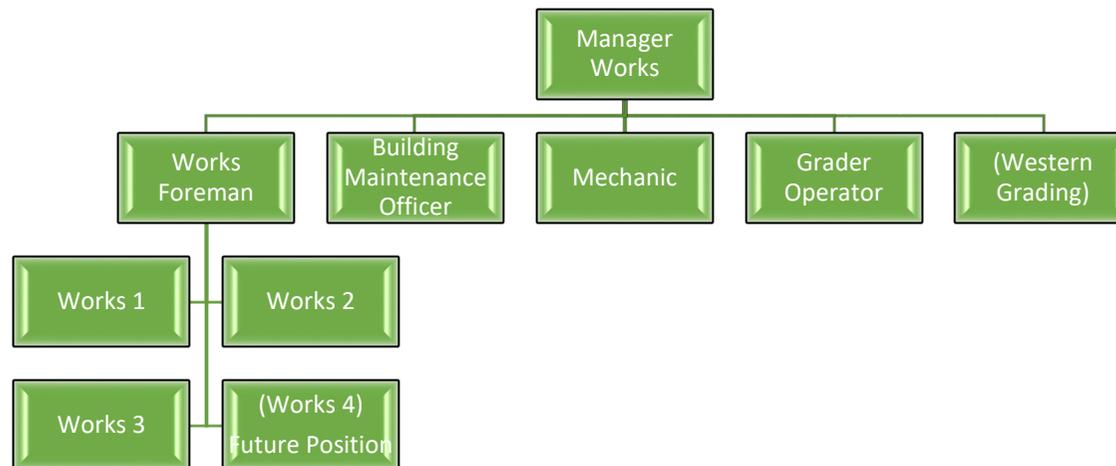
**Reason: Council requested more discussion on organisational restructure and investigation into creation of another position focussed on strategy and economic development.**

## Attachment A to Item 12.2.7 – Organisational Structure Diagram

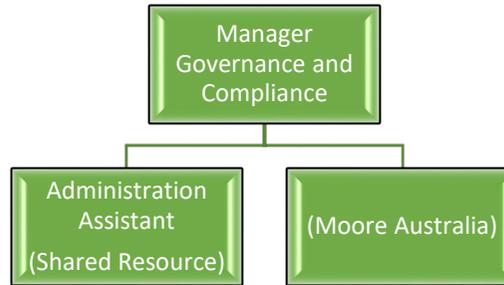
### Level 1 – CEO and Direct Reports



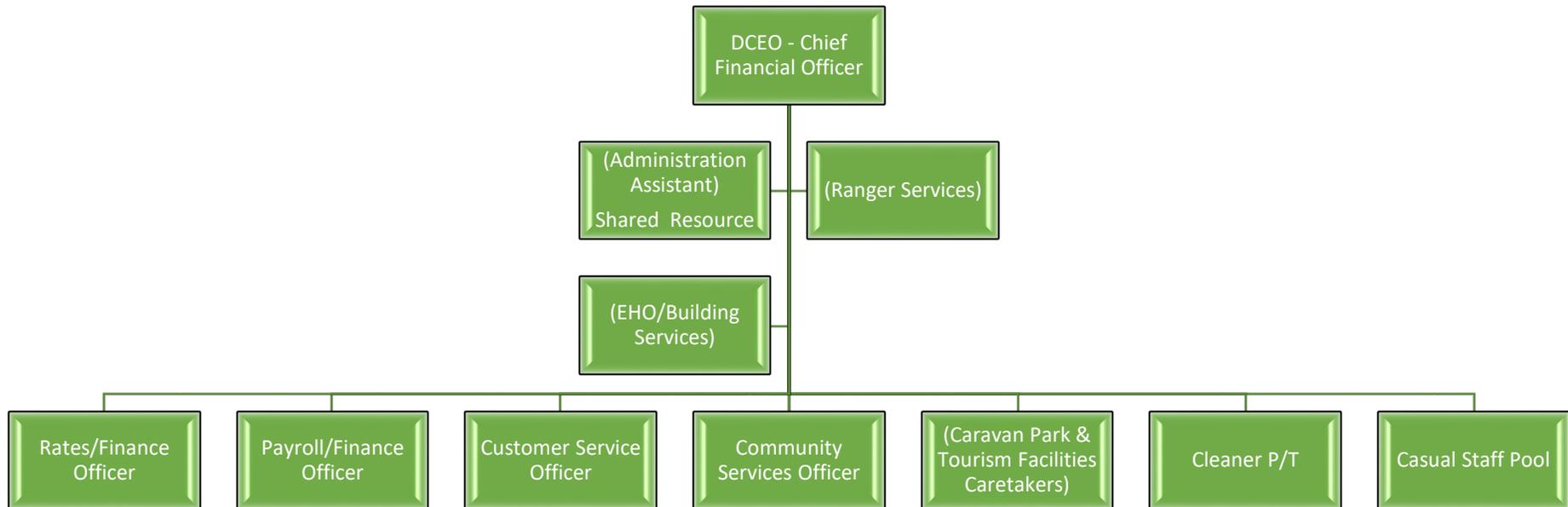
### Level 2 – Manager Works and Direct Reports



Level 2 – Manager Governance and Compliance and Direct Reports



Level 2 – DCEO/CFO and Direct Reports



<b>12.2.8 DRAFT POLICY – 1.11 ATTENDANCE AT EVENTS</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1956</b>
<b>DATE OF REPORT</b>	<b>12 March 2021</b>
<b>AUTHOR</b>	<b>GOV Jan Hancock</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Draft Policy - 1.11 Attendance at Events</b>

**SUMMARY:**

The Audit Committee recommends that this item be adopted by Council - new Policy - 1.11 Attendance at Events (refer to attachment).

**BACKGROUND:**

This Policy was developed for adoption by Council in 2020 by Moore Australia (MA) through the engagement of MA by the NGCG (Northern Goldfields Compliance Group). Attendance at an event in accordance with this policy will exclude the event attendee from the requirement to disclose an interest if the event ticket is above the prescribed amount and the donor has a matter before council.

**COMMENT:**

Moore Australia (MA) identified the requirement for this Policy in the Compliance Audit Return 2020 with the finding that it should be recommended for Council consideration at the March Audit Committee meeting.

**CONSULTATION:**

Chief Executive Officer.  
Moore Australia.

**STATUTORY AUTHORITY:**

Required under:

- s5.90A of the *Local Government Act 1995* for Attendance at Events.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
To enable Council to actively consider the purpose of and benefits to the community from attendance at events by elected members and the CEO of the shire.	Low/Medium	Ensures consistency with the principles of transparency of local government.

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER & AUDIT RECOMMENDATION:**

That Council adopt the new Policy 1.11 - Attendance at Events Policy.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2134</b>
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<b>Moved</b>	<b>Cr I Baird</b>	<b>Seconded</b>	<b>Cr S Baird</b>
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**That Council adopt the new Policy 1.11 - Attendance at Events Policy.**

<b>Carried</b>	<b>6/0</b>
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## **POLICY – 1.11 – Attendance at Events**

### **Relevant Delegation**

N/A

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### **Objective**

This policy addresses attendance at events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and CEOs. This policy should be read in conjunction with section 5.90A of the *Local Government Act 1995*, and any associated prescribed requirements.

Attendance at an event in accordance with this policy will exclude the event attendee from the requirement to disclose an interest if the event ticket is above the prescribed amount and the donor has a matter before council.

### **Policy Statement**

To enable council to actively consider the purpose of and benefits to the community from attendance at events by elected members and the chief executive officer (CEO) of the Shire. Invitations / tickets to an event provided to an individual (rather than the Shire) are to be treated as a gift and disclosed as required.

### **Entertainment Events**

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as concerts or sporting events, this policy provides for how invitations to events are to be managed.

If attendance by the CEO or elected member/s at an entertainment event is considered in the best interest of the Shire, the CEO will prepare details for council to consider and make a decision on attendance at that event as detailed within the 'Approval of Attendance' sections of this policy.

### **Non-Entertainment Events**

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as conferences or seminars, this policy provides for how invitations to events are to be managed.

