



SHIRE OF MENZIES

Ordinary Agenda

NOTICE OF MEETING

I respectfully bring to the attention of Council Members that an Ordinary Meeting of the Council will be held in the Council Chambers, 124 Shenton Street, Menzies on Thursday, 26 September 2024 commencing at 1.00PM.

A handwritten signature in black ink, appearing to read "Glenda Teede".

Glenda Teede
Chief Executive Officer

DISCLAIMER

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

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

DISCLOSURES OF INTEREST

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

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

Councillor Meeting Information

Shire of Menzies Council Meetings

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

Attending meetings

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

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

Voting at meetings

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

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

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1 DECLARATION OF OPENING

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

2 ANNOUNCEMENT OF VISITORS

Nil

3 RECORD OF ATTENDANCE

Councillors: Cr P Warner, Shire President
 Cr S Sudhir, Deputy Shire President
 Cr G Dwyer
 Cr J Dwyer
 Cr A Tucker
 Cr I Baird – On approved leave, Council Resolution Number 085/24
 Cr K Tucker

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

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

6 APPROVED LEAVE OF ABSENCE

7 DISCLOSURES OF INTEREST

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

9 CONFIRMATION/RECEIVAL OF MINUTES

9.1 Confirmation of Minutes - Ordinary Meeting 29 August 2024 (Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 29 August 2024 be confirmed as a true and correct record.

COUNCIL DECISION:

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

Nil

11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

12 REPORTS OF COMMITTEES

Nil

13 REPORTS OF OFFICERS

13.1 Finance Reports

13.1.1	Finance Report - August 2024
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1349
DATE OF REPORT	12 September 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none">01 - Statement of Financial Activity - Menzies - August 2024 [13.1.1.1 - 26 pages]02 - Financial Information Statement - August 2024 [13.1.1.2 - 8 pages]

SUMMARY:

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

BACKGROUND:

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

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

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

COMMENT:

This report contains the annual budget, actual amounts of expenditure and income to

the end of the month. It shows the material variances between the budget and actual amounts where they are not associated with timing differences for the purpose of keeping the Council informed of the current financial position.

CONSULTATION:

Bob Waddell and Associates

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations (1996):
Regulation 34 requires the local government to prepare and provide a statement of financial activity as of the end of the relevant month.

Regulation 35 requires the local government to prepare and provide a statement of financial position as of the end of the relevant month.

POLICY IMPLICATIONS:

There is no policy related to the subject matter.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

RISK ASSESSMENT:

Nil

STRATEGIC IMPLICATIONS:

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

Outcome

4.2 An efficient and effective organisation.

Strategy

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

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

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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SHIRE OF MENZIES

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

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

KEY INFORMATION

Items of Significance
The material variance adopted by the Shire for the 2024/25 year is \$25,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected /	Annual Budget	YTD Budget (a)	YTD Actual (b)	Variance (Under)/Over
Lot 9 (54) Shenton Street - Land (Capital)	81%	13,091	8,726	10,637	(1,911)
CEO House - Lot - 1085 (39) Mercer St - Building (Capital)	43%	10,000	1,666	4,349	(2,683)
29B Reid Street (South Unit) - Building (Capital)	122%	32,000	5,332	39,198	(33,866)
Town Hall (Admin) - Building (Capital)	26%	100,000	66,666	26,072	40,594
Software and IT Systems	36%	100,000	0	35,758	(35,758)
Kookynie - Malcolm Road (RRG 23/24)	14%	297,914	0	42,714	(42,714)
LRCI Marmion Village Access Improvement	48%	137,057	0	65,415	(65,415)

Financial Position		31 August	31 August 2024
Adjusted Net Current Assets	107%	\$ 9,566,218	\$ 10,274,310
Cash and Equivalent - Unrestricted	148%	\$ 5,177,019	\$ 7,675,018
Cash and Equivalent - Restricted	112%	\$ 11,801,853	\$ 13,163,707
Receivables - Rates	95%	\$ 4,787,391	\$ 4,549,326
Receivables - Other	25%	\$ 538,585	\$ 136,183
Payables	138%	\$ 267,639	\$ 370,361

% 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

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

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 August 2024
Prepared by: Bob Wadell & Associates Pty Ltd
Reviewed by: Kristy Van Kuyl (CFO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

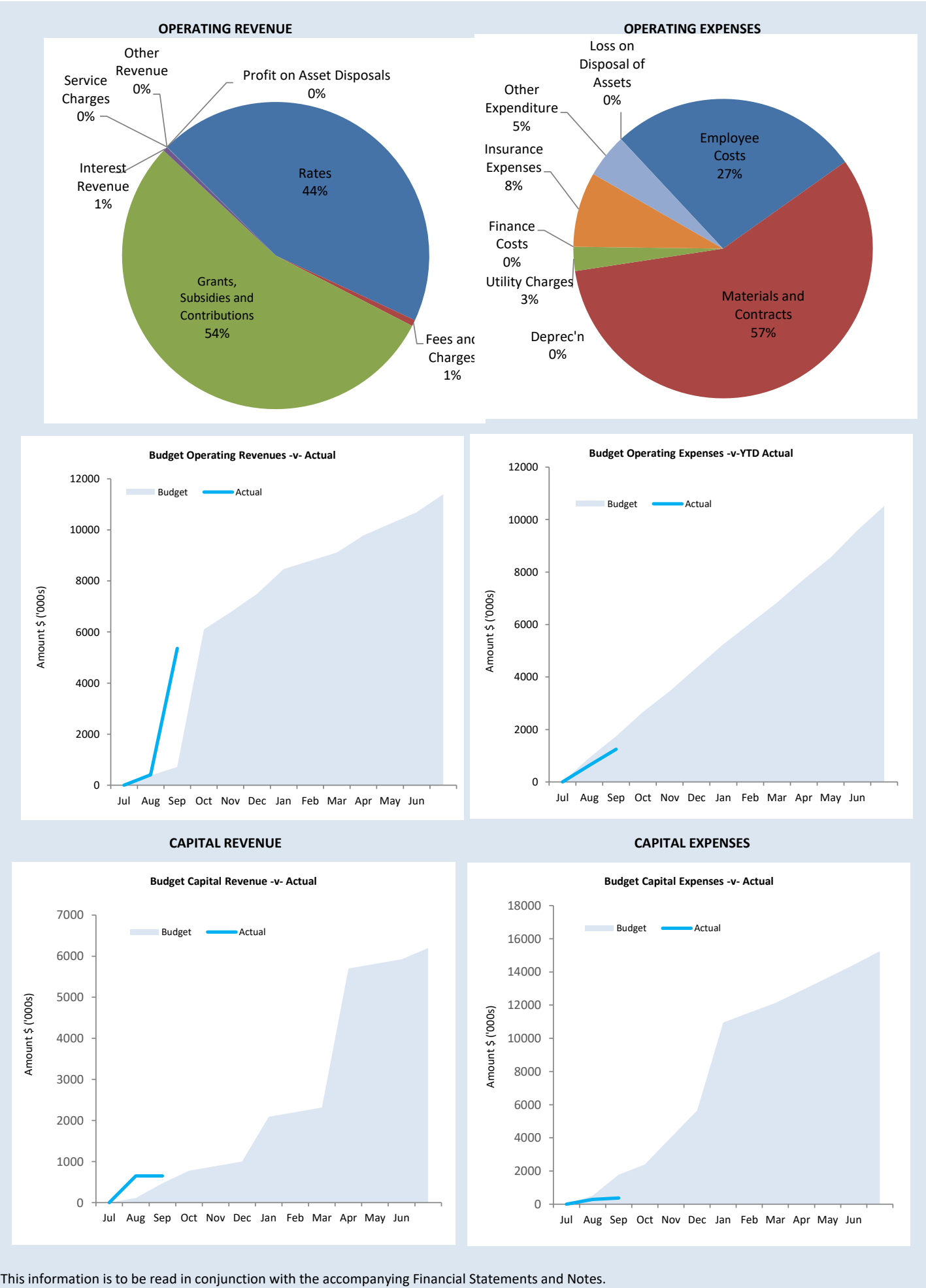
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

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

SUMMARY GRAPHS



SHIRE OF MENZIES
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2024

NATURE OR TYPE DESCRIPTIONS

REVENUE	EXPENSES
<p>RATES All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.</p> <p>GRANTS, SUBSIDIES AND CONTRIBUTIONS Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.</p> <p>GRANTS, SUBSIDIES AND CONTRIBUTIONS Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.</p> <p>PROFIT ON ASSET DISPOSAL Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.</p> <p>FEES AND CHARGEES Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.</p> <p>SERVICE CHARGES Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.</p> <p>INTEREST REVENUE Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments,</p>	<p>EMPLOYEE COSTS All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.</p> <p>MATERIALS AND CONTRACTS All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.</p> <p>UTILITIES (GAS, ELECTRICITY, WATER, ETC.) Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.</p> <p>INSURANCE All insurance other than worker's compensation and health benefit insurance included as a cost of employment.</p> <p>LOSS ON ASSET DISPOSAL Loss on the disposal of fixed assets.</p> <p>DEPRECIATION ON NON-CURRENT ASSETS Depreciation expense raised on all classes of assets.</p> <p>FINANCE COSTS Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.</p> <p>OTHER EXPENDITURE Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.</p>

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

BY NATURE

	Note	Adopted Annual Budget \$	Amended Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
						\$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Rates	6	4,805,190	4,805,190	0	4,804,798	4,804,798		▲	\$
Grants, Subsidies and Contributions	12	777,381	777,381	152,480	350,845	198,365	130%	▲	\$
Fees and Charges		245,805	245,805	46,782	71,215	24,433	52%	▲	
Service Charges		0	0	0	0	0			
Interest Revenue		281,000	281,000	38,332	52,930	14,598	38%	▲	
Other Revenue		1,275,361	1,275,361	212,554	2,908	(209,646)	(99%)	▼	\$
Profit on Disposal of Assets	7	127,145	127,145	7,024	0	(7,024)	(100%)	▼	
Gain FV Valuation of Assets		0	0	0	0	0			
		7,511,882	7,511,882	457,172	5,282,696				
Expenditure from operating activities									
Employee Costs		(2,731,689)	(2,731,689)	(417,016)	(337,828.52)	79,187	19%	▲	\$
Materials and Contracts		(4,556,501)	(4,556,501)	(774,659)	(715,687.45)	58,972	8%	▲	
Utility Charges		(122,800)	(122,800)	(20,426)	(32,474)	(12,048)	(59%)	▼	
Depreciation		(2,387,402)	(2,387,402)	(397,886)	0	397,886	100%	▲	\$
Finance Costs		(21,210)	(21,210)	(4,241)	0	4,241	100%	▲	
Insurance Expenses		(164,383)	(164,383)	(27,342)	(100,935)	(73,593)	(269%)	▼	\$
Other Expenditure		(533,601)	(533,601)	(95,758)	(59,224)	36,534	38%	▲	\$
Loss on Disposal of Assets	7	0	0	0	0	0			
Loss FV Valuation of Assets		0	0	0	0	0			
		(10,517,585)	(10,517,585)	(1,737,328)	(1,246,149)				
Non-cash amounts excluded from operating activities									
Add back Depreciation		2,387,402	2,387,402	397,886	0	(397,886)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	(127,145)	(127,145)	(7,024)	0	7,024	(100%)	▲	
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
		2,260,257	2,260,257	390,862	0				
Amount attributable to operating activities		(745,446)	(745,447)	(889,294)	4,036,547				
INVESTING ACTIVITIES									
Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	3,884,081	3,884,081	253,204	73,631	(179,573)	(71%)	▼	\$
Proceeds from Disposal of Assets	7	221,000	221,000	21,332	0	(21,332)	(100%)	▼	
		4,105,081	4,105,081	274,536	73,631				
Outflows from investing activities									
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(3,649,141)	(3,649,141)	(343,546)	(129,421)	214,125	62%	▲	\$
Plant and Equipment	8	(1,189,000)	(1,189,000)	(60,000)	(64,758)	(4,758)	(8%)	▼	
Furniture and Equipment	8	0	0	0	0	0			
Infrastructure Assets - Roads	8	(4,832,833)	(4,832,833)	(414,482)	(73,902)	340,580	82%	▲	\$
Infrastructure Assets - Footpaths	8	(75,000)	(75,000)	(12,500)	0	12,500	100%	▲	
Infrastructure Assets - Parks and Ovals	8	(500,000)	(500,000)	(83,332)	0	83,332	100%	▲	\$
Infrastructure Assets - Other	8	(1,022,835)	(1,022,835)	(36,664)	(77,544)	(40,880)	(111%)	▼	\$
		(11,268,809)	(11,268,809)	(950,524)	(345,626)				
Amount attributable to investing activities		(7,163,728)	(7,163,728)	(675,988)	(271,995)				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings		650,000	650,000	0	650,000	650,000		▲	\$
Transfer from Reserves	10	5,327,218	5,327,218	447,585	0	(447,585)	(100%)	▼	\$
		5,977,218	5,977,218	447,585	650,000				
Outflows from financing activities									
Repayment of borrowings	9	(44,829)	(44,829)	0	0	0			
Payments for principal portion of lease liabilities	9	0	0	0	0	0			
Transfer to Reserves	10	(3,937,182)	(3,937,182)	(825,353)	(26,090)	799,263	97%	▲	\$
		(3,982,011)	(3,982,011)	(825,353)	(26,090)				
Amount attributable to financing activities		1,995,207	1,995,207	(377,768)	623,910				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year	1	5,913,967	5,885,848	5,885,848	5,885,848	0	0%		
Amount attributable to operating activities		(745,446)	(745,447)	(889,294)	4,036,547				
Amount attributable to investing activities		(7,163,728)	(7,163,728)	(675,988)	(271,995)				
Amount attributable to financing activities		1,995,207	1,995,207	(377,768)	623,910				
Surplus or deficit at the end of the financial year	1	(0)	(28,120)	3,942,798	10,274,310				

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

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

The material variance adopted by Council for the 2024/25 year is \$25,000 and 10%.

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

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

	30 June 2024	31 August 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	19,260,716	20,838,725
Trade and other receivables	939,651	4,344,757
Inventories	11,331	11,331
Contract assets	302,771	29,049
TOTAL CURRENT ASSETS	20,557,566	25,223,861
NON-CURRENT ASSETS		
Trade and other receivables	1,541	1,541
Other financial assets	20,793	20,793
Property, plant and equipment	13,116,985	13,311,164
Infrastructure	175,816,105	175,967,552
TOTAL NON-CURRENT ASSETS	188,955,423	189,301,049
TOTAL ASSETS	209,512,990	214,524,911
CURRENT LIABILITIES		
Trade and other payables	188,752	408,130
Other liabilities	1,345,350	1,377,714
Employee related provisions	148,022	148,022
TOTAL CURRENT LIABILITIES	1,682,124	1,933,867
NON-CURRENT LIABILITIES		
Employee related provisions	73,185	73,185
TOTAL NON-CURRENT LIABILITIES	73,185	723,185
TOTAL LIABILITIES	1,755,309	2,657,052
NET ASSETS	207,757,681	211,867,859
EQUITY		
Retained surplus	29,839,642	33,923,730
Reserve accounts	13,137,616	13,163,707
Revaluation surplus	164,780,422	164,780,422
TOTAL EQUITY	207,757,681	211,867,859

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

SHIRE OF MENZIES

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

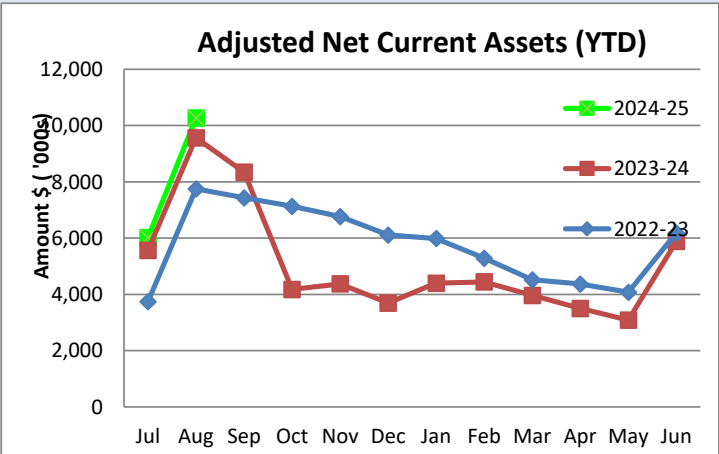
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 31/08/2023	Year to Date Actual 31/08/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	6,123,100	5,177,019	7,675,018
Cash Restricted - Reserves	2	13,137,616	11,801,853	13,163,707
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	686,110	4,787,391	4,549,326
Receivables - Other	3	594,292	538,585	136,183
Impairment of Receivables	3	(340,752)	(304,129)	(340,752)
Other Assets Other Than Inventories	4	345,869	813,398	29,049
Inventories	4	11,331	17,234	11,331
		20,557,566	22,831,351	25,223,861
Less: Current Liabilities				
Payables	5	(155,522)	(267,639)	(370,361)
Contract Liabilities	11	(1,345,350)	(1,174,003)	(1,377,714)
Bonds & Deposits	14	(33,230)	(21,638)	(37,770)
Loan and Lease Liability	9	0	0	0
Provisions	11	(148,022)	(161,180)	(148,022)
		(1,682,124)	(1,624,460)	(1,933,867)
Less: Cash Reserves	10	(13,137,616)	(11,801,853)	(13,163,707)
Add Back: Component of Leave Liability not Required to be funded		148,022	161,180	148,022
Add Back: Loan and Lease Liability		0	0	0
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		5,885,848	9,566,218	10,274,310

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$10.27 M

Last Year YTD

Surplus(Deficit)

\$9.57 M

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

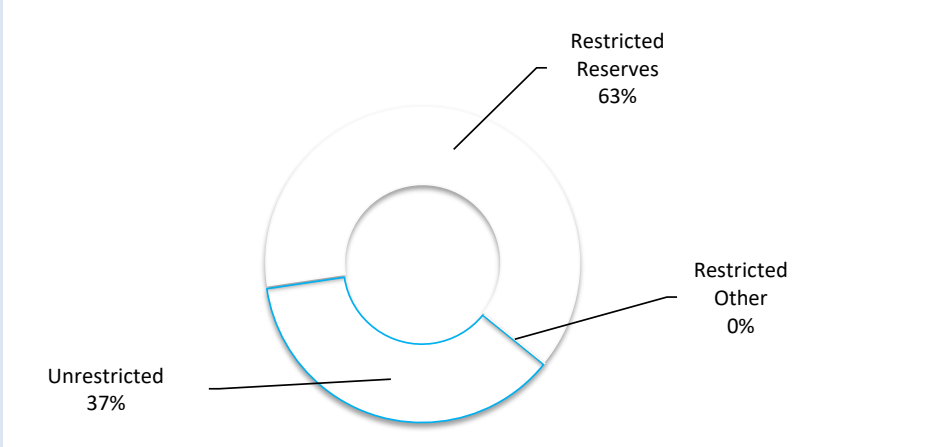
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash On Hand - Admin	830	0	0	830	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Bank Account	1,891,056	0	0	1,891,056	NAB	1.150%	Ongoing
Reserve Bank Account		13,163,707		13,163,707	NAB	1.150%	Ongoing
Term Deposits							
Municipal Maximiser Investment Account	5,783,133	0	0	5,783,133	NAB	1.150%	Ongoing
Investments							
Total	7,675,018	13,163,707	0	20,838,725			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Restricted
\$20.84 M	\$13.16 M