If attendance by the CEO or elected member/s at a commercial non-entertainment event is considered in the best interest of the Shire, the CEO will prepare details for council to consider and make a decision on attendance at that event as detailed within the 'Approval of Attendance' sections of this policy.

### **Community / Local Events**

A community / local event is defined as an event held within the district, is open to all members of the general public and where members of the public are not required to pay to attend the event. Invitations received by elected members and / or the CEO to community/local events (including where to attend in an official capacity to perform a civic function) are included as a 'Preauthorised Event' within this policy.

## **Provision of Tickets to Events**

### **Invitations**

- All invitations for a council member or CEO to attend an event shall be in writing and addressed to the Shire.
- Any invitation not provided to the Shire is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- A list of preauthorised events and attendees is included under the heading 'Preauthorised Events'.

### **Approval of Attendance – General**

The CEO will prepare an agenda item for council to consider, relating to attendance at events, detailing the following information:

- Who is providing the ticket to the event (the organiser of the event or a third party);
- The location of the event in relation to the local government (within the district or out of the district);
- The role of the council member, CEO when attending the event (participant, observer, presenter);
- Whether the event is sponsored by the local government;
- The benefit to the district of council representation at the event;
- Which elected member and / or officer should be authorised to attend event; and
- The cost to attend the event and availability of funding within adopted annual budget.

Decisions to attend events in accordance with this policy will be made by simple majority.

### **Approval of Attendance – Short Notice**

Where the timing of receipt of an invitation and the event itself does not provide an opportunity for council to consider attendance at an event (such as when received at short notice), the CEO shall:

- a) Prepare an agenda item in accordance with 'Approval of Attendance – General' and circulate to the council via email;
- b) Email correspondence is to set a reasonable period of notice for elected members to respond (not less than 24 hours);
- c) If no objections are raised within the set notice period by an elected member to the CEO, it will be taken by the CEO the elected member agrees with the recommendation;
- d) Decision to attend events at short notice will be made once agreement has been received from a simple majority of all elected members; and
- e) Decision is to be presented for noting at the next ordinary meeting of council.

The council may also delegate attendance to an event to another council member or the CEO or another officer after a decision has been made, by a circular email from the CEO explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

### **Payments in Respect of Attendance**

For an invitation to attend an event where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district.

For any events where a member of the public is required to pay, unless listed under heading 'Preauthorised Events', the council will determine whether it is in the best interests of the local government for a council member or the CEO to attend on behalf of the council.

If the council determine that a council member or the CEO should attend a paid event, the local government will pay the cost of the ticket and appropriate expenses, such as travel and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel / accommodation costs for the partner or family member of the local government representative is not paid for by the local government.

**Preauthorised Events**

Event	Date	Attendee	Contribution to cost
Community / Local Event (as defined within policy)	Misc	Misc	N/A

**Amendments to this Policy**

Amendments to this policy require an absolute majority decision of council, and the amended policy is to be published on the Shire’s official website.

– End of Policy

COMMENT

DRAFT

Formerly	New Policy January 2021	
Last Reviewed		
Next Review Date	February 2022	
Amended		
Adopted	January 2021	
Version		

## TERMINOLOGY

Definitions	
Consequence	The outcome of an event affecting achievement of organisational objectives.
Control	A measure that modifies a risk or manages risks within an organisation.
Establishing the context	Defining the external and internal parameters to be taken into account when managing risk and setting the scope and evaluating the significance of a risk (i.e. risk criteria).
Event	The occurrence or change of a particular set of circumstances.
Likelihood	The chance of a risk event occurring.
Monitoring	Continual checking, critically observing or determining status in order to identify change from the performance level required or expected.
Operational risk	Operational risks are linked to the Business Plan objectives and take into consideration risks which will prevent departments from delivering their annual business plans and ongoing services to the community.
Residual risk	The risk remaining after risk treatment.
Risk	The effect of uncertainty on objectives. The focus should be on the effect of incomplete knowledge of events or circumstances on the Shire's decision making.
Risk analysis	The process to comprehend the nature of risk and to determine the level of risk.
Risk assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk attitude	The organisation's approach to assessing and eventually pursuing, retaining, taking or turning away from risk.
Risk criteria	The terms of reference against which the significance of a risk is evaluated.
Risk evaluation	The process of comparing the results of a risk analysis with the risk criteria to determine whether the risk and/or its magnitude are acceptable or tolerable.
Risk identification	The process of finding, recognising and describing risks.
Risk management	The co-ordinated activities to direct and control an organisation with requirements to manage risk.

## TERMINOLOGY

Definitions	
Risk management policy	The Shire's statement of overall intention and direction related to risk management.
Risk owner	The person with the accountability and authority to manage a risk.
Risk profile	The acceptable level of risk an organisation is prepared to accept. For the purposes of this Framework, the Shire's risk profile is the overall exposure to risk based on its aggregated risks, at a point in time.
Risk source	An element that, either alone or in combination, has the intrinsic potential to give rise to a risk.
Risk treatment	The process to modify risk.
Stakeholder	A person or organisation that can affect, be affected by or perceive themselves to be affected by a decision or activity.
Strategic risk	Strategic risks are the risks that will prevent the Shire from meeting the objectives outlined in its Plan for the Future.
<i>Reference: ISO 31000:2018 Risk management—Guidelines</i>	

<b>12.2.9 DRAFT POLICY – 1.12 - ONGOING ELECTED MEMBER PROFESSIONAL DEVELOPMENT</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1947</b>
<b>DATE OF REPORT</b>	<b>12 March 2021</b>
<b>AUTHOR</b>	<b>GOV Jan Hancock</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Draft Policy - 1.12 Ongoing Elected Member Professional Development</b>

**SUMMARY:**

The Audit Committee recommends that this item be adopted by Council, new Policy - 1.12 Ongoing Elected Member Professional Development (refer to attachment):

**BACKGROUND:**

This Policy was developed for adoption by Council in 2020 by Moore Australia (MA) through the engagement of MA by the NGCG (Northern Goldfields Compliance Group).

**COMMENT:**

Moore Australia (MA) identified the requirement for this Policy in the Compliance Audit Return 2020 with the finding that it should be recommended for Council consideration at the March Audit Committee meeting.

**CONSULTATION:**

Chief Executive Officer.  
Moore Australia.

**STATUTORY AUTHORITY:**

Required under:

- s5.128 of the *Local Government Act 1995* for Ongoing Elected Member Professional Development.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
To provide Council with ongoing professional development and training opportunities to enable Elected Members to fulfil their function and perform the duties required of them under the <i>Local Government Act 1995</i> .	Medium	Ensures consistency with the principles of procedural fairness and community expectations of local government.

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER & AUDIT RECOMMENDATION:**

That Council adopt the new Policy 1.12 - Ongoing Elected Member Professional Development Policy.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2135</b>
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<b>Moved</b>	<b>Cr I Baird</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That Council adopt the new Policy 1.12 - Ongoing Elected Member Professional Development Policy.**

<b>Carried</b>	<b>6/0</b>
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## **POLICY – 1.12 – Elected Members Ongoing Professional Development**

### **Relevant Delegation**

N/A

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### **Policy Statement**

To ensure equitable access to ongoing professional development and training opportunities to enable elected members to fulfil their function and perform the duties required of them under the *Local Government Act 1995*.

In recognition of the complexity and demands on elected members in undertaking their role, the Shire is committed to resourcing elected members to support them in performing their duties of office and to enable attendance at conferences or to undertake professional development training relevant to their role and as required by legislation.

This Policy should be read in conjunction with Policy 1.11 Attendance at Events.

To ensure each elected member is provided reasonable opportunity to participate in required, as well as ongoing, professional development, a budget provision will be included annually for each elected member for planning purposes to meet the costs of registration, travel and accommodation for elected member professional development.

Professional development may include (but is not limited to):

- Mandatory elected member training as specified within section 5.126 of the *Local Government Act 1995*;
- Study tours;
- West Australian Local Government Association and Australian Local Government Association conferences;
- Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues;
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities;
- Municipal Training Service's Councillor Induction Program;
- West Australian Local Government Association Elected Member Training and Development;
- Training relating to the role of elected members; and
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of elected members, meeting procedures, etc.

## **Approval of Attendance**

If attendance by elected member/s for professional development is considered in the best interest of the Shire, and where appropriate budget provision remains to facilitate attendance, the CEO will prepare details for council to consider for the relevant members attendance at the event as detailed within the 'Approval of Attendance' sections of this policy.

### **Approval of Attendance – General**

The CEO will prepare an agenda item for council to consider, relating to attendance at professional development, detailing the following information:

- Who is providing the ticket to the professional development (the Shire, the organiser of the event or a third party);
- The location of the professional development in relation to the local government (within the district or out of the district);
- The role of the council member, CEO when attending professional development (participant, observer, presenter);
- Whether the professional development is sponsored by the local government;
- The benefit to the district of council representation at the professional development;
- Which elected member and / or officer should be authorised to attend the professional development; and
- The cost to attend the professional development and availability of funding within adopted annual budget.

Decisions to attend events in accordance with this policy will be made by simple majority.

### **Approval of Attendance – Short Notice**

Where the timing of receipt of an invitation and the professional development itself does not provide an opportunity for council to consider attendance at professional development (such as when received at short notice), the CEO shall:

- a) Prepare an agenda item in accordance with 'Approval of Attendance – General' and circulate to the council via email;
- b) Email correspondence is to set a reasonable period of notice for elected members to respond (not less than 24 hours);
- c) If no objections are raised within the set notice period by an elected member to the CEO, it will be taken by the CEO the elected member agrees with the recommendation;
- d) Decision to attend professional development at short notice will be made once agreement has been received from a simple majority of all elected members; and
- e) Decision is to be presented for noting at the next ordinary meeting of council.

The council may also delegate attendance to professional development to another council member or the CEO or another officer after a decision has been made, by a circular email from the CEO explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

## **Payments in Respect of Attendance**

For an invitation to attend professional development where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district.

For any professional development where a member of the public is required to pay, the council will determine whether it is in the best interests of the local government for a council member or the CEO to attend on behalf of the council.

If the council determine that a council member and/or the CEO should attend a paid professional development event, the local government will pay the cost of the ticket and appropriate expenses, such as travel and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel / accommodation costs for the partner or family member of the local government representative is not paid for by the local government.

## **Study Tours**

A study tour is designed to enable elected members (and staff) to travel intrastate, interstate and/or overseas to research and study specific issues fronting Council.

Details of study tours are to be arranged in advance so that suitable provision can be included in each year's budget. When no details of study tours have been arranged, or arrangements are incomplete, an appropriate amount may be included in the budget to cover the cost of an annual study tour.

Study tours will be considered with the following guidelines:

- The maximum attendance at any study tour is to be two Elected Members (and two staff);
- Attendance at a study tour shall only take place where there are appropriate funds provided in the annual budget; and
- A detailed report including recommendations on each study tour is to be submitted to Council for noting.

## **Special Provision**

To provide an opportunity to network with Federal Ministers, Members of Parliament and/or Senior Departmental Officers on issues affecting the Shire, the Shire President (and the Chief Executive Officer), with the prior approval of Council, are to attend an appropriate interstate conference incorporating a visit to Canberra where possible on an annual basis.

## **Booking Arrangements**

Registration, travel and accommodation for elected members will be arranged through the administration office. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

## **Extent of Expenses to be reimbursed**

Expenses incurred with approved professional development in addition to booking arrangements paid by the Shire, may be reimbursed to elected members as set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.

Elected members will generally not be reimbursed for the cost of meals or refreshments for other people.

Expenses will generally be reimbursed from the time an elected member leaves home to attend an event to the time the elected member returns home. Should an elected member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the elected member could have returned following the event, reimbursements will be paid:

- for the days of the professional development event only; and
- for the cost of travel to and from the airport to the accommodation to be used for the professional development event.

Where a visit is extended, as discussed above, an elected member may stay for the period of the extension in different accommodation to that used for the attendance at the professional

### **Extent of Expenses to be reimbursed (Continued)**

development event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the professional development event's accommodation and the airport. The elected member will be required to pay any greater amount.

Where an elected member attends two professional development events and there is a gap of no more than two days between the conclusion of the first event and the start of the second event, the elected member shall be entitled to reasonable accommodation expenses and other allowable expenses during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

Payments over \$82.50 without receipts will not be reimbursed.

### **Payment of Expense Reimbursements**

The extent to which an elected member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.

Nothing prevents an elected member from being reimbursed for any reasonable expense incurred whilst attending professional development events where an elected member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expense may include but are not limited to:

- Meals and non alcoholic beverages for the elected member only;
- Transport travel – taxi, Uber or public transport; and
- Entry fees.

### **Cash Advances**

The Shire will not pay cash advances to elected members.

### **Elected Member/Delegate Accompanying Person**

Where an elected member is accompanied at a professional development event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the elected member/accompanying person and not by the Shire.

An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.

Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the elected member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the professional development event.

### **Guidelines for Conference and Training Attendance**

Generally, no more than two elected members may attend a particular Conference or Training event outside Western Australia at the same time. The CEO or Council may, however, approve attendance by more than two elected members if a particular purpose or need arises.

### **Attendance at Overseas Conferences**

An elected member may, with prior Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating how the conference attendance will be of benefit to the Shire and the elected member and detailing any conditions applied.

### **Report**

Upon return from any professional development event as detailed within this policy, where registration and other associated costs are met by the Shire, the attending elected member is required to provide a written report on their attendance and the benefits to them and the Shire, to the CEO. The CEO is to record these reports in a register to support required annual reporting required by legislation.

### **Amendments to this Policy**

Amendments to this policy require a simple majority decision of council.

*N.B. Foreshadowed changes through Section 5.128 Local Government Act 1995 and associated regulations:*

- *Require a policy to be prepared and adopted by absolute majority;*
- *Regulations may prescribe form and content of the policy;*
- *Policy will be required to be published on website and reviewed after each election.*

– End of Policy

COMMENT

Formerly		New Policy 31 October 2019
Last Reviewed	31 October 2019	
Next Review Date	March 2022	
Amended		
Adopted	31 October 2019	
Version		

<b>12.2.10 CHIEF EXECUTIVE OFFICER LEAVE</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1945</b>
<b>DATE OF REPORT</b>	<b>12 March 2021</b>
<b>AUTHOR</b>	<b>CEO Brian Joiner</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>The CEO has declared an impartiality interest as the paper is in relation to his leave.</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**SUMMARY:**

This item requests Council approve leave for the Chief Executive Officer.

**BACKGROUND:**

The Chief Executive Officer is requesting leave from 01 April 2021 to 07 April 2021 inclusive which comprises three (3) working days.

**COMMENT:**

Council does not have a policy for the approval of the CEO's leave therefore all requests must be presented to Council

Policy 5.1 Acting Chief Executive Officer nominates the DCEO as acting CEO in the occasion of an unexpected absence of the CEO. This is not relevant on this occasion.

Due to the short duration of the request, and the CEO's intention to remain contactable, there is no requirement for an acting CEO.

**CONSULTATION:**

Nil.

**STATUTORY AUTHORITY:**

*Local Government Act (1995)*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Nil.

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Nil.		

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

4.2.3 Provide a positive and safe workplace.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council authorise the Chief Executive Officer's leave between 01 April 2021 and 07 April 2021.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2136</b>
----------------------------------	-------------

That Council authorise the Chief Executive Officer's leave between 01 April 2021 and 07 April 2021

<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr K Mader</b>
--------------	-------------------	-----------------	-------------------

**That Council authorise the Chief Executive Officer's leave between 01 April 2021 and 07 April 2021.**

<b>Carried</b>	<b>6/0</b>
----------------	------------

<b>12.2.11 APPOINTMENT OF DCEO</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1957</b>
<b>DATE OF REPORT</b>	<b>16 March 2021</b>
<b>AUTHOR</b>	<b>CEO Brian Joiner</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Confidential Selection Report</b>

**SUMMARY:**

Designated senior employees require Council approval for appointment or dismissal. The selection panel, for the position of DCEO, has nominated a preferred candidate.