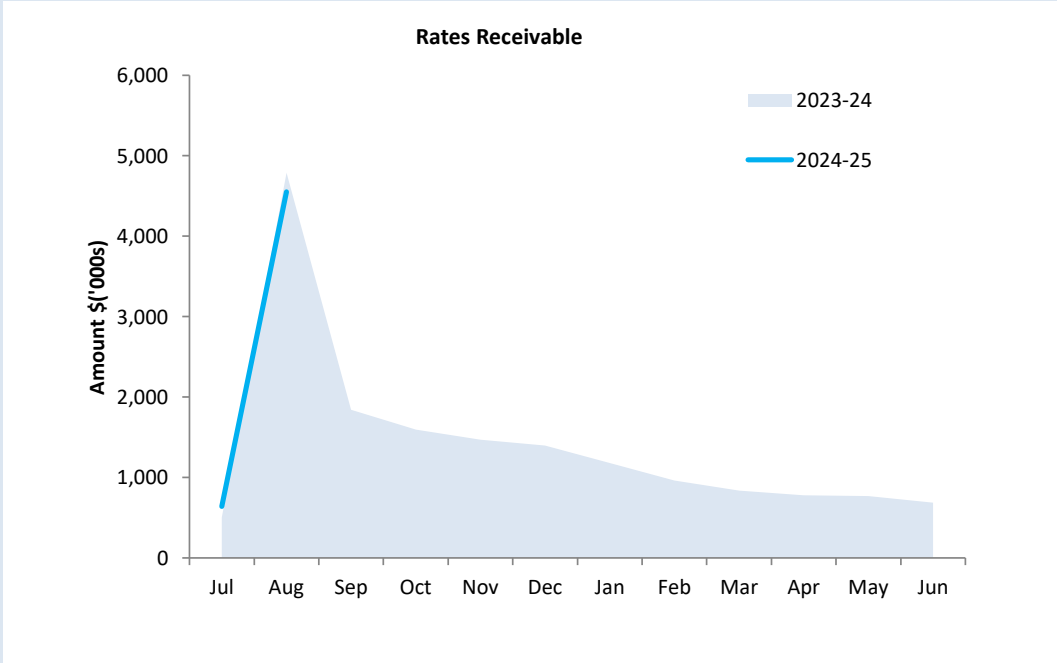
SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	31 Aug 24
	\$	\$
Opening Arrears Previous Years	519,498	687,651
Levied this year	4,449,887	4,815,378
Less Collections to date	(4,281,733)	(952,162)
Equals Current Outstanding	687,651	4,550,867
Net Rates Collectable	687,651	4,550,867
% Collected	86.16%	17.30%

KEY INFORMATION

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

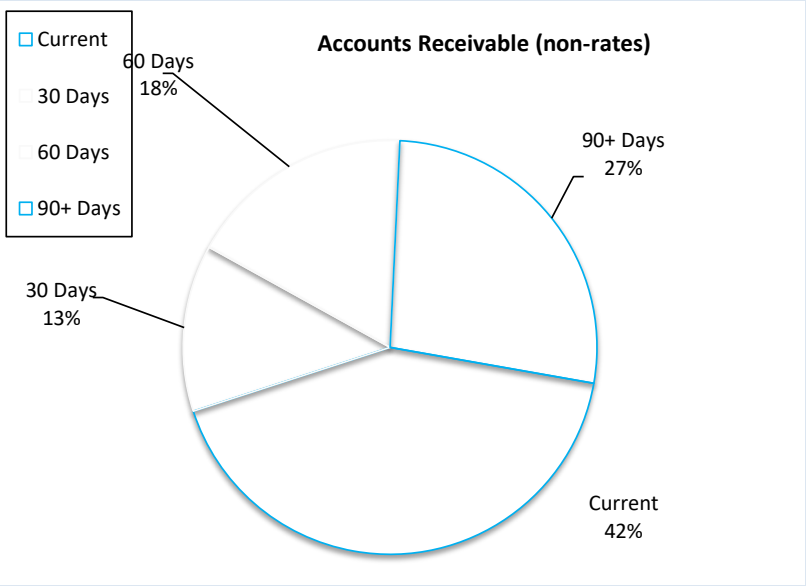


Collected	Rates Due
17%	\$4,550,867

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	7,005	2,162	2,939	4,482	16,588
Percentage	42%	13%	18%	27%	
Balance per Trial Balance					
Sundry Debtors					16,588
Impairment of Receivables					(340,752)
Receivables - Other					119,595
Total Receivables General Outstanding					(204,569)
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
-\$204,569
Over 30 Days
58%
Over 90 Days
27%

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

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 31 Aug 2024
Other Current Assets	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials on hand	11,331	0	0	11,331
Contract assets				
Contract assets	302,771	0	(273,722)	29,049
Total Other Current assets				40,380
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

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

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

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

CONTRACT ASSETS

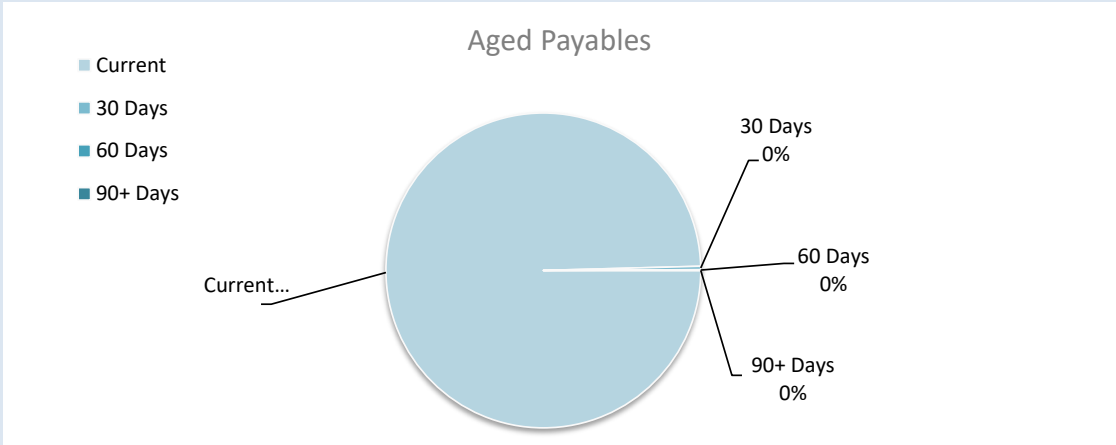
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

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

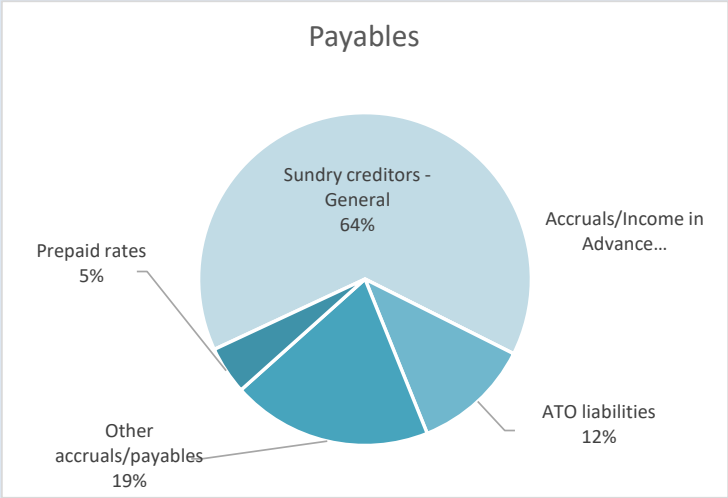
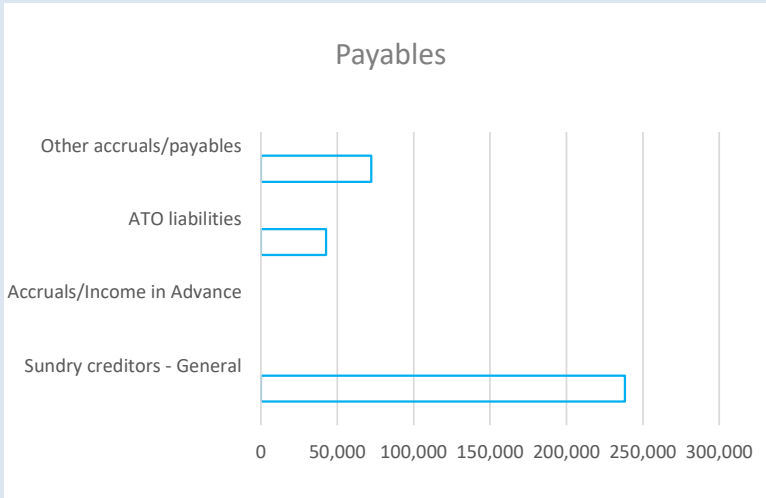
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	237,322	834	176	0	238,331
Percentage	99.6%	0.3%	0.1%	0%	
Balance per Trial Balance					
Sundry creditors - General					238,331
Accruals/Income in Advance					0
ATO liabilities					42,570
Other accruals/payables					72,175
Prepaid rates					17,285
Total Payables General Outstanding					370,361
Amounts shown above include GST (where applicable)					

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



Creditors Due
\$370,361
Over 30 Days
0%
Over 90 Days
0%



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

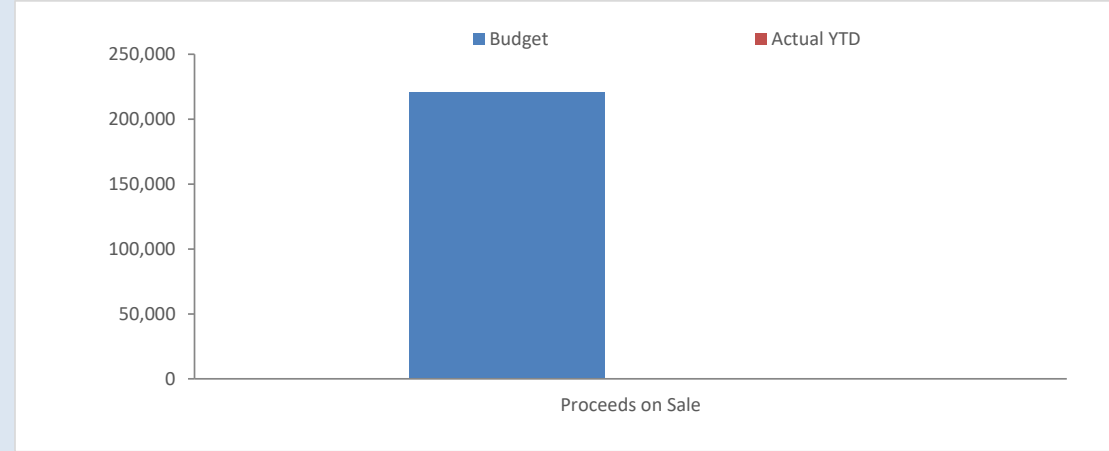
RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross rental valuations											
Vacant and improved	0.089400	38	2,167,320	193,759	0	0	193,759	193,758	0	0	193,758
Unimproved valuations											
Mining	0.163930	238	21,386,520	3,505,892	0	0	3,505,892	3,505,892	0	0	3,505,892
Exploration and Prospecting	0.147540	583	5,675,174	837,315	0	0	837,315	837,315	0	0	837,315
Pastoral and Other	0.085300	86	989,353	84,784	0	0	84,784	84,392	0	0	84,392
Sub-Totals		945	30,218,367	4,621,750	0	0	4,621,750	4,621,358	0	0	4,621,358
Minimum Payment	Minimum										
	\$										
Gross rental valuations											
Vacant and improved	200	212	42,400	42,400	0	0	42,400	42,400	0	0	42,400
Unimproved valuations											
Mining	328	59	56,615	19,352	0	0	19,352	19,352	0	0	19,352
Exploration and Prospecting	328	361	465,000	118,408	0	0	118,408	118,408	0	0	118,408
Pastoral and Other	328	10	18,965	3,280	0	0	3,280	3,280	0	0	3,280
Sub-Totals		642	582,980	183,440	0	0	183,440	183,440	0	0	183,440
		1,587	30,801,347	4,805,190	0	0	4,805,190	4,804,798	0	0	4,804,798
Discounts							0				0
Concession							0				0
Amount from General Rates							4,805,190				4,804,798
Ex-Gratia Rates							0				0
Movement in Excess Rates							0				0
Specified Area Rates							0				0
Total Rates							4,805,190				4,804,798

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

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment									
103	2023 Toyota Prado Diesel Wagon At Gxl (Ceo) 1Mn	50,667	60,000	9,333		0	0		
515	P0207 Hino 300 Series 816 Medium Auto Rubbish Truck - Mn963	12,169	30,000	17,831		0	0		
15	P0202 Hino X-Long Crew Cab Truck 1Esm849	11,232	30,000	18,768		0	0		
60	P0206 Hino 300 Series 920 Medium 003Mn	16,824	30,000	13,176		0	0		
51	P0143 Trailer - Skid Steer 1Tfu134	915	3,000	2,085.00		0	0		
86	5Mn - Toyota Rav4 Hybrid Cvt Gxl 2020	2,048	33,000	30,952.00		0	0		
87	15Mn- Toyota Landcruiser Prado Aug 2017 Gxl T/Diesel Manual Gdj150R	0	35,000	35,000.00		0	0		
		93,855	221,000	127,145	0	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$221,000	\$0	0%

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

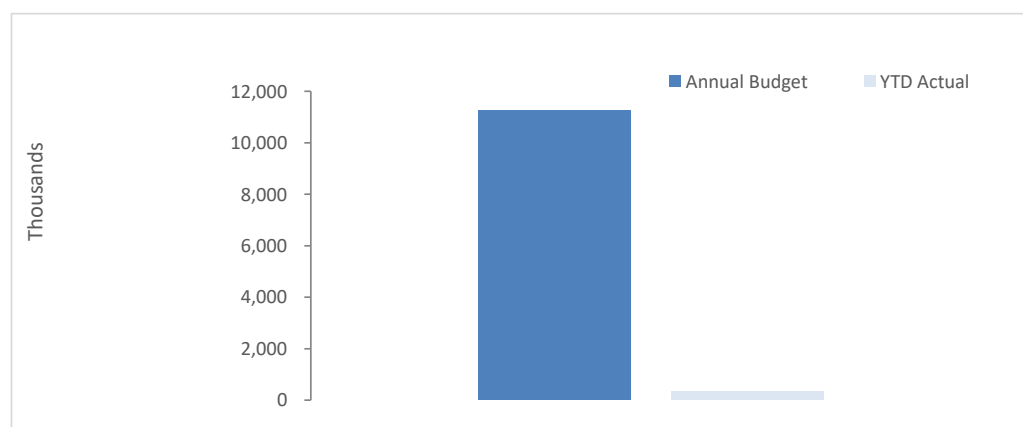
Capital Acquisitions	Adopted		Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget	YTD Actual Total		
	\$	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0	0
Land and Buildings	3,649,141	343,546	3,649,141	129,421	(214,125)	
Equipment on Reserves	0	0	0	0	0	0
Plant and Equipment	1,189,000	60,000	1,189,000	64,758	4,758	
Motor Vehicles	0	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0	0
Infrastructure Assets - Roads	4,832,833	414,482	4,832,833	73,902	(340,580)	
Infrastructure Assets - Footpaths	75,000	12,500	75,000	0	(12,500)	
Infrastructure Assets - Parks and Ovals	500,000	83,332	500,000	0	(83,332)	
Infrastructure Assets - Other	1,022,835	36,664	1,022,835	77,544	40,880	
Capital Expenditure Totals	11,268,809	950,524	11,268,809	345,626	(604,898)	
Capital acquisitions funded by:						
	\$	\$	\$	\$	\$	\$
Capital Grants and Contributions	3,884,081	253,204	3,884,081	73,631	(179,573)	
Borrowings	650,000	0	650,000	650,000	650,000	
Other (Disposals & C/Fwd)	221,000	21,332	221,000	0	(21,332)	
Council contribution - Cash Backed Reserves						
Various Reserves	5,327,218	447,585	5,327,218	0	(447,585)	
Council contribution - operations	1,186,510	228,403	1,186,510	-378,005	(606,408)	
Capital Funding Total	11,268,809	950,524	11,268,809	345,626	(604,898)	

SIGNIFICANT ACCOUNTING POLICIES

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

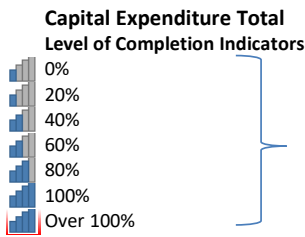
KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$11.27 M	\$.35 M	3%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.88 M	\$.07 M	2%



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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