**BACKGROUND:**

*Local Government Act (1995)* states:

5.37. Senior employees

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

**COMMENT:**

The position was advertised in accordance with Local Government (Administration) Regulations 1996 Part 4 Section 18A (2).

Eighteen (18) applications were received. A shortlist of six (6) applicants were interviewed by Mr Brian Joiner (CEO) and Ms Jan Hancock (Governance Coordinator). It was the opinion of the selection panel that the persons recommended in the selection report are suitable for the position. An order of preference has been supplied within the report.

**CONSULTATION:**

Nil.

**STATUTORY AUTHORITY:**

*Local Government Act (1995).*

*Local Government (Administration) Regulations 1996 Part 4 section 18A.*

**POLICY IMPLICATIONS:**

In accordance with Council Policy 5.2 Designated Staff the position of DCEO is treated as a Designated Position.

**FINANCIAL IMPLICATIONS:**

The position is included within the Budgets for FY 2020/21.

**RISK ASSESSMENT:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Nil		

**STRATEGIC IMPLICATIONS:**

4.2 An efficient and effective organisation.

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

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council Approves the appointment to the DCEO position in accordance with the recommendation of the selection panel within this confidential report.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2137</b>
----------------------------------	-------------

<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr I Baird</b>
--------------	-------------------	-----------------	-------------------

That Council Table Item 12.2.11.

<b>Carried</b>	<b>6/0</b>
----------------	------------

**Reason: CEO has requested more time to evaluate and check references.**

### 13 INFORMATION REPORTS

#### OFFICER RECOMMENDATION:

That Council receives Information Reports:

13.1.1 Actions Performed Under Delegation for February 2021

13.1.2 Works

13.1.3 Health and Building

13.1.4 Community Services

13.1.5 Compliance Calendar February 2021 Status

#### COUNCIL DECISION:

<b>Council Resolution Number</b>	<b>2138</b>
----------------------------------	-------------

<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr I baird</b>
--------------	-------------------	-----------------	-------------------

**That Council receives Information Reports:**

**13.1.1 Actions Performed Under Delegation for February 2021**

**13.1.2 Works**

**13.1.3 Health and Building**

**13.1.4 Community Services**

**13.1.5 Compliance Calendar February 2021 Status**

<b>Carried</b>	<b>6/0</b>
----------------	------------

<b>13.1.1 ACTIONS PERFORMED UNDER DELEGATION FOR FEBRUARY 2021</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1943</b>
<b>DATE OF REPORT</b>	<b>12 March 2021</b>
<b>AUTHOR</b>	<b>CEO Brian Joiner</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**PURPOSE:**

To report to the Council actions performed under delegated authority for the month of February 2021.

To increase transparency this report has been prepared for the Council to identify all actions performed under delegated authority for:

- Bushfire
- Common Seal
- Planning Approvals
- Building Permits
- Health Approvals
- Ranger Related Issues
- Mining / Exploration / Miscellaneous Applications

The following tables outline the actions performed within the organisation relative to delegated authority for the month.

**Bushfire**

The following decisions were undertaken by the Shire of Menzies pursuant to the Bushfire matters for the month.

<b>Date of decision</b>	<b>Decision ref:</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
		(insert details)		

**Common Seal**

The following decisions were undertaken by the Shire of Menzies pursuant to the Common Seal for the month.

<b>Date of decision</b>	<b>Decision ref:</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
		(insert details)		

**Planning Approvals**

The following decisions were undertaken by the Shire of Menzies pursuant to the Planning applications for the month.

<b>Date of decision</b>	<b>Decision ref:</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
		(insert details)		

## Health Approvals

The following decisions were undertaken by the Shire of Menzies pursuant to Health approvals for the month

<b>Date of decision</b>	<b>Decision ref:</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
		(insert details)		

## Building Permits (including Septic Tank approvals)

The following decisions were undertaken by the Shire of Menzies pursuant to Building Permits (including Septic Tank approvals) for the month.

<b>Date of decision</b>	<b>Decision ref:</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
		(insert details)		

## Ranger Related Dog Issues

The following decisions were undertaken by the Shire of Menzies pursuant to Ranger related dog issues for the month.

<i>Date of decision</i>	<i>Decision ref:</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>
		(insert details)		

## Applications

The following Mining/Prospecting/Exploration/Miscellaneous Applications were made for the month of January 2021.

<b>Applicant Name</b>	<b>Application Type</b>	<b>Application Details</b>
Dept. of Planning, Lands and Management	Convert Lease N011569 to Freehold	Lots 167 & 168
Minara Resources – Murrin Murrin	Miscellaneous Licence	39/305
Minara Resources – Murrin Murrin	Miscellaneous Licence	39/306

The following Community Assistance Fund Applications were made for the month

<b>Applicant Name</b>	<b>Application Type</b>	<b>Grant Approved</b>
	Nil	

## Rayleen Stoker

---

**From:** Paula Brennan <Paula.Brennan@dplh.wa.gov.au>  
**Sent:** Wednesday, 17 February 2021 11:29 AM  
**To:** Rayleen Stoker  
**Subject:** New request for comment - Job 2000463 - Shire of Menzies  
**Attachments:** 20200213 Tenure Map.pdf; 20200213 Aerial.pdf

**Job:** 2000463 **File:** 01994-1996

Good Morning Rayleen,

### **Requesting Comment to convert lease N011569 to Freehold Lots 167 & 168 Leopold Street, Kookynie– Shire of Menzies**

Department of Planning Lands Heritage - Land Use Management (DPLH) has received a request from James and Debra Pianto to freehold lease N011569 being Lots 167 and 168 Leopold St, Kookynie.

The parcels of land that is subject of the above proposal is depicted on the attached Tenure Map (SmartPlan) and Aerial Map for your information and reference.

To facilitate this matter further, please advise me of any objections or comments that the Shire of Menzies may have regarding James and Debra Pianto request.

Please do not hesitate to contact me if you have any queries or require further information.

Kind Regards

Paula

**Paula Brennan** | Assistant State Land Officer | Land Management Central  
140 William Street, Perth WA 6000  
6552 4581  
[www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)



The Department is responsible for planning and managing land and heritage for all Western Australians – now and into the future

*The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.*

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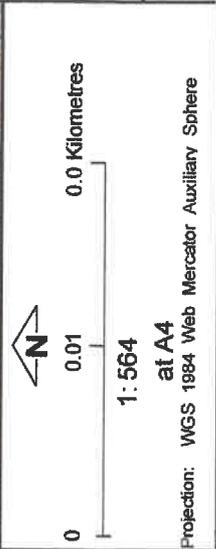
**Legend**  
 Cadastre (View 1)  
 Roads  
 — Minor

**Notes:**

The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

Map was produced using DPLH's InQuery.

Date produced: 13-Feb-2020



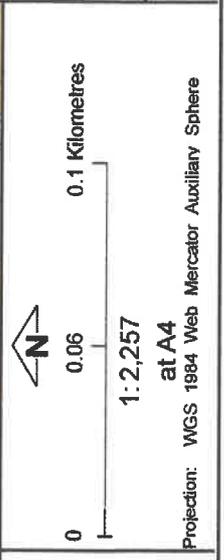
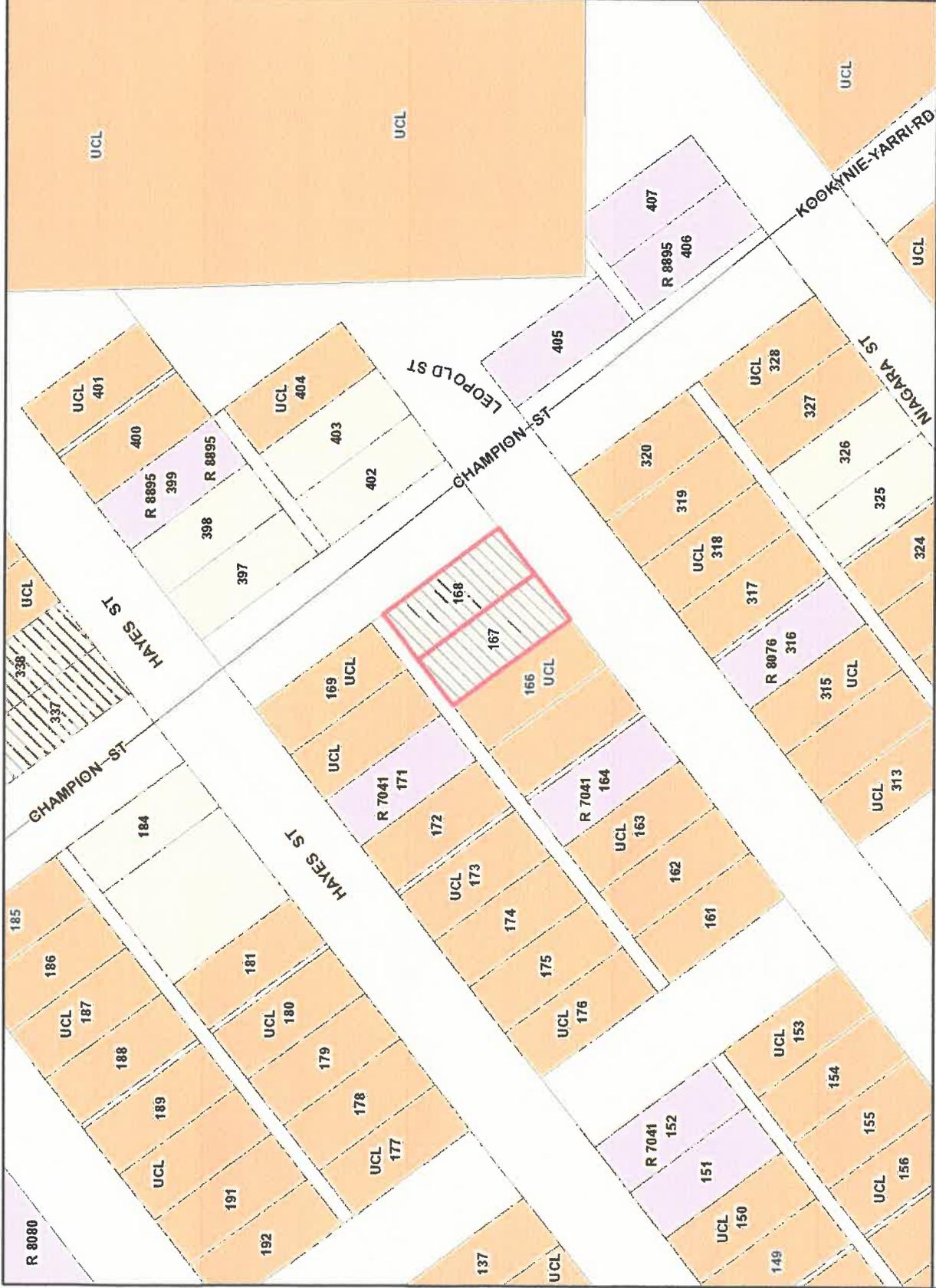
**167 & 168 Leopold Street**

**DPLH BUSINESS USE ONLY**

**Legend**  
 Cadastre (View 1)  
 Roads  
 — Minor  
 Track

**Notes:**  
 The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.  
 Map was produced using DPLH's InQuery.

Date produced: 13-Feb-2020



**167 & 168 Leopold Street**

**DPLH BUSINESS USE ONLY**

Murrin Murrin Operations Pty Ltd  
ABN 43 076 717 505  
Level 3, 30 The Esplanade, Perth WA 6000  
PO Box Z5523, St George's Terrace, Perth WA 6831  
Tel: 61 8 9212 8400  
Fax: 61 8 9212 8401  
Email: [tenement.minara@glencore.com.au](mailto:tenement.minara@glencore.com.au)



8 February 2021

Mr Brian Joiner  
Chief Executive Officer  
Shire of Menzies  
PO Box 4  
MENZIES WA 6436

**Via Registered Post - RPP44 63700 51000 68744 08609**

Dear Mr Joiner

---

**NOTICE OF APPLICATION – MISCELLANEOUS LICENCE 39/305**

---

The abovementioned application lodged by Murrin Murrin Operations Pty Ltd on 28 January 2021 falls within the Shire of Menzies.

A copy of the abovementioned application and a map of the area are enclosed.

For further enquiries, please contact this office on (08) 9212 8459 or by email to [tenement.minara@glencore.com.au](mailto:tenement.minara@glencore.com.au).

Kind regards

*Tracy Fowler*

**Tracy Fowler | Administration Geologist  
Minara Resources Pty Ltd | Murrin Murrin Operations Pty Ltd  
Email: [tracy.fowler@glencore.com.au](mailto:tracy.fowler@glencore.com.au)**

*Enc. Form 21 & Tengraph map*

Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

**APPLICATION FOR MINING TENEMENT**

- (a) Type of tenement
- (b) Time & Date marked out (where applicable)
- (c) Mineral Field

(a) Miscellaneous Licence	No. L 39/305
(b) a.m./p.m. / /	(c) MT MARGARET

- For each applicant:
- (d) Full Name and ACN/ABN
- (e) Address
- (f) No. of shares
- (g) Total No. of shares

(d) and (e) MURRIN MURRIN OPERATIONS PTY LTD (ACN: 076 717 505) PO BOX Z5523, ST GEORGES TERRACE, PERTH, WA, 6831	(f) Shares 100
	(g) Total 100

- DESCRIPTION OF GROUND APPLIED FOR:
- (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)
- (h) Locality
- (i) Datum Peg
- (j) Boundaries

(h) Mt Linden	
(i) MGA Coordinates Zone 51 426742.40 mE, 6762308.77 mN Thence	
(j) 426288.39 mE, 6762882.87 mN	
425688.95 mE, 6764787.45 mN	
425658.43 mE, 6765009.44 mN	
425732.51 mE, 6765397.21 mN	
425855.78 mE, 6765584.70 mN	
426598.55 mE, 6766714.37 mN	
426678.78 mE, 6766361.39 mN	
426713.06 mE, 6765997.72 mN	
426202.86 mE, 6765212.21 mN	
426161.28 mE, 6764987.52 mN	
426745.11 mE, 6763094.49 mN	
427032.54 mE, 6762720.82 mN	
430115.72 mE, 6761266.25 mN	
431335.89 mE, 6759727.26 mN	
431565.65 mE, 6758687.41 mN	
432103.65 mE, 6757355.87 mN	
432312.85 mE, 6757069.74 mN	
433777.29 mE, 6756495.29 mN	
434696.19 mE, 6756477.11 mN	
437398.93 mE, 6756292.85 mN	
438574.27 mE, 6756097.55 mN	
442562.77 mE, 6757531.79 mN	
443671.08 mE, 6757643.03 mN	
444615.60 mE, 6757177.47 mN	
444917.54 mE, 6757104.14 mN	
446150.30 mE, 6757024.53 mN	
446312.66 mE, 6756438.42 mN	
446880.12 mE, 6755846.50 mN	
447506.35 mE, 6755464.11 mN	
447750.76 mE, 6755038.02 mN	
447863.09 mE, 6754709.85 mN	
448294.93 mE, 6754449.36 mN	
448774.55 mE, 6754376.95 mN	
452450.73 mE, 6755374.42 mN	
452859.62 mE, 6755235.81 mN	
452714.84 mE, 6754757.23 mN	
452432.30 mE, 6754852.94 mN	
448804.56 mE, 6753868.88 mN	
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447445.12 mE, 6754374.07 mN	
447301.08 mE, 6754819.10 mN	
447123.25 mE, 6755103.42 mN	
446558.99 mE, 6755462.40 mN	
445849.76 mE, 6756230.78 mN	
445754.68 mE, 6756549.90 mN	
444850.91 mE, 6756607.72 mN	
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437348.66 mE, 6755795.19 mN	
434668.79 mE, 6755977.82 mN	
433639.97 mE, 6756012.10 mN	
431957.88 mE, 6756708.40 mN	
431656.80 mE, 6757127.10 mN	
431095.28 mE, 6758510.36 mN	
430882.03 mE, 6759501.93 mN	
429801.37 mE, 6760862.86 mN	

428596.24 mE, 6761432.50 mN  
428485.75 mE, 6761581.30 mN  
428237.95 mE, 6761698.43 mN  
428059.35 mE, 6761686.28 mN  
Thence back to datum

Purposes: a bore , a bore field , a communications facility , a pipeline , a road , a search for groundwater and taking water.