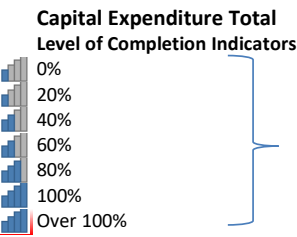


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Completion		Level of completion indicator, please see table at the top of this note for further detail.				Adopted		Amended			
		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over		
Assets					\$	\$	\$	\$		\$	
Land											
Economic Services											
0.81	<div><div></div></div>	Lot 9 (54) Shenton Street - Land (Capital)	4130809	508	LC002	(13,091)	(13,091)	(8,726)	(10,637)	(1,911)	
Total - Economic Services						(13,091)	(13,091)	(8,726)	(10,637)	(1,911)	
0.81	<div><div></div></div>	Total - Land				(13,091)	(13,091)	(8,726)	(10,637)	(1,911)	
Buildings											
Housing											
0.43	<div><div></div></div>	CEO House - Lot - 1085 (39) Mercer St - Building (Capital)	4090110	510	BC002	(10,000)	(10,000)	(1,666)	(4,349)	(2,683)	
0.00	<div><div></div></div>	Lot 91 (40) Mercer St - Building (Capital)	4090110	510	BC004	(20,000)	(20,000)	(3,332)	0	3,332	
0.00	<div><div></div></div>	Lot 93 (36) Mercer St - Building (Capital)	4090110	510	BC005	(60,000)	(60,000)	(10,000)	0	10,000	
0.00	<div><div></div></div>	Duplex Lot 12a Walsh St (North Unit) - Building (Capital)	4090110	510	BC007	(45,000)	(45,000)	(7,498)	0	7,498	
0.00	<div><div></div></div>	Duplex Lot 12b Walsh St (South Unit) - Building (Capital)	4090110	510	BC008	(45,000)	(45,000)	(7,498)	0	7,498	
1.23	<div><div></div></div>	29A Reid Street (North Unit) - Building (Capital)	4090110	510	BC010	(32,000)	(32,000)	(5,332)	(39,313)	(33,981)	
1.22	<div><div></div></div>	29B Reid Street (South Unit) - Building (Capital)	4090110	510	BC011	(32,000)	(32,000)	(5,332)	(39,198)	(33,866)	
0.00	<div><div></div></div>	Building Capital (House & Land Menzies)	4090110	510	BC025	(550,000)	(550,000)	(91,666)	0	91,666	
0.00	<div><div></div></div>	Lot 1089 (57) Walsh St - Building (Capital)	4090210	510	BC019	(40,000)	(40,000)	(6,666)	0	6,666	
0.00	<div><div></div></div>	Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	4090210	510	BC020	(894,000)	(894,000)	0	0	0	
0.01	<div><div></div></div>	GROH House 4x2	4090210	510	BC023	(690,355)	(690,355)	0	(4,045)	(4,045)	
0.00	<div><div></div></div>	GROH House 2x1	4090210	510	BC024	(542,695)	(542,695)	0	0	0	
Total - Housing						(2,961,050)	(2,961,050)	(138,990)	(86,906)	52,084	
Recreation And Culture											
0.00	<div><div></div></div>	Town Hall (Hall) - Building (Capital)	4110110	510	BC026	(100,000)	(100,000)	(16,666)	0	16,666	
0.00	<div><div></div></div>	Old Butcher Shop Lot 1094 (53) Shenton St - Building (Capital)	4110610	510	BC029	(45,000)	(45,000)	(7,500)	0	7,500	
Total - Recreation And Culture						(145,000)	(145,000)	(24,166)	0	24,166	
Economic Services											
0.00	<div><div></div></div>	Building not specified	4130210	510	BC000	(100,000)	(100,000)	(16,666)	0	16,666	
0.02	<div><div></div></div>	Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	4130210	510	BC028	(250,000)	(250,000)	(83,332)	(5,807)	77,525	
0.00	<div><div></div></div>	Goongarrie Cottage South - Building (Capital)	4130210	510	BC032	(25,000)	(25,000)	0	0	0	
0.00	<div><div></div></div>	Goongarrie Cottage North - Building (Capital)	4130210	510	BC033	(25,000)	(25,000)	0	0	0	
0.00	<div><div></div></div>	Caravan Park Upgrade (Capital)	4130210	510	BC021A	(30,000)	(30,000)	(5,000)	0	5,000	
Total - Economic Services						(430,000)	(430,000)	(104,998)	(5,807)	99,191	
Other Property & Services											
0.26	<div><div></div></div>	Town Hall (Admin) - Building (Capital)	4140210	510	BC027	(100,000)	(100,000)	(66,666)	(26,072)	40,594	
0.26	<div><div></div></div>	Total - Other Property & Services				(100,000)	(100,000)	(66,666)	(26,072)	40,594	
0.03	<div><div></div></div>	Total - Buildings				(3,636,050)	(3,636,050)	(334,820)	(118,785)	216,035	
Plant & Equipment											
Governance											
0.36	<div><div></div></div>	Software and IT Systems	4040230	530	C0142	(100,000)	(100,000)	0	(35,758)	(35,758)	
0.00	<div><div></div></div>	Vehicle Replacement CEO	4040230	530	CP001	(90,000)	(90,000)	0	0	0	
Total - Governance						(190,000)	(190,000)	0	(35,758)	(35,758)	
Transport											
0.00	<div><div></div></div>	Rubbish Truck with Compactor	4120330	530	CP006	(300,000)	(300,000)	0	0	0	
0.00	<div><div></div></div>	Service Truck Replacement	4120330	530	CP007	(150,000)	(150,000)	(30,000)	0	30,000	
0.00	<div><div></div></div>	Tip Truck Replacement	4120330	530	CP014	(140,000)	(140,000)	0	0	0	
0.00	<div><div></div></div>	Trailer for Accomodation (23/24)	4120330	530	C1220	(110,000)	(110,000)	0	0	0	
0.00	<div><div></div></div>	Equipment Trailer Replacement	4120330	530	C1221	(50,000)	(50,000)	(10,000)	0	10,000	
0.00	<div><div></div></div>	New Equipment Camp Trailer	4120330	530	C1222	(100,000)	(100,000)	0	0	0	
1.00	<div><div></div></div>	CCTV Trailer (Capital)	4120330	530	C1223	(29,000)	(29,000)	0	(29,000)	(29,000)	
Total - Transport						(879,000)	(879,000)	(40,000)	(29,000)	11,000	
Economic Services											
0.00	<div><div></div></div>	Vehicle Replacement CDM	4130230	530	CP015	(60,000)	(60,000)	(10,000)	0	10,000	
Total - Economic Services						(60,000)	(60,000)	(10,000)	0	10,000	
Other Property & Services											
0.00	<div><div></div></div>	Vehicle Replacement CFO	4140230	530	CP002	(60,000)	(60,000)	(10,000)	0	10,000	
Total - Other Property & Services						(60,000)	(60,000)	(10,000)	0	10,000	
0.05	<div><div></div></div>	Total - Plant & Equipment				(1,189,000)	(1,189,000)	(60,000)	(64,758)	(4,758)	
Infrastructure - Roads											
Transport											
0.00	<div><div></div></div>	Program Reseal	4120140	540	C1213	(250,000)	(250,000)	(41,666)	0	41,666	
0.00	<div><div></div></div>	Program Reseal Outside BUA	4120141	540	RC000	(250,000)	(250,000)	0	0	0	
0.00	<div><div></div></div>	Kookynie Malcom Rd (Capital)	4120142	540	RC038	(300,000)	(300,000)	0	0	0	
0.00	<div><div></div></div>	Tjuntjunjarra Access Rd (Capital)	4120142	540	RC049	(300,000)	(300,000)	(50,000)	0	50,000	
0.00	<div><div></div></div>	Tjuntjunjarra Internal Roads Program (20-21)	4120142	540	RC249	(250,000)	(250,000)	0	0	0	
0.00	<div><div></div></div>	Tjuntjunjarra Access Rd (RRG)	4120150	540	RRG049	(80,000)	(80,000)	(13,332)	0	13,332	
0.04	<div><div></div></div>	Menzies North West (RRG 23/24)	4120151	540	RRG007F	(624,000)	(624,000)	0	(27,764)	(27,764)	
0.00	<div><div></div></div>	Menzies North West slk 60.46-66.72 (RRG 24/25)	4120151	540	RRG007G	(624,000)	(624,000)	0	0	0	

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

% of Completion		Level of completion indicator, please see table at the top of this note for further detail.				Adopted		Amended			
Assets		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over		
					\$	\$	\$	\$	\$		
0.14	<div><div></div></div>	Kookynie - Malcolm Road (RRG 23/24)	4120151	540	RRG038A	(297,914)	(297,914)	0	(42,714)	(42,714)	
0.00	<div><div></div></div>	Tjuntjuntjarra Access Road (Indigenous Community Access Rd)	4120164	540	ICA049	(337,691)	(337,691)	(56,280)	(275)	56,005	
0.00	<div><div></div></div>	Cutline Road Expenditure CKB	4120164	540	ICA050	(1,519,228)	(1,519,228)	(253,204)	(3,148)	250,056	
Total - Transport						(4,832,833)	(4,832,833)	(414,482)	(73,902)	340,580	
0.02	<div><div></div></div>	Total - Infrastructure - Roads				(4,832,833)	(4,832,833)	(414,482)	(73,902)	340,580	
Infrastructure - Footpaths											
Transport											
0.00	<div><div></div></div>	Footpath Construction General (Budgeting Only)	4120170	560	FC000	(75,000)	(75,000)	(12,500)	0	12,500	
Total - Transport						(75,000)	(75,000)	(12,500)	0	12,500	
0.00	<div><div></div></div>	Total - Infrastructure - Footpaths				(75,000)	(75,000)	(12,500)	0	12,500	
Infrastructure - Parks & Ovals											
Recreation And Culture											
0.00	<div><div></div></div>	Menzies Playground	4110370	570	PC003	(500,000)	(500,000)	(83,332)	0	83,332	
Total - Recreation And Culture						(500,000)	(500,000)	(83,332)	0	83,332	
0.00	<div><div></div></div>	Total - Infrastructure - Parks & Ovals				(500,000)	(500,000)	(83,332)	0	83,332	
Infrastructure - Other											
Recreation And Culture											
0.00	<div><div></div></div>	Menzies Water Park Infrastructure (Capital)	4110390	590	PC002	(100,000)	(100,000)	(16,666)	0	16,666	
0.48	<div><div></div></div>	LRCI Marmion Village Access Improvement	4110390	590	LRC0120	(137,057)	(137,057)	0	(65,415)	(65,415)	
0.00	<div><div></div></div>	LRCI Menzies Skatepark	4110390	590	LRC0121	(350,000)	(350,000)	0	0	0	
0.04	<div><div></div></div>	LRCI Sealing Kensington Street Menzies (Access to Water Reservoir)	4110390	590	LRC0122	(315,778)	(315,778)	0	(12,129)	(12,129)	
0.00	<div><div></div></div>	TV and Radio Rebroadcast Equipment (Capital)	4110490	590	C0116	(100,000)	(100,000)	(16,666)	0	16,666	
Total - Recreation And Culture						(1,002,835)	(1,002,835)	(33,332)	(77,544)	(44,212)	
Economic Services											
0.00	<div><div></div></div>	Astrotourism (Capital)	4130290	590	C0050	(20,000)	(20,000)	(3,332)	0	3,332	
Total - Economic Services						(20,000)	(20,000)	(3,332)	0	3,332	
0.08	<div><div></div></div>	Total - Infrastructure - Other				(1,022,835)	(1,022,835)	(36,664)	(77,544)	(40,880)	
0.03	<div><div></div></div>	Grand Total				(11,268,809)	(11,268,809)	(950,524)	(345,626)	604,898	

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

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

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

Particulars/Purpose	01 Jul 2024	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing													
GROH House Construction x 2	0	650,000	650,000	650,000	0	44,829	44,829	650,000	605,171	605,171	0	21,210	21,210
Total	0	650,000	650,000	650,000	0	44,829	44,829	650,000	605,171	605,171	0	21,210	21,210
Current loan borrowings	0							0					
Non-current loan borrowings	650,000							650,000					
	650,000							650,000					

All debenture repayments were financed by general purpose revenue.

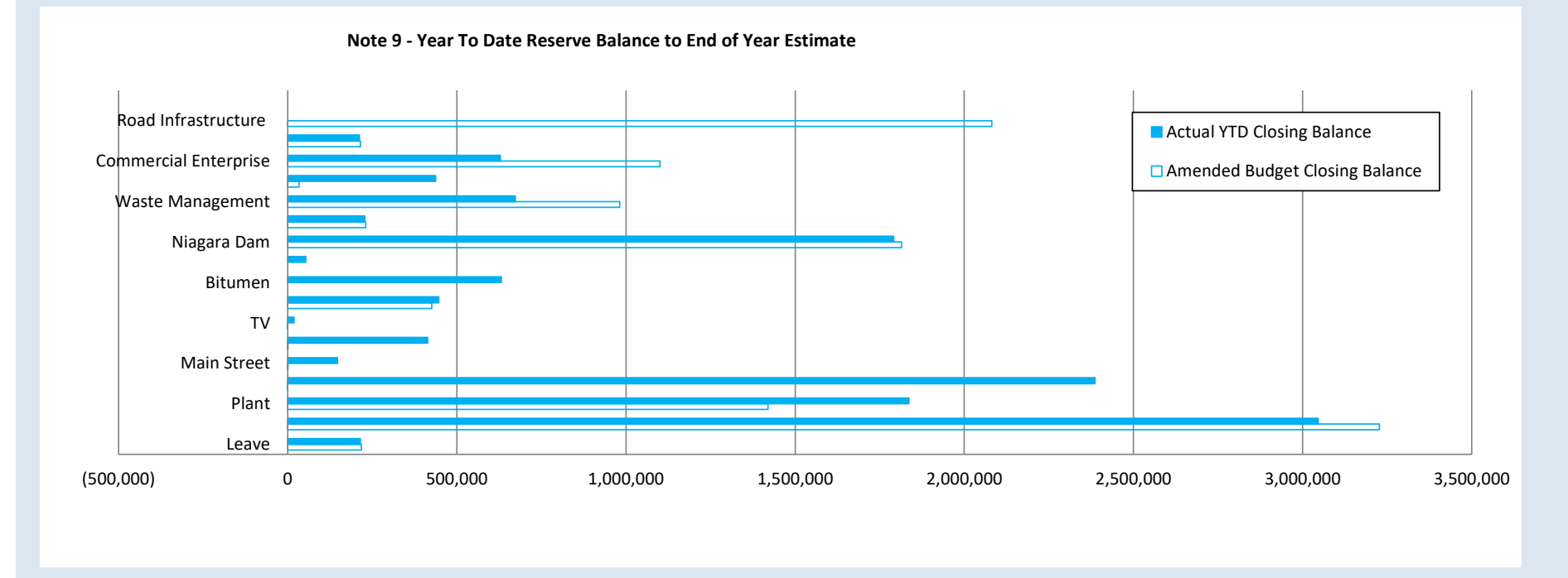
SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	214,046	3,259	426	0	0	0	0	217,305	214,472
Building	3,039,696	46,275	6,035	492,021	0	(350,985)	0	3,227,007	3,045,731
Plant	1,833,161	27,907	3,640	400,000	0	(841,000)	0	1,420,068	1,836,801
Road	2,381,342	36,252	4,730	0	0	(2,417,594)	0	(0)	2,386,071
Main Street	146,590	2,232	292	0	0	(148,822)	0	0	146,882
Staff Amenities	412,601	6,281	819	0	0	(418,882)	0	0	413,420
TV	18,676	284	36	0	0	(18,960)	0	(0)	18,712
Caravan Park	446,106	6,791	887	0	0	(27,000)	0	425,897	446,993
Bitumen	630,202	9,594	1,253	0	0	(639,796)	0	0	631,455
Rates Creditors	53,367	812	107	0	0	(54,179)	0	(0)	53,474
Niagara Dam	1,787,901	27,218	3,551	0	0	0	0	1,815,119	1,791,451
Water Park	227,634	3,465	451	0	0	0	0	231,099	228,085
Waste Management	671,197	10,218	1,333	300,000	0	0	0	981,415	672,531
Former Post Office	436,681	6,648	866	0	0	(410,000)	0	33,329	437,546
Commercial Enterprise	627,159	9,548	1,245	463,949	0	0	0	1,100,656	628,404
Land Purchase	211,257	3,216	420	0	0	0	0	214,473	211,677
Road Infrastructure	0	0	0	2,081,212	0	0	0	2,081,212	0
	13,137,616	200,000	26,090	3,737,182	0	(5,327,218)	0	11,747,580	13,163,707

KEY INFORMATION



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES

NOTE 11

OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2024	Liability Increase	Liability Reduction	Closing Balance 31 Aug 2024
		\$	\$	\$	\$
Other Liabilities					
- Contract liabilities	12	490,538	79,734	(23,738)	546,533
- Capital grant/contribution liabilities	13	854,812	50,000	(73,631)	831,181
Total other liabilities		1,345,350	129,734	(97,370)	1,377,714
Employee Related Provisions					
Annual leave		143,295	0	0	143,295
Long service leave		4,727	0	0	4,727
Total Provisions		148,022	0	0	148,022
Total Other Current Liabilities					1,525,736
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE RELATED PROVISIONS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CAPITAL GRANT/CONTRIBUTION LIABILITIES

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

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

NOTE 12
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2024	Current Liability 31 Aug 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and Subsidies									
General purpose funding									
Grants Commission - General (WALGGC)	0	0	0	0	0	252,586	252,586	42,096	24,771
Grants Commission - Roads (WALGGC)	0	0	0	0	0	147,888	147,888	24,648	24,092
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	8,000	8,000	1,332	0
Transport									
Direct Grant (MRWA)	0	0	0	0	0	190,000	190,000	31,666	278,245
Street Lighting Subsidy (MRWA)	0	0	0	0	0	1,713	1,713	284	0
LRCIP Grant - Menzies Town Greening	0	0	0	0	0	46,460	46,460	0	0
DFES - AGRN962 Flood Damage Reimbursement	427,377	0	0	427,377	427,377	1,245,411	1,245,411	207,568	0
Economic services									
WACRN Community Resource Centre Grant	0	40,000	(18,916)	21,084	21,084	80,000	80,000	40,000	18,916
DSS Community Hub Grant	35,554	39,734	(3,890)	71,398	71,398	39,734	39,734	6,622	3,890
City Kalgoorlie Boulder Community-Led Support Operating Grant	3,311	0	(933)	2,378	2,378	0	0	0	933
CRC Development Grant Expenditure Accounts	3,000	0	0	3,000	3,000	3,000	3,000	500	0
	469,242	79,734	(23,738)	525,237	525,237	2,014,792	2,014,792	354,716	350,845
Contributions									
Recreation and culture									
Menzies Discovery Day Contributions	0	0	0	0	0	8,000	8,000	5,332	0
Economic services									
INDUE Cashless Debit Card Contribution	21,296	0	0	21,296	21,296	0	0	0	0
	21,296	0	0	21,296	21,296	8,000	8,000	5,332	0
TOTALS	490,538	79,734	(23,738)	546,533	546,533	2,022,792	2,022,792	360,048	350,845

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

NOTE 13
CAPITAL GRANTS AND CONTRIBUTIONS

Provider	Unspent Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2024	Current Liability 31 Aug 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital Grants and Subsidies									
Community amenities									
LRCIP Grant - Sealing of Parking Menzies Public Toilets	0	0	0	0	0	59,655	59,655	0	0
LRCIP Grant - Phase 4 - Marmion Village Access Improvement	58,079	0	(58,079)	0	0	137,057	137,057	0	58,079
LRCIP Grant - Phase 4 - Menzies Skatepark	210,000	0	0	210,000	210,000	350,000	350,000	0	0
LRCIP Grant - Phase 4 - Sealing Kensington Street Menzies	189,467	0	(12,129)	177,338	177,338	315,778	315,778	0	12,129
Transport									
RRG Grant Funded -Menzies North West Road - 23/24	0	0	0	0	0	365,912	365,912	0	0
RRG Grant Funded 20/21 -Tjuntjunjarra Access Rd	0	0	0	0	0	80,000	80,000	0	0
RRG Grant Funded -Kookynie - Malcolm Road (RRG 23/24)	0	0	0	0	0	174,960	174,960	0	0
RRG Grant Funded -Yarri Road (RRG 21-22)	0	0	0	0	0	38,000	38,000	0	0
WALGGC Special Road Grant - Tjuntjuntjarra Access Road	242,395	50,000	(275)	292,120	292,120	337,691	337,691	0	275
RRG Road Renewals - Menzies North West slk 60.46-66.72 (RRG 23/24)	0	0	0	0	0	416,000	416,000	0	0
Economic services									
LRCIP Grant - Tourism Signage (district wide)	70,616	0	0	70,616	70,616	89,800	89,800	0	0
	770,557	50,000	(70,483)	750,074	750,074	2,364,853	2,364,853	0	70,483
Capital Contributions									
Transport									
City Kalgoorlie Boulder Cutline Road Expenditure	84,255	0	(3,148)	81,107	81,107	1,519,228	1,519,228	253,204	3,148
	84,255	0	(3,148)	81,107	81,107	1,519,228	1,519,228	253,204	3,148
Total Capital grants, subsidies and contributions	854,812	50,000	(73,631)	831,181	831,181	3,884,081	3,884,081	253,204	73,631

SHIRE OF MENZIES

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

NOTE 14

BONDS & DEPOSITS AND TRUST FUNDS

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

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

Description	Opening Balance 01 Jul 2024	Amount Received	Amount Paid	Closing Balance 31 Aug 2024
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Pet Bonds	612.50	105.00	0.00	717.50
Staff Housing Bonds	3,729.00	400.00	(320.00)	3,809.00
BCITF	(591.74)	0.00	0.00	(591.74)
Building Levy	37.95	6,079.96	(1,725.24)	4,392.67
Nomination Fees	0.00	0.00	0.00	0.00
Unclaimed Moines	1,182.42	0.00	0.00	1,182.42
Hall Hire Bond	100.00	0.00	0.00	100.00
Other Housing Bond	1,845.00	0.00	0.00	1,845.00
Community Bus Bond	200.00	0.00	0.00	200.00
Retention Bonds & Liabilities	26,114.79	0.00	0.00	26,114.79
Sub-Total	33,229.92	6,584.96	(2,045.24)	37,769.64
Trust Funds				
Nil				
Sub-Total	0.00	0.00	0.00	0.00
	33,229.92	6,584.96	(2,045.24)	37,769.64

KEY INFORMATION

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

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2024/25 year is \$25,000 and 10%.

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Rates	4,804,798		▲	\$	Timing	Rates were levied ahead of budgeted expectations
Grants, Subsidies and Contributions	198,365	130%	▲	\$	Timing	MRWA - Direct Roads Grant - Received in July 24, budget phased over 12 months.
Fees and Charges	24,433	52%	▲		Timing	Positive variance due to Caravan Park charges and Domestic refuse tracking higher than budgeted
Other Revenue	(209,646)	(99%)	▼	\$	Timing	Flood Damage Reimbursement of \$1,245,411 phased over 12 months not yet received.
Profit on Disposal of Assets	(7,024)	(100%)	▼		Timing	Disposal are yet to occurred
Expenditure from operating activities						
Employee Costs	79,187	19%	▲	\$	Timing	Employee Costs currently tracking lower than budgeted.
Utility Charges	(12,048)	(59%)	▼		Timing	Negative variance due to timing of Electricity Bill.
Depreciation	397,886	100%	▲	\$	Timing	Depreciation has not been run in 24/25.
Insurance Expenses	(73,593)	(269%)	▼	\$	Timing	Insurance expenditure actually incurred but budgeted over twelve months.
Other Expenditure	36,534	38%	▲	\$	Timing	Rate write-offs budgeted for July 24 were higher than actuals and Members Donation to Community Groups have not yet occurred.
Non-cash amounts excluded from operating activities						
Add back Depreciation	(397,886)	(100%)	▼	\$	Timing	Depreciation has not been run in 24/25.
INVESTING ACTIVITIES						
Capital Grants, Subsidies and Contributions	(179,573)	(71%)	▼	\$	Timing	Budgeted Non Operating Grant Income tracking lower than
Proceeds from Disposal of Assets	(21,332)	(100%)	▼		Timing	No Disposals have yet occurred.
Land and Buildings	214,125	62%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Roads	340,580	82%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Parks and Ovals	83,332	100%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Other	(40,880)	(111%)	▼	\$	Timing	Capital works - Refer to Note 8 Capital details
FINANCING ACTIVITIES						
Proceeds from new borrowings	650,000		▲	\$	Timing	New borrowing proceeds received in July 24, budget phased quarterly.
Transfer from Reserves	(447,585)	(100%)	▼	\$	Timing	Most allocations occur at year-end
Transfer to Reserves	799,263	97%	▲	\$	Timing	Most allocations occur at year-end

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

NOTE 16
BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Budget Adoption		Closing Surplus/(Deficit)	\$	\$	\$ 0	\$ 0
		Opening surplus adjustment		Opening Surplus(Deficit)			(28,119)	(28,119)
					0	0	(28,119)	(28,119)

SHIRE OF MENZIES FINANCIAL INFORMATION SCHEDULE AS AT 31 AUGUST 2024



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

31/08/2024	COA	Description	Original Budget 24/25	Budget Amendments 24/25	Current Budget 24/25	YTD Actual 31/08/2024
		General Purpose Funding				
		Rates				
		Operating Income				
	3030120	RATES - Instalment Admin Fee Received	-\$7,000.00	\$0.00	-\$7,000.00	-\$300.00
	3030121	RATES - Account Enquiry Charges	-\$100.00	\$0.00	-\$100.00	\$0.00
	3030122	RATES - Reimbursement of Debt Collection Costs	-\$3,000.00	\$0.00	-\$3,000.00	\$0.00
	3030130	RATES - Rates Levied - Synergy	-\$4,805,190.24	\$0.00	-\$4,805,190.24	-\$4,804,797.86
	3030145	RATES - Penalty Interest Received	-\$40,000.00	\$0.00	-\$40,000.00	-\$7,178.44
	3030146	RATES - Instalment Interest Received	-\$7,000.00	\$0.00	-\$7,000.00	-\$5,421.74
		Total Operating Income	-\$4,862,290.24	\$0.00	-\$4,862,290.24	-\$4,817,698.04
		Other General Purpose Funding				
		Operating Income				
	3030201	GEN PUR - Reimbursements	-\$100.00	\$0.00	-\$100.00	\$0.00
	3030210	GEN PUR - Financial Assistance Grant - General	-\$252,585.75	\$0.00	-\$252,585.75	-\$24,770.50
	3030211	GEN PUR - Financial Assistance Grant - Roads	-\$147,888.00	\$0.00	-\$147,888.00	-\$24,091.50
	3030214	GEN PUR - Grant Funding	\$0.00	\$0.00	\$0.00	\$0.00
	3030220	GEN PUR - Charges - Photocopying / Faxing	-\$205.00	\$0.00	-\$205.00	\$0.00
	3030235	GEN PUR - Other Income	\$0.00	\$0.00	\$0.00	-\$78.26
	3030245	GEN PUR - Interest Earned - Reserve Funds	-\$200,000.00	\$0.00	-\$200,000.00	-\$26,090.17
	3030246	GEN PUR - Interest Earned - Municipal Funds	-\$30,000.00	\$0.00	-\$30,000.00	-\$13,216.31
		Total Operating Income	-\$630,778.75	\$0.00	-\$630,778.75	-\$88,246.74
		Rates				
		Operating Expenditure				
	2030100	RATES - Employee Costs	\$65,737.90	\$0.00	\$65,737.90	\$8,515.62
	2030104	RATES - Training & Development	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2030109	RATES - Travel & Accommodation	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2030112	RATES - Valuation Expenses	\$10,000.00	\$0.00	\$10,000.00	\$181.00
	2030113	RATES - Title/Company Searches	\$500.00	\$0.00	\$500.00	\$63.20
	2030114	RATES - Debt Collection Expenses	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	2030116	RATES - Postage and Freight	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2030118	RATES - Rates Write Off	\$240,000.00	\$0.00	\$240,000.00	\$27,307.22
	2030119	RATES - Seizure of Land	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	2030152	RATES - Consultants	\$25,000.00	\$0.00	\$25,000.00	\$4,092.50
	2030187	RATES - Other Expenses Relating To Rates	\$500.00	\$0.00	\$500.00	\$0.00
	2030199	RATES - Administration Allocated	\$50,273.00	\$0.00	\$50,273.00	\$10,021.19
		Total Operating Expenditure	\$418,010.90	\$0.00	\$418,010.90	\$50,180.73
		Other General Purpose Funding				
		Operating Expenditure				
	2030211	GEN PUR - Bank Fees & Charges	\$7,000.00	\$0.00	\$7,000.00	\$560.93
	2030214	GEN PUR - Rounding	\$10.00	\$0.00	\$10.00	\$0.00
	2030299	GEN PUR - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$40,525.00	\$0.00	\$40,525.00	\$7,241.73
		Total Operating Income	-\$5,493,068.99	\$0.00	-\$5,493,068.99	-\$4,905,944.78
		Total Operating Expenditure	\$458,535.90	\$0.00	\$458,535.90	\$57,422.46
		Governance				
		Other Governance				
		Operating Income				
	3040135	MEMBERS - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
	3040290	OTH GOV - Profit on Disposal of Assets	-\$9,333.00	\$0.00	-\$9,333.00	\$0.00
		Total Operating Income	-\$9,333.00	\$0.00	-\$9,333.00	\$0.00
		Members Of Council				
		Operating Expenditure				
	2040104	MEMBERS - Training & Development	\$20,000.00	\$0.00	\$20,000.00	\$0.00
	2040109	MEMBERS - Members Travel and Accommodation	\$55,000.00	\$0.00	\$55,000.00	\$11,924.16
	2040111	MEMBERS - Mayors/Presidents Allowance	\$21,493.00	\$0.00	\$21,493.00	\$3,582.16
	2040112	MEMBERS - Deputy Mayors/Presidents Allowance	\$5,373.00	\$0.00	\$5,373.00	\$895.50
	2040113	MEMBERS - Members Sitting Fees	\$82,025.00	\$0.00	\$82,025.00	\$13,670.80
	2040114	MEMBERS - Communications Allowance	\$7,700.00	\$0.00	\$7,700.00	\$1,283.38
	2040115	MEMBERS - Printing and Stationery	\$400.00	\$0.00	\$400.00	\$0.00
	2040116	MEMBERS - Election Expenses	\$4,000.00	\$0.00	\$4,000.00	\$0.00
	2040121	MEMBERS - Information Systems	\$3,000.00	\$0.00	\$3,000.00	\$0.00
	2040129	MEMBERS - Donations to Community Groups	\$20,000.00	\$0.00	\$20,000.00	\$0.00
	2040130	MEMBERS - Insurance Expenses	\$12,509.00	\$0.00	\$12,509.00	\$6,254.50
	2040186	MEMBERS - Expensed Minor Asset Purchases	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2040199	MEMBERS - Administration Allocated	\$335,156.00	\$0.00	\$335,156.00	\$66,807.87
		Total Operating Expenditure	\$571,656.00	\$0.00	\$571,656.00	\$104,418.37
		Other Governance				
		Operating Expenditure				
	2040200	OTH GOV - Employee Costs	\$392,254.14	\$0.00	\$392,254.14	\$54,689.29
	2040204	OTH GOV - Training & Development	\$8,000.00	\$0.00	\$8,000.00	\$0.00
	2040205	OTH GOV - Recruitment	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2040209	OTH GOV - Conference, Travel and Accommodation	\$10,000.00	\$0.00	\$10,000.00	\$1,287.09
	2040210	OTH GOV - Motor Vehicle Expenses	\$22,898.00	\$0.00	\$22,898.00	\$8,374.28
	2040211	OTH GOV - Civic Functions, Refreshments & Receptions	\$10,000.00	\$0.00	\$10,000.00	\$833.29
	2040215	OTH GOV - Printing and Stationery	\$500.00	\$0.00	\$500.00	\$0.00
	2040216	OTH GOV - Postage and Freight	\$0.00	\$0.00	\$0.00	\$0.00
	2040221	OTH GOV - Information Systems	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2040240	OTH GOV - Advertising & Promotion	\$2,000.00	\$0.00	\$2,000.00	\$0.00

31/08/2024	COA	Description	Original Budget 24/25	Budget Amendments 24/25	Current Budget 24/25	YTD Actual 31/08/2024
	2040241	OTH GOV - Subscriptions & Memberships	\$78,900.00	\$0.00	\$78,900.00	\$58,528.96
	2040250	OTH GOV - Consultancy - Statutory	\$0.00	\$0.00	\$0.00	\$0.00
	2040251	OTH GOV - Consultancy - Strategic	\$37,000.00	\$0.00	\$37,000.00	\$11,605.43
	2040252	OTH GOV - Other Consultancy	\$10,000.00	\$0.00	\$10,000.00	\$4,660.00
	2040285	OTH GOV - Legal Expenses	\$15,000.00	\$0.00	\$15,000.00	\$6,845.60
	2040286	OTH GOV - Expensed Minor Asset Purchases	\$5,000.00	\$0.00	\$5,000.00	\$1,426.00
	2040298	OTH GOV - Staff Housing Allocated	\$0.00	\$0.00	\$0.00	\$0.00
	2040299	OTH GOV - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$635,067.14	\$0.00	\$635,067.14	\$154,930.74
		Total Operating Income	-\$9,333.00	\$0.00	-\$11,199.00	\$0.00
		Total Operating Expenditure	\$1,206,723.14	\$0.00	\$1,206,723.14	\$259,349.11
		Law, Order & Public Safety				
		Animal Control, Law, Order & Public Safety				
		Operating Income				
	3050220	ANIMAL - Pound Fees	-\$50.00	\$0.00	-\$50.00	\$0.00
	3050221	ANIMAL - Animal Registration Fees	-\$500.00	\$0.00	-\$500.00	-\$50.00
	3050310	OLOPS - Grants	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$550.00	\$0.00	-\$550.00	-\$50.00
		Emergency Services Levy - Bush Fire Brigade				
		Operating Income				
	3050502	ESL BFB - Admin Fee/Commission	-\$4,000.00	\$0.00	-\$4,000.00	\$0.00
	3050510	ESL BFB - Operating Grant	-\$8,000.00	\$0.00	-\$8,000.00	\$0.00
	3050545	ESL BFB - Non-Payment Penalty Interest	-\$4,000.00	\$0.00	-\$4,000.00	-\$1,023.24
		Total Operating Income	-\$16,000.00	\$0.00	-\$16,000.00	-\$1,023.24
		Fire Prevention				
		Operating Expenditure				
	2050110	FIRE - Motor Vehicle Expenses	\$429.00	\$0.00	\$429.00	\$26.14
	2050113	FIRE - Fire Prevention and Planning	\$500.00	\$0.00	\$500.00	\$0.00
	2050188	FIRE - Building Operations	\$3,659.00	\$0.00	\$3,659.00	\$345.99
	2050189	FIRE - Building Maintenance	\$1,001.00	\$0.00	\$1,001.00	\$0.00
	2050192	FIRE - Depreciation	\$3,106.00	\$0.00	\$3,106.00	\$0.00
		Total Operating Expenditure	\$8,695.00	\$0.00	\$8,695.00	\$372.13
		Animal Control				
		Operating Expenditure				
	2050253	ANIMAL - Contract Services	\$36,300.00	\$0.00	\$36,300.00	\$6,930.00
	2050265	ANIMAL - Animal Care Day Menzies	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2050288	ANIMAL - Animal Pound Operations	\$300.00	\$0.00	\$300.00	\$0.00
	2050289	ANIMAL - Animal Pound Maintenance	\$200.00	\$0.00	\$200.00	\$0.00
	2050292	ANIMAL - Depreciation	\$2,185.00	\$0.00	\$2,185.00	\$0.00
	2050299	ANIMAL - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$77,500.00	\$0.00	\$77,500.00	\$13,610.80
		Other Law, Order & Public Safety				
		Operating Expenditure				
	2050311	OLOPS - CCTV Maintenance	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2050312	OLOPS - LEMC Support	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2050313	OLOPS - Community Emergency Services	\$4,079.00	\$0.00	\$4,079.00	\$0.00
	2050392	OLOPS - Depreciation	\$37,491.00	\$0.00	\$37,491.00	\$0.00
	2050399	OLOPS - Administration Allocated	\$8,379.00	\$0.00	\$8,379.00	\$1,670.23
		Total Operating Expenditure	\$55,949.00	\$0.00	\$55,949.00	\$1,670.23
		Emergency Services Levy - Bush Fire Brigade				
		Operating Expenditure				
	2050530	ESL BFB - Insurance Expenses	\$3,250.00	\$0.00	\$3,250.00	\$1,625.00
	2050565	ESL BFB - Maintenance Plant & Equipment	\$10,865.50	\$0.00	\$10,865.50	\$697.74
	2050589	ESL BFB - Maintenance Land & Buildings	\$2,500.00	\$0.00	\$2,500.00	\$0.00
	2050599	ESL BFB - Administration Allocated	\$8,379.00	\$0.00	\$8,379.00	\$1,670.23
		Total Operating Expenditure	\$24,994.50	\$0.00	\$24,994.50	\$3,992.97
		Total Operating Income	-\$16,550.00	\$0.00	-\$16,550.00	-\$1,073.24
		Total Operating Expenditure	\$167,138.50	\$0.00	\$167,138.50	\$19,646.13
		Health				
		Preventative Services - Inspection/Admin				
		Operating Income				
	3070420	HEALTH - Health Regulatory Fees & Charges	-\$300.00	\$0.00	-\$300.00	\$0.00
		Total Operating Income	-\$300.00	\$0.00	-\$300.00	\$0.00
		Preventative Services - Inspection/Admin				
		Operating Expenditure				
	2070411	HEALTH - Contract EHO	\$50,000.00	\$0.00	\$50,000.00	\$5,087.09
	2070412	HEALTH - Analytical Expenses	\$400.00	\$0.00	\$400.00	\$372.00
	2070485	HEALTH - Legal Expenses	\$3,000.00	\$0.00	\$3,000.00	\$0.00
	2070499	HEALTH - Administration Allocated	\$8,379.00	\$0.00	\$8,379.00	\$1,670.23
	2070553	PEST - Pest Control Programs	\$15,000.00	\$0.00	\$15,000.00	\$0.00
		Total Operating Expenditure	\$76,779.00	\$0.00	\$76,779.00	\$7,129.32