(k) Area (ha or km<sup>2</sup>)

(k) 1,740.83000 HA

(l) Signature of applicant or agent(if agent state full name and address)

(l) *Tracy Fowler*  
PO BOX Z5523, PERTH ST GEORGES  
TCE, WA, 6831

Date: 28/01/2021

## OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 4th day of March 2021 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	10:29:14	on	28 January	2021	with fees of
Application	\$551.00				
Rent	\$31,163.90				
TOTAL	\$31,714.90				
Receipt No:	10731790906				

### *Mining Registrar*

#### NOTES

##### Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

##### Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

##### Note 3: GROUND AVAILABILITY

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:  
(a) public plan search; (b) register search; (c) ground inspection.

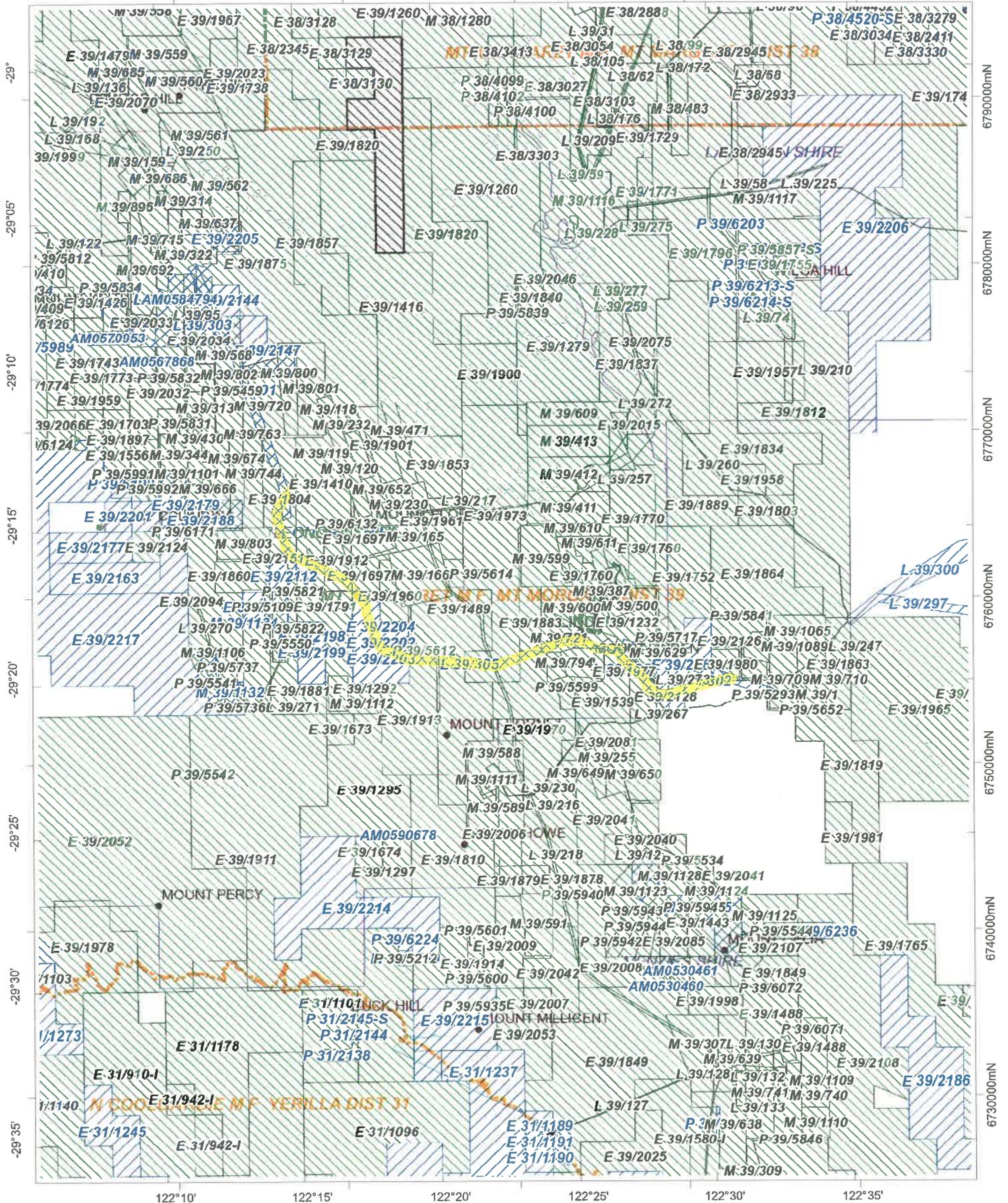
##### Note 4: ALL APPLICATIONS OVER PRIVATE LAND

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



L 39/305 , Quick Appraisal Plan

420000mE 430000mE 440000mE 450000mE 460000mE



This plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for an error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over those parts of the topographic data it has provided for display in TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at [www.ga.gov.au](http://www.ga.gov.au). Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Spatial Services Landgate. Enclosed Pastoral Lease land and Pre 1994 mining confined to Inhamwanga Wajim and Ngariwanga & LJA Native Title determination boundary.

Scale: 1:288,895



Murrin Murrin Operations Pty Ltd  
ABN 43 076 717 505  
Level 3, 30 The Esplanade, Perth WA 6000  
PO Box Z5523, St George's Terrace, Perth WA 6831  
Tel: 61 8 9212 8400  
Fax: 61 8 9212 8401  
Email: [tenement.minara@glencore.com.au](mailto:tenement.minara@glencore.com.au)



15 February 2021

Mr Brian Joiner  
Chief Executive Officer  
Shire of Menzies  
PO Box 4  
MENZIES WA 6436

RECEIVED  
22 FEB 2021  
BY: IAP 234

**Via Registered Post – RPP44 63700 51000 68744 17601**

Dear Mr Joiner

---

**NOTICE OF APPLICATION – MISCELLANEOUS LICENCE 39/306**

---

The abovementioned application lodged by Murrin Murrin Operations Pty Ltd on 12 February 2021 falls within the Shire of Menzies.

A copy of the abovementioned application and a map of the area are enclosed.

For further enquiries, please contact this office on (08) 9212 8459 or by email to [tenement.minara@glencore.com.au](mailto:tenement.minara@glencore.com.au).

Kind regards

*Tracy Fowler*

**Tracy Fowler | Administration Geologist**  
**Minara Resources Pty Ltd | Murrin Murrin Operations Pty Ltd**  
Email: [tracy.fowler@glencore.com.au](mailto:tracy.fowler@glencore.com.au)

Enc. Form 21 & Tengraph map

Form 21

WESTERN AUSTRALIA  
Mining Act 1978  
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

### APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Miscellaneous Licence		No. L 39/306
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) MT MARGARET	
(c) Mineral Field			
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	MURRIN MURRIN OPERATIONS PTY LTD (ACN: 076 717 505) PO BOX Z5523, ST GEORGES TERRACE, PERTH, WA, 6831		100
(e) Address			
(f) No. of shares			(g) Total 100
(g) Total No. of shares			
DESCRIPTION OF GROUND APPLIED FOR:	(h) Ottrey Well		
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(i) MGA Coordinates Zone 51, 448686.98 mE, 6754394.08 mN		
(h) Locality	(j) Thence:		
(i) Datum Peg	449766.21 mE, 6754343.36 mN		
(j) Boundaries	452894.06 mE, 6754344.82 mN		
	453978.76 mE, 6754306.28 mN		
	454065.71 mE, 6753802.86 mN		
	452889.78 mE, 6753844.81 mN		
	449756.86 mE, 6753843.38 mN		
	448663.51 mE, 6753894.63 mN		
	Thence back to datum		
	Purposes: a bore , a bore field , a communications facility , a pipeline , a road , a search for groundwater and taking water.		
(k) Area (ha or km <sup>2</sup> )	(k) 267.42000 HA		
(l) Signature of applicant or agent(if agent state full name and address)	(l) <i>Tracy Fowler</i> PO BOX Z5523, PERTH ST GEORGES TCE, WA, 6831		Date: 12/02/2021

**OFFICIAL USE**

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 19th day of March 2021 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	12:26:55	on	12 February	2021	with fees of
Application	\$551.00				
Rent	\$4,797.20				
TOTAL	\$5,348.20				
Receipt No:	11139006811				

**Mining Registrar**

**NOTES**

**Note 1: EXPLORATION LICENCE**

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

**Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE**

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

**Note 3: GROUND AVAILABILITY**

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
  - (a) public plan search; (b) register search; (c) ground inspection.

**Note 4: ALL APPLICATIONS OVER PRIVATE LAND**

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



<b>13.1.2 WORKS REPORT</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1936</b>
<b>DATE OF REPORT</b>	<b>10 March 2021</b>
<b>AUTHOR</b>	<b>WM - Kim Edmeades</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO – Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**PURPOSE:**

To advise the Council of the activities of the Works Department of the Shire of Menzies for the month of February 2021.

**COMMENT:**

The following work was carried by the Works Department:

**Works Team**

General cleaning of townsite.  
 The Shire grader is currently grading Menzies /Sandstone road.  
 The Contractor grader is grading Yarri road.  
 Water at truck bay connection complete  
 Dome Shelter Complete.  
 Water park continued to monitor.

**Workshop:**

General maintenance on small plant.  
 Pickup grader from Westrac .  
 1000 Km service PO237

**Building:**

Martin from Rebus came to finish truck stop toilet block, now open.  
 Construction crew came to finish 23 Onslow (veranda, internal work Etc.).  
 23 Onslow Shed building application done. Acquiring quotes for construction.  
 Building applications done for 4 Shelters at Lake Ballard, Niagara Dam and Truck Bay. Acquiring one more quote for concrete pads for Shelters.  
 Assorted odd jobs around offices, CRC and housing

<b>12.3.1 HEALTH AND BUILDING REPORT</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NCR1944</b>
<b>DATE OF REPORT</b>	<b>24/02/2021</b>
<b>AUTHOR</b>	<b>Dave Hadden</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Nil</b>

**PURPOSE:**

To advise the council of the activities of the Environmental Health Officer / Building Surveyor for the month of February 2021.

**Building:**

Liaised with shire staff regarding building permit application requirements for a garage the shire plans to build, plus another staff dwelling. The current Building Act does not allow the local authority employed building surveyor to complete CDC's for shire buildings due to conflict of interest provisions. When planning to build any buildings for itself, a local authority is required to use a private building surveyor to complete the required CDC before a building permit can be issued.

Have been liaising with representatives from the Riverina Camp who expect to have all trade certificates (completion certificates) finalised shortly ready for submission with an application for Occupancy.

Dealt with various enquiries relating to building services.

**Health:**

Attended an aboriginal health forum in Kalgoorlie on Thursday 18<sup>th</sup> February that is usually held every three months, which is coordinated by Health Department of WA representatives. The forum is attended by a number of state agencies, local authority representatives, local aboriginal health workers and aboriginal community representatives. Tjuntjuntjarra Community Management representatives are usually in attendance. One item of note mentioned at the meeting was that Ehrlichiosis is now recognised as established in Carnarvon and Warburton which will result in the disease making its way to Leonora, Menzies and Kalgoorlie in the foreseeable future.

I have been unable to visit Tjuntjuntjarra Community for some time now so have discussed with the CEO the possibility of sharing the flight costs with the City of Kalgoorlie when their Aboriginal Health Workers fly out there to undertake their roles.

Continuing to liaise with Llew Withers (Health Plan) who is expecting to have the plan finished and presented to Council at the April 2021 meeting.

Checked a Menzies business and spoke to the owner regarding cleaning schedule. Owner was requested to improve cleaning throughout as well as repaint the ceiling. Another inspection will be carried out in March to confirm improvement.

Dealt with many various enquiries relating to health services.

<b>12.1.1 COMMUNITY SERVICES REPORY – February 2021</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>NAM335</b>
<b>DATE OF REPORT</b>	<b>25 March 2021</b>
<b>AUTHOR</b>	<b>CSO - Sethen Sheehan-Lee</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b>Nil</b>

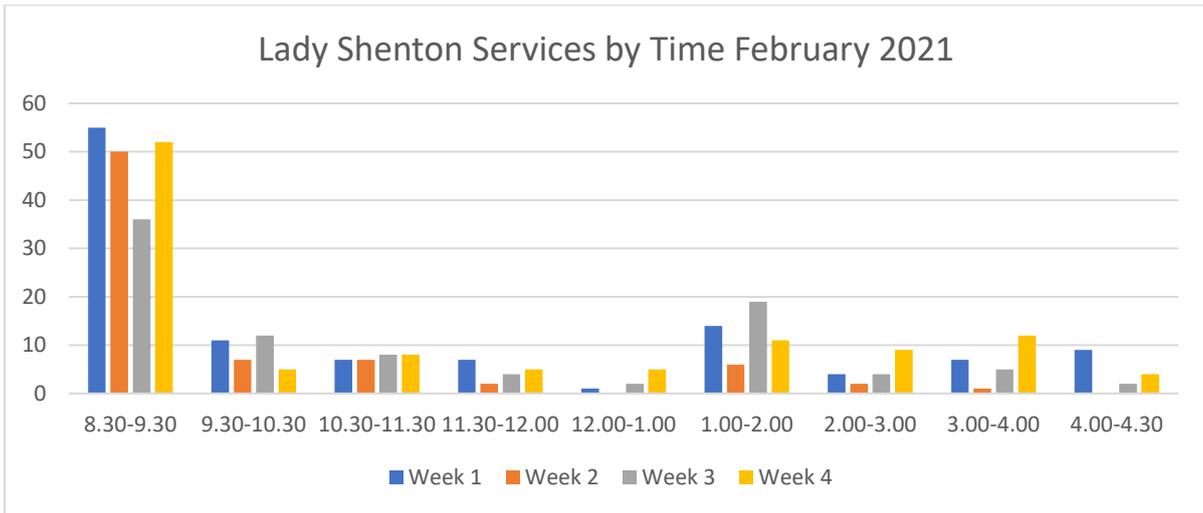
**PURPOSE:**

The purpose of the report is to advise Council of Community Service Activates for the month of February 2021.