31/08/2024	COA	Description	Original Budget 24/25	Budget Amendments 24/25	Current Budget 24/25	YTD Actual 31/08/2024
		Other Health				
		Operating Expenditure				
	2070750	OTH HEALTH - Nurse Expenses	\$3,000.00	\$0.00	\$3,000.00	\$0.00
		Total Operating Expenditure	\$3,000.00	\$0.00	\$3,000.00	\$0.00
		Total Operating Income	-\$300.00	\$0.00	-\$300.00	\$0.00
		Total Operating Expenditure	\$79,779.00	\$0.00	\$79,779.00	\$7,129.32
		Community Amenities				
		Other Welfare				
		Operating Expenditure				
	2080700	WELFARE - Employee Costs	\$51,488.60	\$0.00	\$51,488.60	\$361.50
	2080712	WELFARE - Youth Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00
		Total Operating Expenditure	\$53,988.60	\$0.00	\$53,988.60	\$361.50
		Total Operating Expenditure	\$53,988.60	\$0.00	\$53,988.60	\$361.50
		Housing				
		Staff and Other Housing				
		Operating Income				
	3090101	STF HOUSE - Staff Rental Reimbursements	-\$30,000.00	\$0.00	-\$30,000.00	-\$2,768.00
	3090220	OTH HOUSE - Fees & Charges	-\$24,300.00	\$0.00	-\$24,300.00	-\$6,018.95
	3090235	OTH HOUSE - Other Income	-\$200.00	\$0.00	-\$200.00	\$0.00
		Total Operating Income	-\$54,500.00	\$0.00	-\$54,500.00	-\$8,786.95
		Staff Housing				
		Operating Expenditure				
	2090186	STF HOUSE - Expensed Minor Asset Purchases	\$40,000.00	\$0.00	\$40,000.00	\$4,076.36
	2090188	STF HOUSE - Staff Housing Building Operations	\$35,766.00	\$0.00	\$35,766.00	\$15,427.34
	2090189	STF HOUSE - Staff Housing Building Maintenance	\$139,667.00	\$0.00	\$139,667.00	\$14,577.93
	2090192	STF HOUSE - Depreciation	\$81,923.00	\$0.00	\$81,923.00	\$0.00
	2090198	STF HOUSE - Staff Housing Costs Recovered	-\$129,967.00	\$0.00	-\$129,967.00	-\$23,794.96
	2090199	STF HOUSE - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$0.00
		Total Operating Expenditure	\$200,904.00	\$0.00	\$200,904.00	\$10,286.67
		Other Housing				
		Operating Expenditure				
	2090270	OTH HOUSE - Loan Interest Repayments	\$21,209.67	\$0.00	\$21,209.67	\$0.00
	2090285	OTH HOUSE - Legal Expenses	\$4,000.00	\$0.00	\$4,000.00	\$0.00
	2090288	OTH HOUSE - Building Operations	\$14,629.00	\$0.00	\$14,629.00	\$10,178.04
	2090289	OTH HOUSE - Building Maintenance	\$56,017.00	\$0.00	\$56,017.00	\$9,917.79
	2090292	OTH HOUSE - Depreciation	\$81,389.00	\$0.00	\$81,389.00	\$0.00
	2090298	OTH HOUSE - Staff Housing Costs Recovered	-\$35,533.00	\$0.00	-\$35,533.00	-\$2,246.42
	2090299	OTH HOUSE - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$13,361.56
		Total Operating Expenditure	\$175,226.67	\$0.00	\$175,226.67	\$31,210.97
		Total Operating Income	-\$54,500.00	\$0.00	-\$54,500.00	-\$8,786.95
		Total Operating Expenditure	\$376,130.67	\$0.00	\$376,130.67	\$41,497.64
		Community Amenities				
		Community Amenities				
		Operating Income				
	3100120	SAN - Domestic Refuse Collection Charges	-\$10,000.00	\$0.00	-\$10,000.00	-\$10,580.00
	3100200	SAN OTH - Commercial Collection Charge	-\$5,000.00	\$0.00	-\$5,000.00	\$0.00
	3100321	SEW - Septic Tank Inspection Fees	-\$700.00	\$0.00	-\$700.00	\$0.00
	3100335	SEW - Other Income	-\$1,000.00	\$0.00	-\$1,000.00	-\$225.27
	3100620	PLAN - Planning Application Fees	-\$500.00	\$0.00	-\$500.00	\$0.00
	3100710	COM AMEN - Grants	-\$59,655.00	\$0.00	-\$59,655.00	\$0.00
	3100735	COM AMEN - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$76,855.00	\$0.00	-\$76,855.00	-\$10,805.27
		Sanitation - General				
		Operating Expenditure				
	2100111	SAN - Waste Collection	\$94,726.00	\$0.00	\$94,726.00	\$21,465.74
	2100117	SAN - General Tip Maintenance	\$87,300.00	\$0.00	\$87,300.00	\$37,697.15
	2100118	SAN - Purchase of Bins (Sulo and Other)	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2100119	SAN - Landfill Closure	\$0.00	\$0.00	\$0.00	\$0.00
	2100192	SAN - Depreciation	\$21,315.00	\$0.00	\$21,315.00	\$0.00
	2100199	SAN - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$238,856.00	\$0.00	\$238,856.00	\$65,843.69
		Sanitation - Other				
		Operating Expenditure				
	2100212	SAN OTH - Waste Disposal	\$1,500.00	\$0.00	\$1,500.00	\$0.00
	2100214	SAN OTH - Purchase of Street Bins	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$1,500.00	\$0.00	\$1,500.00	\$0.00
		Sewerage				
		Operating Expenditure				
	2100365	SEW - Maintenance/Operations	\$7,164.00	\$0.00	\$7,164.00	\$0.00
	2100399	SEW - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$40,679.00	\$0.00	\$40,679.00	\$6,680.80

31/08/2024	COA	Description	Original Budget 24/25	Budget Amendments 24/25	Current Budget 24/25	YTD Actual 31/08/2024
		Town Planning & Regional Development				
		Operating Expenditure				
	2100615	PLAN - Printing and Stationery	\$0.00	\$0.00	\$0.00	\$0.00
	2100640	PLAN - Advertising & Promotion	\$0.00	\$0.00	\$0.00	\$0.00
	2100650	PLAN - Contract Town Planning	\$4,080.00	\$0.00	\$4,080.00	\$0.00
	2100652	PLAN - Consultants	\$20,000.00	\$0.00	\$20,000.00	\$22,715.59
	2100653	PLAN - Scheme Amendments	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2100699	PLAN - Administration Allocated	\$8,379.00	\$0.00	\$8,379.00	\$1,670.23
		Total Operating Expenditure	\$33,459.00	\$0.00	\$33,459.00	\$24,385.82
		Other Community Amenities				
		Operating Expenditure				
	2100711	COM AMEN - Cemetery Maintenance/Operations	\$39,085.00	\$0.00	\$39,085.00	\$75.67
	2100788	COM AMEN - Public Conveniences Operations	\$127,687.00	\$0.00	\$127,687.00	\$8,083.82
	2100789	COM AMEN - Public Conveniences Maintenance	\$37,810.00	\$0.00	\$37,810.00	\$3,678.40
	2100792	COM AMEN - Depreciation	\$6,879.00	\$0.00	\$6,879.00	\$0.00
	2100799	COM AMEN - Administration Allocated	\$8,379.00	\$0.00	\$8,379.00	\$1,670.23
		Total Operating Expenditure	\$219,840.00	\$0.00	\$219,840.00	\$13,508.12
		Total Operating Income	-\$76,855.00	\$0.00	-\$76,855.00	-\$10,805.27
		Total Operating Expenditure	\$534,334.00	\$0.00	\$534,334.00	\$110,418.43
		Recreation & Culture				
		Operating Income				
	3110120	HALLS - Town Hall Hire	-\$200.00	\$0.00	-\$200.00	-\$56.36
	3110135	HALLS - Other Income	-\$100.00	\$0.00	-\$100.00	\$0.00
	3110310	REC - Grants	-\$802,835.00	\$0.00	-\$802,835.00	-\$70,208.02
	3110320	REC - Fees & Charges	-\$100.00	\$0.00	-\$100.00	\$0.00
	3110335	REC - Other Income	-\$100.00	\$0.00	-\$100.00	\$0.00
	3110501	LIBRARY - Reimbursements Lost Books	-\$100.00	\$0.00	-\$100.00	\$0.00
	3110540	LIBRARY - Fines & Penalties	-\$100.00	\$0.00	-\$100.00	\$0.00
	3110700	OTH CUL - Contributions & Donations - Other Culture	-\$8,000.00	\$0.00	-\$8,000.00	\$0.00
	3110720	OTH CUL - Fees & Charges	-\$100.00	\$0.00	-\$100.00	\$0.00
	3110735	OTH CUL - Other Income	-\$100.00	\$0.00	-\$100.00	\$0.00
		Total Operating Income	-\$811,735.00	\$0.00	-\$811,735.00	-\$70,264.38
		Public Halls And Civic Centres				
		Operating Expenditure				
	2110186	HALLS - Expensed Minor Asset Purchases	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2110188	HALLS - Town Halls and Public Bldg Operations	\$15,000.00	\$0.00	\$15,000.00	\$4,680.77
	2110189	HALLS - Town Halls and Public Bldg Maintenance	\$10,324.00	\$0.00	\$10,324.00	\$3,900.00
	2110199	HALLS - Administration Allocated	\$50,273.00	\$0.00	\$50,273.00	\$16,701.97
		Total Operating Expenditure	\$80,597.00	\$0.00	\$80,597.00	\$25,282.74
		Other Recreation And Sport				
		Operating Expenditure				
	2110353	REC - Sports Courts Maintenance/Operations	\$16,342.00	\$0.00	\$16,342.00	\$1,898.72
	2110355	REC - Water Park Maintenance/Operations	\$54,511.00	\$0.00	\$54,511.00	\$1,342.46
	2110365	REC - Parks & Gardens Maintenance/Operations	\$198,085.00	\$0.00	\$198,085.00	\$47,883.94
	2110366	REC - Town Sports Oval Maintenance/Operations	\$16,825.00	\$0.00	\$16,825.00	\$194.95
	2110367	REC - Rodeo Grounds Maintenance/Operations	\$1,401.00	\$0.00	\$1,401.00	\$0.00
	2110368	REC - Playground Equipment Mtce	\$7,286.00	\$0.00	\$7,286.00	\$499.30
	2110386	REC - Expensed Minor Asset Purchases	\$10,000.00	\$0.00	\$10,000.00	\$0.00
	2110388	REC - Youth Centre Building Operations	\$7,257.00	\$0.00	\$7,257.00	\$723.38
	2110389	REC - Youth Centre Building Maintenance	\$8,286.00	\$0.00	\$8,286.00	\$0.00
	2110392	REC - Depreciation	\$104,638.00	\$0.00	\$104,638.00	\$0.00
	2110399	REC - Administration Allocated	\$83,789.00	\$0.00	\$83,789.00	\$26,723.14
		Total Operating Expenditure	\$508,420.00	\$0.00	\$508,420.00	\$79,265.89
		Tv And Radio Re-Broadcasting				
		Operating Expenditure				
	2110465	TV RADIO - Re-Broadcasting Maintenance/Operations	\$10,641.00	\$0.00	\$10,641.00	\$320.65
	2110492	TV RADIO - Depreciation	\$29,183.00	\$0.00	\$29,183.00	\$0.00
	2110499	TV RADIO - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$73,339.00	\$0.00	\$73,339.00	\$7,001.45
		Libraries				
		Operating Expenditure				
	2110512	LIBRARY - Book Purchases	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2110516	LIBRARY - Postage and Freight	\$400.00	\$0.00	\$400.00	\$0.00
	2110541	LIBRARY - Subscriptions & Memberships	\$1,000.00	\$0.00	\$1,000.00	\$523.25
	2110586	LIBRARY - Expensed Minor Asset Purchases	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2110588	LIBRARY - Library Building Operations	\$10,000.00	\$0.00	\$10,000.00	\$298.56
	2110599	LIBRARY - Administration Allocated	\$8,379.00	\$0.00	\$8,379.00	\$1,670.23
		Total Operating Expenditure	\$22,779.00	\$0.00	\$22,779.00	\$2,492.04
		Heritage				
		Operating Expenditure				
	2110652	HERITAGE - Consultants	\$14,500.00	\$0.00	\$14,500.00	\$9,260.85
	2110688	HERITAGE - Building Operations	\$3,155.00	\$0.00	\$3,155.00	-\$718.00
	2110689	HERITAGE - Building Maintenance	\$27,091.00	\$0.00	\$27,091.00	\$1,639.25
		Total Operating Expenditure	\$44,746.00	\$0.00	\$44,746.00	\$10,182.10

31/08/2024	COA	Description	Original Budget 24/25	Budget Amendments 24/25	Current Budget 24/25	YTD Actual 31/08/2024
		Other Culture				
		Operating Expenditure				
	2110711	OTH CUL - Australia Day	\$2,401.00	\$0.00	\$2,401.00	\$0.00
	2110712	OTH CUL - ANZAC Day	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2110714	OTH CUL - Christmas Events	\$20,000.00	\$0.00	\$20,000.00	\$0.00
	2110716	OTH CUL - Postage and Freight	\$50.00	\$0.00	\$50.00	\$0.00
	2110717	OTH CUL - Community Arts	\$0.00	\$0.00	\$0.00	\$0.00
	2110719	OTH CUL - Menzies School Programs	\$50,000.00	\$0.00	\$50,000.00	\$0.00
	2110723	OTH CUL - Outback Graves	\$50,000.00	\$0.00	\$50,000.00	\$0.00
	2110725	OTH CUL - Festival & Events	\$22,961.00	\$0.00	\$22,961.00	\$0.00
	2110743	OTH CUL - Other Festival Events	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
	2110760	OTH CUL - Tjuntjunjara Community Programs & Events	\$57,000.00	\$0.00	\$57,000.00	\$3,000.00
	2110799	OTH CUL - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$241,927.00	\$0.00	\$241,927.00	\$14,680.80
		Total Operating Income	-\$811,735.00	\$0.00	-\$811,735.00	-\$70,264.38
		Total Operating Expenditure	\$971,808.00	\$0.00	\$898,469.00	\$138,905.02
		Transport				
		Transport				
		Operating Income				
	3120110	ROADC - Regional Road Group Grants (MRWA)	-\$1,074,872.00	\$0.00	-\$1,074,872.00	\$0.00
	3120111	ROADC - Roads to Recovery Grant	\$0.00	\$0.00	\$0.00	\$0.00
	3120117	ROADC - Other Grants - Aboriginal Roads	-\$337,691.00	\$0.00	-\$337,691.00	-\$275.00
	3120133	ROADC - Other Contrib & Donations - Roads/Streets	-\$1,519,228.39	\$0.00	-\$1,519,228.39	-\$3,148.20
	3120200	ROADM - Street Lighting Subsidy	-\$1,713.00	\$0.00	-\$1,713.00	\$0.00
	3120210	ROADM - Direct Road Grant (MRWA)	-\$190,000.00	\$0.00	-\$190,000.00	-\$278,245.00
	3120211	ROADM - Other Grants	-\$46,460.00	\$0.00	-\$46,460.00	\$0.00
	3120235	ROADM - Other Income	-\$1,245,411.00	\$0.00	-\$1,245,411.00	\$0.00
	3120390	PLANT - Profit on Disposal of Assets	-\$51,860.00	\$0.00	-\$51,860.00	\$0.00
		Total Operating Income	-\$4,467,235.39	\$0.00	-\$4,467,235.39	-\$281,668.20
		Maintenance - Streets, Roads, Bridges & Depots				
		Operating Expenditure				
	2120211	ROADM - Road Maintenance - Built Up Areas	\$171,640.00	\$0.00	\$171,640.00	\$8,066.09
	2120212	ROADM - Road Maintenance - Sealed Outside BUA	\$12,535.00	\$0.00	\$12,535.00	\$0.00
	2120213	ROADM - Road Maintenance - Gravel Outside BUA	\$363,419.00	\$0.00	\$363,419.00	\$78,999.14
	2120214	ROADM - Road Maintenance - Formed Outside BUA	\$395,945.90	\$0.00	\$395,945.90	\$105,267.99
	2120217	ROADM - Ancillary Maintenance - Built Up Areas	\$237,531.00	\$0.00	\$237,531.00	\$8,801.50
	2120232	ROADM - Crossover Council Contribution	\$2,901.00	\$0.00	\$2,901.00	\$0.00
	2120234	ROADM - Street Lighting	\$10,200.00	\$0.00	\$10,200.00	\$1,991.78
	2120235	ROADM - Traffic Signs/Equipment (Safety)	\$500.00	\$0.00	\$500.00	\$0.00
	2120236	ROADM - Bores for Roadworks Maintenance/Operations	\$1,401.00	\$0.00	\$1,401.00	\$0.00
	2120237	ROADM - Road Grids Maintenance	\$21,771.00	\$0.00	\$21,771.00	\$0.00
	2120252	ROADM - Consultants	\$100,000.00	\$0.00	\$100,000.00	\$95.00
	2120285	ROADM - Legal Expenses	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2120286	ROADM - Workshop/Depot Expensed Equipment	\$15,000.00	\$0.00	\$15,000.00	\$9,095.22
	2120288	ROADM - Depot Building Operations	\$43,370.00	\$0.00	\$43,370.00	\$5,287.09
	2120289	ROADM - Depot Building Maintenance	\$14,011.00	\$0.00	\$14,011.00	\$0.00
	2120292	ROADM - Depreciation	\$1,332,749.00	\$0.00	\$1,332,749.00	\$0.00
	2120299	ROADM - Administration Allocated	\$67,031.00	\$0.00	\$67,031.00	\$13,361.56
	2120391	PLANT - Loss on Disposal of Assets	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$2,795,004.90	\$0.00	\$2,795,004.90	\$230,965.37
		Aerodromes				
		Operating Expenditure				
	2120665	AERO - Airstrip & Grounds Maintenance/Operations	\$15,456.00	\$0.00	\$15,456.00	\$299.83
	2120765	WATER - Town Dam Maintenance/Operations	\$26,320.00	\$0.00	\$26,320.00	\$2,009.44
		Total Operating Expenditure	\$41,776.00	\$0.00	\$41,776.00	\$2,309.27
		Total Operating Income	-\$4,467,235.39	\$0.00	-\$4,467,235.39	-\$281,668.20
		Total Operating Expenditure	\$2,836,780.90	\$0.00	\$2,836,780.90	\$233,274.64
		Economic Services				
		Economic Services				
		Operating Income				
	3130202	TOUR - Commission	-\$500.00	\$0.00	-\$500.00	\$0.00
	3130210	TOUR - Grants	-\$89,800.00	\$0.00	-\$89,800.00	\$0.00
	3130221	TOUR - Caravan Park Fees	-\$100,000.00	\$0.00	-\$100,000.00	-\$36,623.38
	3130222	TOUR - Caravan Park Laundry Fees	-\$4,500.00	\$0.00	-\$4,500.00	-\$1,405.46
	3130225	TOUR - Visitors Centre Lady Shenton Income	-\$25,000.00	\$0.00	-\$25,000.00	-\$3,308.00
	3130235	TOUR - Other Income Relating to Tourism & Area Promotion	-\$500.00	\$0.00	-\$500.00	\$0.00
	3130302	BUILD - Commission - BSL & CTF	-\$150.00	\$0.00	-\$150.00	-\$20.00
	3130320	BUILD - Fees & Charges (including Licences)	-\$18,000.00	\$0.00	-\$18,000.00	-\$8,459.79
	3130821	OTH ECON - Standpipe Income	-\$2,000.00	\$0.00	-\$2,000.00	-\$62.80
	3130823	OTH ECON - Community Resource Centre Contributions	\$0.00	\$0.00	\$0.00	\$0.00
	3130824	OTH ECON - Community Resource Centre Grants	-\$122,734.02	\$0.00	-\$122,734.02	-\$23,738.28
	3130826	OTH ECON - Post Office Income	-\$9,000.00	\$0.00	-\$9,000.00	-\$1,296.41
		Total Operating Income	-\$372,184.02	\$0.00	-\$372,184.02	-\$74,914.12
		Rural Services				
		Operating Expenditure				
	2130111	RURAL - Noxious Weed Control	\$15,928.00	\$0.00	\$15,928.00	\$37.36
	2130160	RURAL - Dog Health Program Tjuntjunjara	\$25,000.00	\$0.00	\$25,000.00	\$0.00
	2130165	RURAL - Maintenance/Operations	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Expenditure	\$40,928.00	\$0.00	\$40,928.00	\$37.36