**COMMENT:**

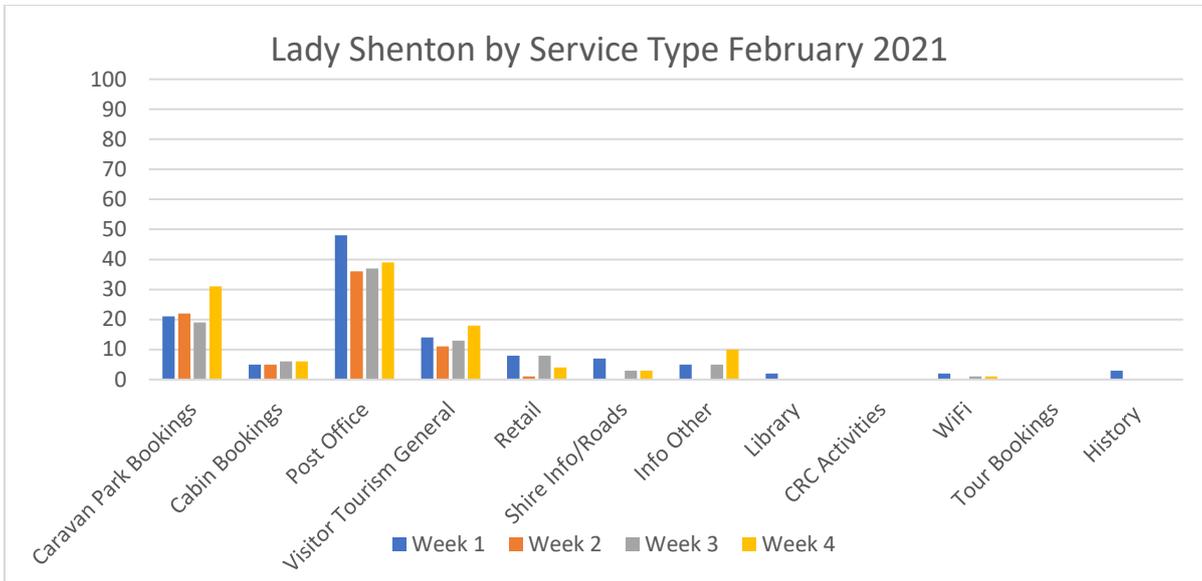
**Lady Shenton**

The Lady Shenton received 394 visitors in February 2021



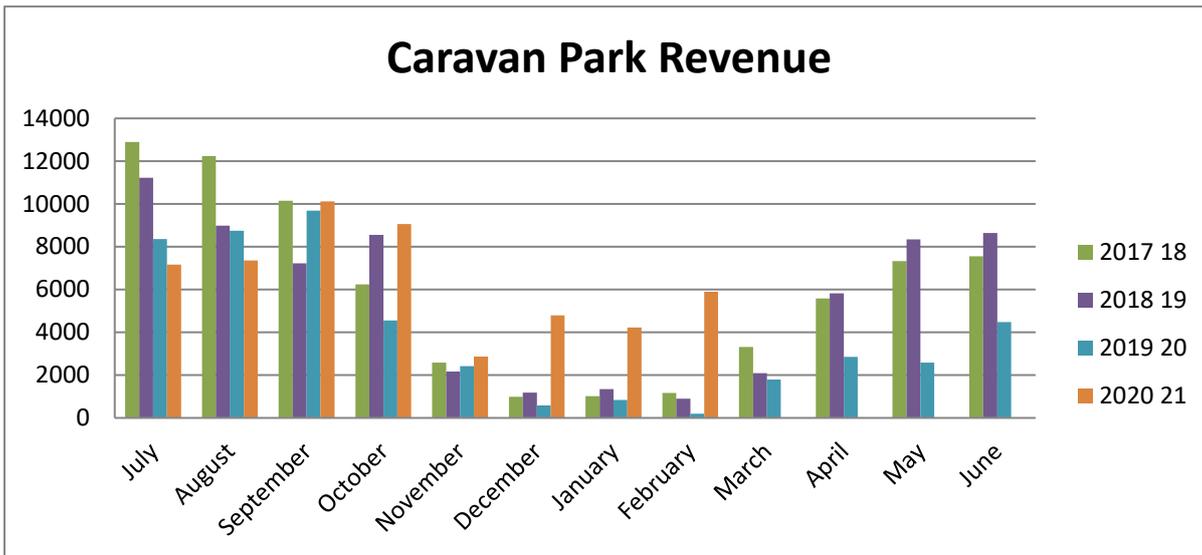
**Lady Shenton**

The Lady Shenton received 394 visitors in February 2021



### Service of the Month

The Post Office service was the most popular at the Lady Shenton this month.



### Caravan Park

Caravan Park had an increased revenue for the month. This was due to increased cabin occupation.

### Youth Centre and General Community Services

Youth Centre and General Community Services are always impacted by the Summer Holiday Season. Expected lower participation in February corresponds with less activities offered

**Badminton** has resumed on Wednesday nights – general consensus was overwhelmingly positive for the start of the season

<b>13.1.5 COMPLIANCE CALENDAR FEBRUARY 2021 STATUS</b>	
<b>LOCATION</b>	<b>Shire of Menzies</b>
<b>APPLICANT</b>	<b>Internal</b>
<b>DOCUMENT REF</b>	<b>N21306</b>
<b>DATE OF REPORT</b>	<b>12 February 2021</b>
<b>AUTHOR</b>	<b>GOV Jan Hancock</b>
<b>RESPONSIBLE OFFICER</b>	<b>CEO Brian Joiner</b>
<b>DISCLOSURE OF INTEREST</b>	<b>Nil</b>
<b>ATTACHMENT</b>	<b><u>February 2021 Compliance Calendar</u></b>

**COMMENT:**

All items on the compliance calendar have been met for this month, with the exception of the following items:

<b>ITEM</b>	<b>REASON FOR EXCEPTION</b>
2019/20 Annual Report	Awaiting Auditors Report
NGCG Contract	CEO in discussions with stakeholders
Local Law Review	Public Notice expiry date 30.4.21

## Shire of Menzies - Compliance Calendar

Month	Document Type	Meeting Date	Commencement of Activity	Completion of Activity	Activity Issue Date	Compliance Frequency (Timing)	Description of Activity	Legislation	Officer	Timetable Attached	Completed
February	Briefing	2nd last Thursday in Month	1st week of month	Fri prior to the meeting	Fri prior to the meeting	Monthly	Commence Briefing Agenda Agenda to be issued on the Friday prior to the Briefing Session		CEO/EA		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	Commence Agenda - Council requires the Agenda to be issued to Councillors WEDNESDAY the week before the OCM	LG Act 1995 (issue to Cr. within 72 hrs)	CEO/EA		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	11.1 Presidents Report		President		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	12.1.1 Prepare a statement of Financial Activity reporting on the previous months Revenue and Expenditure as set out in the annual budget under FM/.Reg 22(1)(d)	LG Act 6.4 FM Reg 34	MFA		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	12.1.2 Prepare a remittance Report statement - Payments made to creditors during the previous month		Rates Officer		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	12.1.3 Prepare an investment Report for the previous month		MFA		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	12.2.1 Works Report for the previous month		MWS		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	12.3.1 Health and Building Report for the previous month		EHO		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	12.4.1 Prepare Community Development Report for the previous month		Youth & CRC Officer		✓
	Agenda	Last Thurs in Month	1st week of month	Wed prior to meeting	Wed prior to meeting	Monthly	12.5.1 Prepare actions performed under Delegations for the previous to current month (i.e. October - November 2020)		CEO		✓
	Agenda	Thurs 28 Jan	1st week of month	31-Mar	Review must be submitted to Council in the same month it is carried out	Monthly	<b>Undertake a mid year Budget Review</b> Between 1 January and 31 March in each financial year, a review of the annual budget is to be carried out. - Review must be submitted to Council in the same month the review is carried out - Council is to consider the review and determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendations made in the review	FM Reg 33A	MFA/MA		✓
	Audit	URGENT	URGENT	URGENT	URGENT	URGENT	2019/20 Annual Report to be finalised and adopted by the Audit Committee. Special Meeting to adopt Annual Report and Elector's meeting to be held prior to OCM meeting (if possible hold the 4 meetings on the same day). Awaiting auditors report		CEO/MFA		In progress
	Audit	Thur 25 Mar	January	Wed 17 Mar	25-Mar	Annual	Statutory Compliance Audit Return (CAR) - Commence & Complete	LG Act 7.13(1) Audit Reg 13-15	MFA/MA		✓
	Remittance					end month	Building - BSL (paid 15th of each month) & BCITF (paid on invoice)		Accounts		✓

**14 ELECTED MEMBER MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**  
**15 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS**

**15.1.1 Art Gallery of WA Proposal.**

**Council to move behind closed doors:**

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2138</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr I Baird</b>
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**That Council move behind closed doors.**

<b>Carried</b>	<b>6/0</b>
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**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2139</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr S Baird</b>
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**That Council move from behind closed doors.**

<b>Carried</b>	<b>6/0</b>
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**OFFICER RECOMMENDATION:**

That Council:

1. Notes the proposal from the Art Gallery of WA.
2. Approves up to \$50,000 from COA 2130242 to support the proposal.

**COUNCIL DECISION:**

<b>Council Resolution Number</b>	<b>2140</b>
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<b>Moved</b>	<b>Cr J Dwyer</b>	<b>Seconded</b>	<b>Cr K Mader</b>
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**That Council:**

1. Notes the proposal from the Art Gallery of WA.
2. Approves up to \$50,000 from COA 2130242 to support the proposal.

<b>Carried</b>	<b>5/1</b>
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**Against: Cr J Lee.**

**16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

**17 NEXT MEETING 29 April 2021**

**18 CLOSURE OF MEETING 3.46pm**