31/08/2024	COA	Description	Original Budget 24/25	Budget Amendments 24/25	Current Budget 24/25	YTD Actual 31/08/2024
		Tourism And Area Promotion				
		Operating Expenditure				
	2130200	TOUR - Employee Costs	\$70,858.42	\$0.00	\$70,858.42	\$8,588.25
	2130205	TOUR - Recruitment	\$0.00	\$0.00	\$0.00	\$0.00
	2130211	TOUR - Visitor Centre Operations	\$47,995.44	\$0.00	\$47,995.44	\$632.81
	2130215	TOUR - Printing and Stationery	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2130230	TOUR - Insurance Expenses	\$49.00	\$0.00	\$49.00	\$24.37
	2130235	TOUR - Signage	\$50,000.00	\$0.00	\$50,000.00	\$10,400.00
	2130236	TOUR - Tour Guide	\$0.00	\$0.00	\$0.00	\$0.00
	2130240	TOUR - Public Relations & Area Promotion	\$8,500.00	\$0.00	\$8,500.00	\$2,060.00
	2130241	TOUR - Subscriptions & Memberships	\$12,900.00	\$0.00	\$12,900.00	\$168.18
	2130242	TOUR - Events Other	\$36,000.00	\$0.00	\$36,000.00	\$1,330.41
	2130243	TOUR - Cyclastic Event	\$90,000.00	\$0.00	\$90,000.00	\$0.00
	2130258	TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$3,102.00	\$0.00	\$3,102.00	\$520.90
	2130259	TOUR - Goongarrie Cottages Maintenance/Operations	\$29,709.00	\$0.00	\$29,709.00	\$4,395.37
	2130260	TOUR - Niagara Dam Maintenance/Operations	\$326,866.00	\$0.00	\$326,866.00	\$5,228.37
	2130261	TOUR - Golden Quest Trail Maintenance/Operations	\$6,401.00	\$0.00	\$6,401.00	\$0.00
	2130265	TOUR - Lake Ballard Maintenance/Operations	\$15,757.00	\$0.00	\$15,757.00	\$2,342.68
	2130266	TOUR - Caravan Park General Maintenance/Operations	\$411,721.42	\$0.00	\$411,721.42	\$73,209.91
	2130286	TOUR - Expensed Minor Asset Purchases	\$5,000.00	\$0.00	\$5,000.00	\$3,170.00
	2130288	TOUR - Building Operations	\$54,008.00	\$0.00	\$54,008.00	\$5,796.29
	2130289	TOUR - Building Maintenance	\$58,322.00	\$0.00	\$58,322.00	\$31,726.87
	2130292	TOUR - Depreciation	\$324,163.00	\$0.00	\$324,163.00	\$0.00
	2130299	TOUR - Administration Allocated	\$242,987.00	\$0.00	\$242,987.00	\$31,733.76
		Total Operating Expenditure	\$1,795,339.28	\$0.00	\$1,795,339.28	\$181,328.17
		Building Control				
		Operating Expenditure				
	2130350	BUILD - Contract Building Services	\$20,000.00	\$0.00	\$20,000.00	\$440.00
	2130385	BUILD - Legal Expenses	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2130399	BUILD - Administration Allocated	\$33,515.00	\$0.00	\$33,515.00	\$6,680.80
		Total Operating Expenditure	\$58,515.00	\$0.00	\$58,515.00	\$7,120.80
		Economic Development				
		Operating Expenditure				
	2130630	ECON DEV - Insurance Expenses	\$1,624.00	\$0.00	\$1,624.00	\$812.00
	2130641	ECON DEV - Subscriptions & Memberships	\$33,000.00	\$0.00	\$33,000.00	\$32,314.00
		Total Operating Expenditure	\$34,624.00	\$0.00	\$34,624.00	\$33,126.00
		Other Economic Services				
		Operating Expenditure				
	2130855	OTH ECON - Community Bus	\$13,600.00	\$0.00	\$13,600.00	\$1,005.26
	2130860	OTH ECON - Community Resource Centre Operations	\$187,152.82	\$0.00	\$187,152.82	\$23,738.28
	2130863	OTH ECON - Post Office Operations	\$8,429.83	\$0.00	\$8,429.83	\$1,392.57
	2130886	OTH ECON - Expensed Minor Asset Purchases	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2130888	OTH ECON - Building Operations	\$56,781.00	\$0.00	\$56,781.00	\$979.45
	2130889	OTH ECON - Building Maintenance	\$17,208.00	\$0.00	\$17,208.00	\$4,061.70
	2130899	OTH ECON - Administration Allocated	\$8,379.00	\$0.00	\$8,379.00	\$1,670.23
		Total Operating Expenditure	\$296,550.65	\$0.00	\$296,550.65	\$32,847.49
		Total Operating Income	-\$372,184.02	\$0.00	-\$372,184.02	-\$74,914.12
		Total Operating Expenditure	\$2,225,956.93	\$0.00	\$2,225,956.93	\$254,459.82
		Other Property & Services				
		Other Property & Services				
		Operating Income				
	3140120	PRIVATE - Private Works Income	-\$3,000.00	\$0.00	-\$3,000.00	\$0.00
	3140220	ADMIN - Fees & Charges	-\$250.00	\$0.00	-\$250.00	\$0.00
	3140235	ADMIN - Other Income Relating to Administration	\$0.00	\$0.00	\$0.00	-\$537.01
	3140410	POC - Fuel Tax Credits Grant Scheme	-\$25,000.00	\$0.00	-\$25,000.00	-\$2,533.00
		Total Operating Income	-\$28,250.00	\$0.00	-\$28,250.00	-\$2,870.01
		Private Works and General Administration Overheads				
		Operating Expenditure				
	2140187	PRIVATE - Private Works Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2140200	ADMIN - Employee Costs	\$603,728.27	\$0.00	\$603,728.27	\$92,543.87
	2140203	ADMIN - Uniforms	\$5,500.00	\$0.00	\$5,500.00	\$0.00
	2140204	ADMIN - Training & Development	\$27,000.00	\$0.00	\$27,000.00	\$1,643.70
	2140205	ADMIN - Recruitment	\$9,000.00	\$0.00	\$9,000.00	\$0.00
	2140206	ADMIN - Fringe Benefits Tax (FBT)	\$9,656.00	\$0.00	\$9,656.00	\$7,985.00
	2140208	ADMIN - Other Employee Expenses	\$5,000.00	\$0.00	\$5,000.00	\$5,595.00
	2140209	ADMIN - Travel & Accommodation	\$12,000.00	\$0.00	\$12,000.00	\$136.01
	2140210	ADMIN - Motor Vehicle Expenses	\$37,090.00	\$0.00	\$37,090.00	\$5,770.61
	2140215	ADMIN - Printing and Stationery	\$50,000.00	\$0.00	\$50,000.00	\$5,832.07
	2140216	ADMIN - Postage and Freight	\$2,500.00	\$0.00	\$2,500.00	\$535.71
	2140220	ADMIN - Communication Expenses	\$48,000.00	\$0.00	\$48,000.00	\$7,365.33
	2140221	ADMIN - Information Technology	\$50,000.00	\$0.00	\$50,000.00	\$2,579.30
	2140222	ADMIN - Security	\$5,000.00	\$0.00	\$5,000.00	\$3,750.00
	2140226	ADMIN - Office Equipment Mtce	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2140227	ADMIN - Records Management	\$2,600.00	\$0.00	\$2,600.00	\$0.00
	2140230	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	\$45,967.92	\$0.00	\$45,967.92	\$36,239.54
	2140240	ADMIN - Advertising and Promotion	\$15,000.00	\$0.00	\$15,000.00	\$5,858.31
	2140241	ADMIN - Subscriptions and Memberships	\$7,000.00	\$0.00	\$7,000.00	\$5,618.50
	2140252	ADMIN - Consultants	\$150,000.00	\$0.00	\$150,000.00	\$57,328.68
	2140265	ADMIN - Software Licences/Upgrades	\$100,000.00	\$0.00	\$100,000.00	\$57,107.29

31/08/2024	COA	Description	Original Budget 24/25	Budget Amendments 24/25	Current Budget 24/25	YTD Actual 31/08/2024
	2140284	ADMIN - Audit Fees	\$85,000.00	\$0.00	\$85,000.00	\$0.00
	2140285	ADMIN - Legal Expenses	\$20,000.00	\$0.00	\$20,000.00	\$0.00
	2140286	ADMIN - Expensed Minor Asset Purchases	\$15,000.00	\$0.00	\$15,000.00	\$2,330.63
	2140287	ADMIN - Other Expenses	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2140288	ADMIN - Building Operations	\$64,666.00	\$0.00	\$64,666.00	\$12,578.10
	2140289	ADMIN - Building Maintenance	\$24,350.00	\$0.00	\$24,350.00	\$5,978.29
	2140292	ADMIN - Depreciation	\$134,924.00	\$0.00	\$134,924.00	\$0.00
	2140298	ADMIN - Admin Staff Housing Costs Allocated	\$144,788.00	\$0.00	\$144,788.00	\$21,350.39
	2140299	ADMIN - Administration Overheads Recovered	-\$1,675,770.00	\$0.00	-\$1,675,770.00	-\$334,039.32
		Total Operating Expenditure	\$0.19	\$0.00	\$0.19	\$4,087.01
		Public Works Overheads				
		Operating Expenditure				
	2140300	PWO - Employee Costs	\$278,300.00	\$0.00	\$278,300.00	\$80,505.76
	2140303	PWO - Uniforms	\$7,500.00	\$0.00	\$7,500.00	\$482.33
	2140304	PWO - Training & Development	\$10,000.00	\$0.00	\$10,000.00	\$131.43
	2140305	PWO - Recruitment	\$5,000.00	\$0.00	\$5,000.00	\$0.00
	2140307	PWO - Protective Clothing	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2140308	PWO - Other Employee Expenses	\$750.00	\$0.00	\$750.00	\$379.00
	2140309	PWO - Travel & Accommodation	\$0.00	\$0.00	\$0.00	\$0.00
	2140310	PWO - Motor Vehicle Expenses	\$50,994.00	\$0.00	\$50,994.00	\$5,867.60
	2140316	PWO - Postage and Freight	\$2,000.00	\$0.00	\$2,000.00	\$0.00
	2140320	PWO - Communication Expenses	\$8,000.00	\$0.00	\$8,000.00	\$700.50
	2140321	PWO - Information Technology	\$8,000.00	\$0.00	\$8,000.00	\$9,943.03
	2140323	PWO - Sick Pay	\$30,368.00	\$0.00	\$30,368.00	\$6,096.62
	2140324	PWO - Annual Leave	\$71,363.00	\$0.00	\$71,363.00	\$12,262.44
	2140325	PWO - Public Holidays	\$36,440.00	\$0.00	\$36,440.00	\$0.00
	2140329	PWO - Insurance Expenses (Except Workers Comp)	\$21,190.00	\$0.00	\$21,190.00	\$10,595.00
	2140330	PWO - OHS and Toolbox Meetings	\$66,408.00	\$0.00	\$66,408.00	\$38,987.45
	2140352	PWO - Consultants	\$10,000.00	\$0.00	\$10,000.00	\$10,356.60
	2140361	PWO - Engineering & Technical Support	\$50,000.00	\$0.00	\$50,000.00	\$0.00
	2140365	PWO - Maintenance/Operations	\$120,480.00	\$0.00	\$120,480.00	\$16,130.21
	2140371	PWO Bldg Mtce - Employee Costs	\$52,479.00	\$0.00	\$52,479.00	\$7,364.63
	2140372	PWO Bldg Mtce - Uniforms	\$500.00	\$0.00	\$500.00	\$0.00
	2140373	PWO Bldg Mtce - Training & Development	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2140374	PWO Bldg Mtce - Recruitment	\$0.00	\$0.00	\$0.00	\$0.00
	2140376	PWO Bldg Mtce - Protective Clothing	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2140380	PWO Bldg Mtce - Expendable Tools	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	2140381	PWO Bldg Mtce - Minor Expenses	\$500.00	\$0.00	\$500.00	\$0.00
	2140386	PWO - Expensed Minor Asset Purchases	\$20,000.00	\$0.00	\$20,000.00	\$0.00
	2140392	PWO - Depreciation	\$65,673.00	\$0.00	\$65,673.00	\$0.00
	2140393	PWO - LESS Allocated to Works (PWO's)	-\$1,394,094.35	\$0.00	-\$1,394,094.35	-\$197,024.01
	2140398	PWO - Staff Housing Costs Allocated	\$20,712.00	\$0.00	\$20,712.00	\$4,690.99
	2140399	PWO - Administration Allocated	\$452,458.00	\$0.00	\$452,458.00	\$90,190.26
	2140400	POC - Internal Plant Repairs - Wages & O/Head	\$218,295.00	\$0.00	\$218,295.00	\$22,356.20
	2140411	POC - External Parts & Repairs	\$83,160.00	\$0.00	\$83,160.00	\$27,017.79
	2140412	POC - Fuels and Oils	\$179,921.25	\$0.00	\$179,921.25	\$32,840.65
	2140413	POC - Tyres and Tubes	\$31,920.00	\$0.00	\$31,920.00	\$0.00
	2140416	POC - Licences/Registrations	\$6,929.00	\$0.00	\$6,929.00	\$0.00
	2140417	POC - Insurance Expenses	\$20,336.00	\$0.00	\$20,336.00	\$10,168.00
	2140492	POC - Depreciation	\$161,784.00	\$0.00	\$161,784.00	\$0.00
	2140494	POC - LESS Plant Operation Costs Allocated to Works	-\$702,345.25	\$0.00	-\$702,345.25	-\$70,444.99
		Total Operating Expenditure	\$20.65	\$0.00	\$20.65	\$119,597.49
		Salaries And Wages				
		Operating Expenditure				
	2140500	SAL - Gross Salary and Wages	\$2,252,839.83	\$0.00	\$2,252,839.83	\$291,932.92
	2140501	SAL - LESS Salaries & Wages Allocated	-\$2,252,839.83	\$0.00	-\$2,252,839.83	-\$291,932.92
		Total Operating Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
		Total Operating Income	-\$28,250.00	\$0.00	-\$28,250.00	-\$2,870.01
		Total Operating Expenditure	\$20.84	\$0.00	\$20.84	\$123,684.50
		Total Operating Income	-\$11,330,011.40	\$0.00	-\$11,331,877.40	-\$5,356,326.95
		Total Operating Expenditure	\$8,911,196.48	\$0.00	\$8,837,857.48	\$1,246,148.57

13.1.2	List of Monthly Payments - August 2024
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1350
DATE OF REPORT	12 September 2024
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. List of Payments August 2024 [13.1.2.1 - 7 pages]

SUMMARY:

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

BACKGROUND:

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

COMMENT:

The EFT, Direct Debit, Credit Card and Payroll payments that have been made for the month of July 2024 are attached.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 r13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors Preparation for Payment

FINANCIAL IMPLICATIONS:

A total of \$834,195.00 has been withdrawn from Municipal Bank Account.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

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

Outcome

4.2 An efficient and effective organisation.

Strategy

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the list of payments for the month of August 2024 totalling \$834,195.00 being:

1. BPAY payments from the Municipal Fund totalling \$7,437.25
2. Electronic Funds Transfer from EFT 9372 to EFT 9455, payments from Municipal Fund totalling \$636,772.93
3. Direct Debit payments from the Municipal Fund totalling \$78,308.95
4. Payroll payments from the Municipal Fund totalling \$103,585.90
5. Credit Card payments for the Statement Month of July 2024 from the Municipal Fund totalling \$6,489.67
6. Fuel Card payments from the Municipal Fund totalling \$1,600.30

be received.

COUNCIL DECISION:

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

Date	Name	Description	Amount
	Cheque or BPAY		\$7,437.25
	EFT		\$636,772.93
	Direct Debit		\$78,308.95
	Credit Card Payment		\$6,489.67
	Payroll		\$103,585.90
	Fuel Card Payment		\$1,600.30
	CabCharge Payment		\$0.00
			<hr/>
	Total Payments		\$834,195.00
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Shire of Menzies
Payments for the Month of August 2024

Cheque or BPAY	Date	Name	Description	Amount
BPAY	08/08/2024	DEPARTMENT OF TRANSPORT	FY 24/25 VEHICLE LICENCE FLEET PAYMENT EXP 02/09/2025	7,437.25
Total Cheque or BPAY Payment				\$7,437.25

Shire of Menzies
Payments for the Month of August 2024

EFT	Date	Name	Description	Amount
EFT9372	08/08/2024	CANINE CONTROL	RANGER SERVICES 22/07/2024 TOWNSITE AND SURROUNDING AREA PATROL	1,905.75
EFT9373	08/08/2024	DEPARTMENT OF LANDS	PURCHASE OF LOT 9 AND AMALGAMATION WITH LOT 10 ON DEPOSITED PLAN 222795 - COUNCIL RESOLUTION 097/23	11,679.30
EFT9374	08/08/2024	3E ADVANTAGE	ADMIN AND CRC PRINTER USAGE JULY 2024	3,668.09
EFT9375	08/08/2024	LONE STAR SURVEYS PTY LTD	SURVEY OF KENSINGTON STREET AND MALCOLM ROAD	8,423.80
EFT9376	08/08/2024	COOLGARDIE TYRE SERVICE	TYRE REPLACEMENT 009MN, 010MN & 15MN	1,232.00
EFT9377	08/08/2024	EMYJOR SERVICES	PUMP OUT SEPTIC TANK 14B WALSH STREET	2,499.75
EFT9378	08/08/2024	NORTHERN GOLDFIELDS ELECTRICAL PTY LTD	ELECTRICAL WORKS DEPOT AND CEO'S HOUSE	1,012.55
EFT9379	08/08/2024	PERTH LAUNDRY EQUIPMENT	CARAVAN PARK COMMERCIAL DRYER & STACKED WASHER	9,069.50
EFT9380	08/08/2024	HERITAGE INTELLIGENCE (WA)	NIAGARA DAM - CONSERVATION ADVICE AND OVERSIGHT SCHEDULE OF WORK REPORT	3,740.00
EFT9381	08/08/2024	KALPUMP SALES & SERVICE	CARAVAN PARK WASTE WATER SEWERAGE PUMP AND FITTINGS	2,046.00
EFT9382	08/08/2024	AT TRANSPORT AND EARTHWORKS PTY LTD	POSTAGE AND FREIGHT PIGEON HOLE AND STATIONERY PICK UP FROM KALGOORLIE	110.00
EFT9383	08/08/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL ASSISTANCE FOR THE MONTH OF JULY 2024	352.00
EFT9384	08/08/2024	HI CONSTRUCTIONS (AUST) PTY LTD	ADMIN TOWN HALL REFURBISHMENT STAGE 3 - INTERNAL RENDER, WEATHER DAMAGE, ADDITIONAL SKIRTING BOARD AND PAINTING	26,526.32
EFT9385	08/08/2024	BLUEMAR PTY LTD	PROJECT MANAGEMENT - 50 AND 52 SHENTON STREET CONTAMINATION SITES INVESTIGATION	3,349.50
EFT9386	08/08/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	COMPLETION RFQ 01/22 DESIGN AND CONSTRUCT STAFF ACCOMODATION 29 A & B REID STREET	75,251.83
EFT9387	08/08/2024	TEAM GLOBAL EXPRESS PTY LTD	POSTAGE AND FREIGHT OFFICE NATIONAL STATIONERY	347.92
EFT9388	08/08/2024	SEAN MCGAY	REIMBURSEMENT TAXI FARES DURING DPIRD CONFERENCE	136.01
EFT9389	08/08/2024	SHIRE OF MOUNT MAGNET	EHO/BUILDING SURVEYOR FOR JULY 2024	5,595.80
EFT9390	08/08/2024	HARVEY NORMAN AV/IT KALGOORLIE	WHITE GOODS FRIDGE, TV AND FRONT LOAD WASHING MACHINE SUPPLIED FOR ACCOMODATION AT 41 MERCER STREET	3,279.00
EFT9391	08/08/2024	IBR ELECTRICAL AND SECURITY (IBRES)	PURCHASE OF CCTV TRAILER	31,900.00
EFT9392	08/08/2024	GLEN FLOOD GROUP PTY LTD	PLANNING CONSULTANT, REIMBURSEMENT LANDGATE INVOICES PROPERTY INTEREST REPORT 41 MERCER STREET, CERTIFICATE OF TITTLE 33 WALSH STREET	3,810.84
EFT9393	08/08/2024	MARK WARNER	REIMBURSEMENT FOR MEDICAL PRACTIONERS CONSULTATION	163.00
EFT9394	08/08/2024	AIR LIQUIDE AUSTRALIA LTD	RENTAL ON OXYGEN CYLINDER JULY 2024	28.16
EFT9395	08/08/2024	WESTFARMERS LTD T/AS BUNNINGS	CEO HOUSE MAINTENANCE GRASS, DELIVERY AND PALLET HIRE	6,150.07
EFT9396	08/08/2024	CHOICES FLOORING BY KENNEDYS	SUPPLY AND INSTALL CARPET AT ADMIN OFFICES	6,097.00
EFT9397	08/08/2024	CORE BUSINESS AUSTRALIA PTY LTD	DRFAWA SUPERVISION CLAIM 3 FOR JUNE 2024 - PREPARING COST ESTIMATE AND DAMAGE ASSESSMENT	7,348.00
EFT9398	08/08/2024	HEATLEYS SAFETY AND INDUSTRIAL	PPE STAFF CLOTHING - EMP #50	460.48
EFT9399	08/08/2024	IT VISION	UPLOAD PAYROLL TAX AND SUPERANNUATION RATES 24/25, VALUATION ROLLS AND RATES MODELLING REVIEW	2,494.80
EFT9400	08/08/2024	KLEENHEAT GAS	SUPPLY AND DELIVERY BULK GAS AND 9 45KG BOTTLES	3,267.85
EFT9401	08/08/2024	LANDGATE	MINING TENEMENT SCHEDULE M2024/07	135.60

Shire of Menzies
Payments for the Month of August 2024

EFT	Date	Name	Description	Amount
EFT9402	08/08/2024	LOCAL HEALTH AUTHORITIES ANALTICAL COMMITTEE	ANNUAL ANALYTICAL SERVICES LOCAL HEALTH AUTHORITIES ANALITICAL COMITTEE	409.20
EFT9403	08/08/2024	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL PEDUCTION PPE 06/08/2024	150.00
EFT9404	08/08/2024	MENZIES ABORIGINAL CORPORATION	PAYROLL PEDUCTION PPE 06/08/2024	360.00
EFT9405	08/08/2024	NETLOGIC INFORMATION TECHNOLOGY	IT SUPPORT CONSULTING LABOUR 21ST - 30TH JULY	2,724.00
EFT9406	08/08/2024	OFFICE NATIONAL	PURCHASE OF PIGEON HOLE ADMIN TOWN HALL AND STATIONERY FOR ADMIN, CRC	1,008.20
EFT9407	08/08/2024	REYNOLDS GRAPHICS	6 BOXES (3000) DL SIZED WINDOW FACD PRINTED ENVELOPES	726.00
EFT9408	08/08/2024	WML CONSULTANTS PTY LTD	DESIGN, TENDER AND SUPERVISION MENZIES NORTH WEST, MALCOLM ROADS AND KENSINGTON STREET	47,062.93
EFT9409	08/08/2024	WESTRAC PTY LTD	1000 H SERVICE 12MN ROAD GRADER	6,476.58
EFT9410	22/08/2024	CANINE CONTROL	RANGER SERVICE AUGUST 2024 TOWNSITE PATROLS AND SURROUNDING AREAS	1,905.75
EFT9411	22/08/2024	LEONORA PHARMACY	PHARMACY ITEMS SOLD ON CONSIGNMENT JULY 2024	235.96
EFT9412	22/08/2024	MONARCH VENTURES PTY LTD T/AS ROADTECH CIVIL & CONSTRUCTION	COMPLETION LRCI PHASE 3 SINGLE COAT SEAL OF SOUTHERN TOWNSITE CAR PARK AREA, MARMION VILLAGE ACCESS IMPROVEMENT, SEAL MAINTENANCE RIVERINA, SANDSTONE AND KOOKYNNIE ROADS	101,397.63
EFT9413	22/08/2024	BATTERIES N MORE	BATTERY REPLACEMENT FOR HINO RUBBISH TRUCK	610.00
EFT9414	22/08/2024	LONE STAR SURVEYS PTY LTD	SURVEY OF MENZIES NORTH WEST ROAD	15,510.55
EFT9415	22/08/2024	MARKET CREATIONS AGENCY PTY LTD	PRORATED TIER 5 COUNCIL CONNECT WEBSITE HOSTING JULY TO SEPTEMBER 2024	2,882.00
EFT9416	22/08/2024	XSTRA GLOBAL IT AND COMMUNICATION SOLUTIONS	MONTHLY PBX RENTAL AND SERVICES SEPTEMBER AND ARREARS FOR JULY	294.33
EFT9417	22/08/2024	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	BSL AND BUILDING PERMIT FOR 22 MERCER STREET	1,725.24
EFT9418	22/08/2024	SPECTRUM PICTURE FRAMERS	STRETCHING OF CANVAS FOR NAIDOC EVENT PRIZE	298.00
EFT9419	22/08/2024	NORTHERN GOLDFIELDS ELECTRICAL PTY LTD	CONNECT POWER TO COMMUNITY BUILDING INCLUDING INSTALL NEW SWITCHBOARD, SUPPLY AND INSTALL SPLIT SYSTEM. INSTALATION DATA CABLES, POWER POINTS,LIGHTING AND EMERGENCY LIGHTS TOWN HALL	7,892.50
EFT9420	22/08/2024	STEVEN TWEEDIE	GOVERNANCE ADVICE JUNE AND JULY 2024	3,476.00
EFT9421	22/08/2024	JOHN WARNER	REIMBURSEMENT SUPPLIES FOR CRC OPERATIONAL	77.40
EFT9422	22/08/2024	HERSEY'S SAFETY PTY LTD	DEPOT CONSUMABLES - GLOVES,FLY NETS,TAPES,SUNGLASSES,EAR PLUGS,PAINT	1,662.24
EFT9423	22/08/2024	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL SUPPORT JULY 2024 AND SUPPORT FY 24/25 EOY ASSET RECONCILIATIONS	2,992.00
EFT9424	22/08/2024	LAMBRON CONTRACTING PTY LTD	ROAD MAINTENANCE - MT IDA, MT IDA LEONORA, PERRINVALE, PIAATO AND YARRI ROADS.	48,818.00
EFT9425	22/08/2024	CHICHESTER METALS PTY LTD T/A FORTESCUE METALS GROUP (FMG)	RATES REFUND FOR ASSESSMENT A5668	3,117.09
EFT9426	22/08/2024	HI CONSTRUCTIONS (AUST) PTY LTD	PAINTING INTERNAL WALLS LADY SHENTON BUILDING, PAINTING DOORS SKIRTING INTERNAL WINDOWS LADY SHENTON BUILDING	29,335.16
EFT9427	22/08/2024	GOLDFIELDS LOCKSMITHS	KEYS CUT FOR VARIOUS PROPERTIES	352.95

Shire of Menzies
Payments for the Month of August 2024

EFT	Date	Name	Description	Amount
EFT9428	22/08/2024	HARVEY NORMAN FURNITURE KALGOORLIE	COFFEE TABLE ADMIN TOWN HALL	199.00
EFT9429	22/08/2024	LEGEND LAND T/AS HOLIDAY INN PERTH CITY CENTRE	MEMBERS TRAVEL AND ACCOMODATION DIPLOMA IN LG - CR P WARNER	434.00
EFT9430	22/08/2024	TALIS CONSULTANTS	REPORTING CONTAMINATION SITES AT 50 AND 52 SHENTON STREET	10,031.91
EFT9431	22/08/2024	CARAVAN INDUSTRY ASSOCIATION WA (INC)	GENERAL MEMBERSHIP (1ST JULY 2024 - 30TH JUNE 2025)	1,100.00
EFT9432	22/08/2024	HARVEY NORMAN AV/IT KALGOORLIE	PURCHASE 3 X TV BRACKET FOR STAFF HOUSING	877.95
EFT9433	22/08/2024	CAROL ELIZABETH MCALLAN	TEMPORARY ADMIN SUPPORT STAFF JUNE 2024	2,170.00
EFT9434	22/08/2024	REECE GROUP	36 MERCER STREET BATHROOM BATH	1,233.06
EFT9435	22/08/2024	IBR ELECTRICAL AND SECURITY (IBRES)	SUPPLY AND INSTALL CCTV FOR DEPOT ACCOMMODATION	8,091.60
EFT9436	22/08/2024	LENOX HILL	WEBSITE DEVELOPMENT PHASE 2 - DESIGN SHIRE OF WEBSITE	1,562.00
EFT9437	22/08/2024	GLEN FLOOD GROUP PTY LTD	ADMINISTRATION CONSULTANT SUPPORT FOR ORGANISATION STRUCTURAL AND JOB DESCRIPTION REVIEW	30,636.65
EFT9438	22/08/2024	REMOTE ELECTRICAL PTY LTD TA PWT ELECTRICAL AND REFRIGERATION	ELECTRICIAN TO SUPPORT IT TECHNICAL WORKS, WIFI NETWORK INSTALLATION AT 29A AND 29B REID STREET, RELOCATION DATA SERVER AT CRC BUILDING	9,976.41
EFT9439	22/08/2024	READYTECH USER GROUP WA INC	USER GROUP MEMBERSHIP FEES FY 24/25	847.00
EFT9440	22/08/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL ASSISTANCE BUILDING MATTERS	2,826.56
EFT9441	22/08/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	MEMBERS CONFERENCE WALGA CONVENTION 2024 REGISTRATION	11,758.60
EFT9442	22/08/2024	ROBERT GLENN BONE	CONSULTANT SERVICE TO PROCESS CHANGE OF MINING TENEMENT TO GRV RATING - DAVYHURST	2,076.50
EFT9443	22/08/2024	WESTFARMERS LTD T/AS BUNNINGS	PARKS, GARDENS, DEPOT AND TOWN HALL ADMIN CONSUMABLES AND SUNDRIES	3,058.68
EFT9444	22/08/2024	CORE BUSINESS AUSTRALIA PTY LTD	WHS SUPPORT SERVICES FOR JULY 2024 - CLAIM 14 INCLUDING TRAVEL CLAIMS, INVESTIGATION CLAIM, REPLACEMENT FIRE EXTINGUISHER, DEFIBELATOR	19,327.79
EFT9445	22/08/2024	CYBERSECURE	CLOUD STORAGE, BACKUP SUBSCRIPTION AUGUST 2024	549.18
EFT9446	22/08/2024	EAGLE PETROLEUM (W.A) PTY LTD	SUPPLY AND DELIVERY 400 LITRES UNLEADED PETROL	1,265.00
EFT9447	22/08/2024	LANDGATE	MINING TENEMENT SCHEDULES NO. M2024/08	108.60
EFT9448	22/08/2024	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL PEDUCTION PPE 20/08/2024	150.00
EFT9449	22/08/2024	MENZIES ABORIGINAL CORPORATION	PAYROLL PEDUCTION PPE 20/08/2024	360.00
EFT9450	22/08/2024	NETLOGIC INFORMATION TECHNOLOGY	FY 23/24 IT SUPPORT CONSULTING LABOUR 24/25 5TH TO 14TH AUGUST	862.50
EFT9451	22/08/2024	OFFICE NATIONAL	FILLING CABINET TOWN HALL ADMIN	454.40
EFT9452	22/08/2024	SHIRE OF LEONORA	CONTRIBUTION TOWARDS NORTHERN GOLDFIELDS ECONOMIC PROSPECTUS	4,087.60
EFT9453	22/08/2024	MOORE AUSTRALIA (WA) PTY LTD	ACCOUNTING SUPPORT SERVICES 2024/2025 ANNUAL BUDGET	15,141.50
EFT9454	22/08/2024	PAUL WARNER	RETURN FLIGHT TO PERTH TO ATTEND DIPLOMA IN LG - CR P WARNER	447.61
EFT9455	22/08/2024	WATER CORPORATION	WATER - SHIRE OF MENZIES VARIOUS PROPERTIES - USAGE FROM 12/06/2024 TO 06/08/2024	3,558.20
Total EFT Payment				\$636,772.93

Shire of Menzies
Payments for the Month of August 2024

Direct Debit	Date	Name	Description	Amount
DD6407.1	01/08/2024	WESTNET	CRC PUBLIC INTERNET AUGUST 2024	54.99
DD6410.1	06/08/2024	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 06/08/2024	9,032.73
DD6410.2	06/08/2024	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 06/08/2024	1,160.93
DD6410.3	06/08/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 06/08/2024	589.37
DD6410.4	06/08/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 06/08/2024	1,376.42
DD6410.5	06/08/2024	TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 06/08/2024	539.78
DD6419.1	07/08/2024	POWER ICT PTY LTD	MESSAGES ON HOLD JULY 2024	75.90
DD6421.1	08/08/2024	TELSTRA	OFFICE INTERNET USAGE FROM 17/07/2024 TO 16/08/2024	3,668.27
DD6424.1	12/08/2024	TELSTRA	IPHONE 15 PRO FOR CEO AND WORKS PHONE USAGE FROM 23/07/2024 TO 22/08/2024	2,055.97
DD6427.1	13/08/2024	THE WEST AUSTRALIAN	SUBSCRIPTION TO NEWSPAPER ONLINE - AUGUST 2024	28.00
DD6431.1	15/08/2024	RESONLINE	ROOM MANAGER CARAVAN PARK ONLINE BOOKING FEE AND COMMISSION FOR JULY 2024	568.72
DD6443.1	19/08/2024	PIVOTEL SATELLITE PTY LTD	TRAK SPOT TRACKING CHARGE ACCOUNT 40063522 - AUGUST 2024	31.50
DD6443.2	19/08/2024	HORIZON POWER	ELECTRICITY ACCOUNT 161515 - STREET LIGHT USAGE FROM 01/07/2024 TO 31/07/2024	1,144.80
DD6445.1	20/08/2024	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 20/08/2024	8,769.05
DD6445.2	20/08/2024	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 20/08/2024	1,186.34
DD6445.3	20/08/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 20/08/2024	589.37
DD6445.4	20/08/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 20/08/2024	1,366.60
DD6445.5	20/08/2024	TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 20/08/2024	516.44
DD6449.1	21/08/2024	PAUL WARNER	SITTING FEE FOR CR. PAUL WARNER AUGUST 2024	3,626.67
DD6449.2	21/08/2024	SUDHIR	SITTING FEE FOR CR. SUDHIR AUGUST 2024	1,388.00
DD6449.3	21/08/2024	GREGORY DWYER	SITTING FEE CR. GREG DWYER AUGUST 2024	940.25
DD6449.4	21/08/2024	IAN BAIRD	SITTING FEE CR. IAN BAIRD AUGUST 2024	940.25
DD6449.5	21/08/2024	JILLIAN DWYER	SITTING FEE CR JILL DWYER AUGUST 2024	940.25
DD6449.6	21/08/2024	ANDREW TUCKER	SITTING FEE FOR CR. ANDREW TUCKER AUGUST 2024	940.25
DD6449.7	21/08/2024	KRISTIE TUCKER	SITTING FEE FOR CR. KRISTIE TUCKER AUGUST 2024	940.25
DD6454.1	28/08/2024	WATER CORPORATION	WATER - 9007529987 - STANDPIPE AT NO.2 SAM PUMP LINE - LOT STANDPIPE - USAGE FROM 12/06/2024 TO 06/08/2024	1,205.73
DD6456.1	30/08/2024	AUSTRALIAN TAXATION OFFICE	IAS PAYMENT JULY 2024	34,314.00
DD6458.1	30/08/2024	NAB	ACCOUNTS FEE A.K.F AUGUST 2024	318.12
TOTAL DIRECT DEBIT				\$78,308.95

Shire of Menzies
Payments for the Month of August 2024

Date	Name	Description	Amount
		CEO CARD NO: **** * 2547	
1/07/2024	HARVEY NORMAN	FAN HEATER ADMINISTRATION BUILDING	135.00
4/07/2024	MODAY.COM	WORK MANAGEMENT SOFTWARE SUBSCRIPTION	3,120.00
16/07/2024	HAPPYTEL RETAIL GROUP	CEO'S MOBILE PHONE ACCESSORIES	145.81
17/07/2024	VIRGIN AUSTRALIA	FLIGHT TICKETS ATTENDANCE DPIRD CONFERENCE FOR COMMUNITY DEVELOPMENT MANAGER	723.01
23/07/2024	ESPLANADE HOTEL FREMANTLE	HOTEL ACCOMMODATION ATTENDANCE DPIRD CONFERENCE FOR COMMUNITY DEVELOPMENT MANAGER	655.69
23/07/2024	STARLINK	STARLINK MONTHLY SUBSCRIPTION FOR THE MONTH OF JULY 2024	139.00
29/07/2024	BUNNINGS	BATHROOM ACCESSORIES FOR 41 MERCER STREET	67.32
29/07/2024	NAB	CREDIT CARD FEE	9.00
		TOTAL CEO CREDIT CARD	\$ 4,994.83
		CFO CARD NO: **** * 6310	
1/07/2024	`	SIM CARD & PHONE CREDIT FOR TEMPORARY DEPOT STAFF	37.00
10/07/2024	NAB	REFUND FRAUDULENT TRANSACTION	-337.01
19/07/2024	KMART	29 REID STREET ACCOMMODATION SUPPLIES	1,191.00
23/07/2024	ADOBE	ADOBE MONTHLY SUBSCRIPTIONS FOR THE MONTH OF JULY 2024	594.85
29/07/2024	NAB	CREDIT CARD FEE	9.00
		TOTAL CFO CREDIT CARD	\$ 1,494.84
07/08/2024		PAYROLL PAYMENT PPE 06/08/2024	52,767.63
21/08/2024		PAYROLL PAYMENT PPE 20/08/2024	50,818.27
		TOTAL PAYROL	\$ 103,585.90
29/08/2024		FUEL CARD - CEO - FOR THE MONTH OF AUGUST 2024	669.65
29/08/2024		FUEL CARD - CFO - FOR THE MONTH OF AUGUST 2024	524.16
29/08/2024		FUEL CARD - MOW - FOR THE MONTH OF AUGUST 2024	11.55
29/08/2024		FUEL CARD - CDM - FOR THE MONTH OF AUGUST 2024	394.94
		TOTAL FUEL CARD	\$ 1,600.30

13.2 Administration Reports

13.2.1	Menzies Post Office (former) Proposal	
LOCATION	Pt Lot 102 Shenton Street Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM1351	
DATE OF REPORT	16 September 2024	
AUTHOR	GFG Consultant, Paul Owen	
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	Nil	

SUMMARY:

This report outlines the proposed staging of works for the restoration of the former Menzies Post Office (PO). This report is not intended to revisit or amend previous Council decisions and resolutions. The report simply seeks approval of the method and scope of tender for the initial stage.

The building is in a significant state of disrepair and in accordance with Council resolutions, restorative works are necessary. This report recommends staging works over time, so that the costs can be controlled and managed in a fiscally responsible manner.

This report seeks Council approval to tender the works using a combination of a schedule of rates and quantity surveyor certifications within a budget allocation, rather than seeking fixed sum quotations which will be problematic and inflated.

The proposal is to undertake the necessary urgent conservation works, which are quite extensive, and predominantly external, rather than attempt to completely restore and renovate in a single package of works which will be difficult to manage and control.

This approach is also appropriate given a final use for the facility has not been determined.

BACKGROUND:

At the Ordinary Meeting of Council on 27 June 2024, Council resolved as follows:

‘That Option 5 be adopted and that State-wide tenders be called for the restoration and adaptive reuse of the Menzies Old Post Office without a residential component.’

For clarity, Option 5 is similar to the original course the Council was pursuing, however without the residential component of the building. This would allow the opportunity to remove the fire wall separation between the residential component of the building and the public component, saving some cost. What this option would also do is provide opportunities to make the building far more multifunctional.

In order to implement this resolution a detailed scope is required as part of the tender specification. A recent site inspection has highlighted the magnitude of work required and the difficulty that tenderers will have in estimating the cost to renovate.

It is highly likely that any tender submission will need to either include a significant buffer to cover unforeseen and unknown issues or be immediately subject to variations.

COMMENT:

Tender method:

This report is not intended to revisit or amend previous Council decisions and resolutions. The report simply seeks approval of the method and scope of tender for the initial stage.

Ordinarily, the implementation of a Council resolution is an operational matter for the CEO to manage. However, given the high profile of this project and the proposed tender model, Council acknowledgement and endorsement is preferred.

The traditional tender model for these type of works would be a fixed price contract together with a schedule to apply for any variations. The difficulty with this approach on a building in this state is the quantity of unknown issues until work is under way. This must be accounted for by either having a vastly inflated fixed price or delving into variations at every turn.

An alternative method of tender which will be easier to manage and control is to allocate a fixed budget for the initial stage of work, say \$500,000. Tenderers will be invited to submit a schedule of rates together with evidence of capability and relevant experience. The successful contractor will be chosen on the basis of relevant experience, capability and rates and be engaged to carry out works up to the allocated budget amount.

Cost control would be via a qualified and licensed quantity surveyor who will assess each progress claim to ensure the work completed is in accordance with the agreed schedule of rates and industry standard times for work tasks.

The schedule of rates will include hourly rates for various trades and professions, plant and equipment and a fixed percentage mark-up on materials.

This open book approach will allow Council full transparency and control over the project and assist in the cost projections for future stages of the project.

Scope of Stage 1.

The building is disintegrating, and urgent conservation works are necessary. The proposal for Stage 1 is to undertake the necessary urgent conservation works, which are quite extensive, and predominantly external.

Undertaking the conservation works will reinstate the structural and aesthetic integrity and provide a substantially more positive presence in the townscape of Menzies. The interior for the most part is proposed to be retained as-is, for this first stage of work, except for the floor restoration in the postal hall and the extensive works on the west front room.

The focus will be on ensuring the structural stability and retention of the building, and also the external street views of such a prominent building in the town, region and state, one of the few corrugated iron post office buildings in the state.

The Stage 1 tender scope will include the following:

Site

- Retain existing fence along the Shenton Street (west) boundary.
- Retain and preserve the freestanding toilet- decommission the function.
- Clear the site of extraneous elements.

Conservation

The conservation works will be extensive:

- Consolidate site drainage
- Re-fix the roof sheets, attention flashings
- Structural intervention
- Restumping predominantly the west gable section and along the south wall
- Reconstruction of:
 - the west gable room
 - verandas
 - external doors and frames
 - window frames and glazing
 - urgent interior flooring (postal hall)
 - damaged interior wall linings-west room and postal hall
 - and other elements only undertaken where necessary.

Remove

- North & west verandas: Remove timber balustrade & veranda posts c.1970
- Concrete floors and associated footing and edge supports from the verandas.
- East veranda: Remove framed enclosure c.1970

Reconstruction

- North and west corner verandas
- Steel stumps on concrete footings, hardwood subframe and spaced timber decking.
- Square timber (hardwood) posts (and connecting rafters)

- Install horizontal stainless steel wire balustrade around the perimeter except for openings (locations to be determined.)

Maximum original fabric will be retained including the corrugated iron roof and wall cladding with galvanised sheeting replacing any sheeting that can't be remediated.

Extensive galvanised roof plumbing (compatible with existing roof) will be carefully designed to the appropriate gradients of the gutters (oversize) and downpipes to discharge to a water tank and effective below ground drainage.

Clearing of earth buildup and debris from around and under the building will facilitate cross-ventilation and the perimeter ground level will be graded down to facilitate runoff away from the building.

Most of the window and door timber framing and architraves are termite damaged. Framing will be retained where feasible or reconstructed with hardwood materials.

External doors will be retained and restored, where possible, or reconstructed.

The interior floors will be retained in most rooms. The postal hall has several flooring interventions and will be reconstructed with hardwood floorboards or satisfactory similar timber. Timber framing throughout evidences termite damage and there is likely more. It will be reconstructed as required, with hardwood framing.

The enhanced aesthetic of the conserved building can potentially provide greater opportunities for the building's future, given that a specific use has yet to be determined.

CONSULTATION:

Consultation was undertaken with the Heritage and Conservation Consultant, on and off site, and specialist conservation contractors.

STATUTORY AUTHORITY:

Heritage Act 2018

Compliance with the Heritage Council or Western Australia's Register of Heritage Places

Local Government Regulations (Functions and General) Part 4.

POLICY IMPLICATIONS:

Policy 4.2 – Purchasing and Tenders

FINANCIAL IMPLICATIONS:

The 24/25 budget allocation for Post office capital expenditure (BC020) is a total of \$894,000.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Cost overrun for restoration	High	Fixed budget allocation by stage with QS DD.
Further deterioration of the building	High	Begin Stage 1 works immediately

STRATEGIC IMPLICATIONS:

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

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

3.1.1 Maintain the integrity of our cultural and heritage assets and places.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the scope of works for Stage 1 (reinstate the structural and aesthetic integrity) of the Old Post Office Restoration, is noted and that the method of tender be in the form of a schedule of rates for works up to a total value of \$500,000.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.2	Maintenance and Restoration Tasks at Niagara Dam	
LOCATION	Niagara Dam	
APPLICANT	Internal	
DOCUMENT REF	NAM1360	
DATE OF REPORT	18 September 2024	
AUTHOR	Consultants, Paul Owen and Laura Gray	
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	Nil	

SUMMARY:

This report outlines the proposed staging of works for the maintenance and restoration tasks at Niagara Dam. This report is not intended to revisit or amend previous Council decisions and resolutions. The report simply seeks approval of the method and scope of tender for the initial stage.

Multiple investigations and reports have been conducted regarding Niagara Dam, spanning decades, however very little has been done in recent times to address the deteriorating condition of this historically listed infrastructure.

This report sets out the pathway to methodically begin a program of work to maintain and restore the infrastructure in a controlled and fiscally responsible manner.

The program of work will span a number of years and involve a component of ongoing maintenance. Some components of the restoration program are considered essential to the preservation of the facility as a whole, while other items are nice to have, but not a necessity.

This report also seeks Council approval to tender the works using a combination of a schedule of rates and quantity surveyor certifications within a budget allocation, rather than seeking fixed sum quotations which will be problematic and inflated.

Works will be programed based on priority and seasonal factors.

BACKGROUND:

Niagara Dam is well known to Council and therefore detailed historical information which will simply lengthen the report, has been excluded.

In December 2022, Council called for tenders for extensive remediation works to the Dam, as a package of works. The scope was comprehensive covering all aspects of

maintenance and restoration. The tender closing was extended twice and finally closed in March 2023.

At the Ordinary Meeting of Council on 30 March 2024, Council resolved as follows:

1. *'With regard to Tender 02/22 Niagara Dam Maintenance Works, no tender be accepted*
2. *The provisions of Regulation 19 of the Local Government (Functions and General) Regulations 1996 be implemented.'*

Presumably the decision not to accept any tender was based on the cost and uncertainty of tackling the scope of works as a single package.

Retendering the same scope of work is likely to result in the same outcome.

Over the last two decades a number of reports and investigations have been carried out. There is little value in revisiting these. Preservation works will only be effective if an actual program of work is initiated.

COMMENT:

Tender method:

The traditional tender model for these type of works would be a fixed price contract together with a schedule to apply for any variations. The difficulty with this approach for Niagara Dam is the quantity of unknown issues until work is under way. This must be accounted for by either having a vastly inflated fixed price or delving into variations at every turn.

An alternative method of tender which will be easier to manage and control is to allocate a fixed budget for the initial stage of work. The 24/25 has a budget allocation of \$225,000. Tenderers will be invited to submit a schedule of rates together with evidence of capability and relevant experience. The successful contractor will be chosen on the basis of relevant experience, capability and rates and be engaged to carry out works up to the allocated budget amount.

Cost control would be via a qualified and licensed quantity surveyor who will assess each progress claim to ensure the work completed is in accordance with the agreed schedule of rates and industry standard times for work tasks.

The schedule of rates will include hourly rates for various trades and professions, plant and equipment and a fixed percentage mark-up on materials.

This open book approach will allow Council full transparency and control over the project and assist in the cost projections for future stages of the project. Council may elect to stop at any stage of the project or to allocate further funding to continue to the next stage or expand the scope.

Current Condition

It has been suggested that the deteriorating condition may impact the ability of the dam to continue to safely hold water. However, there is no empirical data to support this. The dam fills periodically and is often empty for many months, sometimes years. It has stood largely unmaintained for over 100 years.

The dam wall leaks. The dam wall surface fabric is rendered/plastered. Areas of the render have delaminated and fallen off due to water ingress. underneath the render/plastered surface fabric and pushing it off the existing dam wall.

The brick buttresses on the dam wall have been constructed as a result of the dam wall cracking soon after it was completed.

The scour valve is rusted and currently not operational.

The condition of the turret is unknown as the hatch over the turret on top of the dam wall will require to be removed for investigation.

The sand and rubble over the years within the internal dam grounds has increased and conceals the position of the main valve at its original ground level.

The scope to undertake staged conservation works will ensure the continued function of Niagara Dam as a water storage facility, a place of public interest and retain its high degree of integrity and authenticity.

It is not the intention to make Niagara Dam leak proof. It is a “living” structure and some amount of water loss is to be expected. There is no consequence of water loss.

STAGE 1 INVESTIGATION - understand the place

Investigation and inspection to gather all relevant information pertaining to the dam structure and condition. This will involve understanding as to where the water is leaking from and the extent of the cracking within the dam wall structure and where water is penetrating through. These sections of the dam wall must be recorded while the dam still has water within its current catchment area. Works are classified as either essential or desirable and will include:

Essential (should be done)		Desirable (could be done)
Clear shrubs, small trees and other vegetation and sand and rubble, along the foot of the dam wall at least 3 to 4 metres away to facilitate visual inspection points to be investigated to identify and record the areas while the water is penetrating through the dam wall when the dam still has water.		Investigate the main valve and the mechanical operating mechanism to open and close the valve mechanisms. Remove the main valve for a more detailed inspection to assess the internal condition and mechanism of the valve.
Undertake core samples in various sections of the dam wall and the brick buttresses to understand the		It is likely that there could also be a set off shut off valves and other types of piping which in turn lead

types of construction, and the buttress connections. Record the sample sites and forward samples to a laboratory for testing of the fabric mixture and strength, and any other tests that may be required.		through a tunnel to the other side of the dam wall structure, as there is evidence from the other side of the dam wall of piping buried half way into the ground and gate valves within the pipe line itself.
Remove the hatch on top of the dam and investigate within the turret going into the dam internal, to understand the internal condition of the wall lining and the fabric of this construction. This may also provide information regarding the location and extent of water leakage.		There are relief flapper valves attached to the exterior of the turret positioned at the base of the wall and half-way up the wall. Investigations of those relief flapper valve elements will reveal manufacturers, condition and functionality and if they are a result of leaks within the flapper valves
While the hatch is off; need to climb down into the turret. Pump out water if there is any evident at the bottom to further investigate where the water is entering.		

Depending on the findings at Stage 1, subsequent stages could include the following but would be subject to review pending results of initial work.

STAGE 2 - CONSERVATION WORKS- mechanical / dam grounds works

- Drain upstream side of the dam and empty completely of all water.
- Remove silt as required and investigate original dam ground level. Remove all excess sand and other debris (refer to historical photos)
- Install a cut-off trench behind the main dam wall to prevent blockages and jams (tree branches and other debris) towards the main valve.
- Inject certain cracks within the dam wall with varies types of materials to determine the best fit for this situation - discuss with a structural engineer.
- Further investigate appropriate breathable waterproof membranes to be applied to the dam wall - further trials with various materials will be required to ensure appropriateness to the different surface and other materials of the dam wall.
- Examine and investigate the operational mechanism that opens and closes the sluice valve on top of the dam to inform the restoration required to facilitate its operational capacity.
- Remove the sluice gate valve and investigate the possibility of restoration and operational opportunity.
- Investigate the main valve internal housing off the sluice valve when it is removed for a more detailed inspection to assess the internal condition.
- Investigate the external flapper relief valves and investigate the possibility of restoration and operational opportunity.

STAGE 3 - CONSERVATION WORKS - brick buttresses works

- Inspect the brick buttresses for brick and mortar deterioration and cracked bricks and the extent of cracking. Photograph and record locations.
- Inspect and identify the brick buttresses connections to the dam wall. Check for any delimitation sections. Photograph and record locations and details.
- Further investigate the metal bands that may identify when the dam started showing signs of cracking.
- Inspect the rendered chamfers on top of the brick buttresses for the condition and stability in relation the overall structure.
- Engage a structural engineer to investigate sock-anchoring the brick buttresses back into the dam wall structure for added overall stability. This sort of connection of the dam wall and the buttresses increases the strength on the overall structure.
- Rake out and repointed all the brick mortar joints and remold all of the rendered chamfers on the brick buttresses. Send samples to the laboratory for testing of the mortar mixes to provide a match to the existing fabric.
- When the brick buttresses have been fully restored, apply a breathable coating to complete the process for surface protection. Research the product to ensure fit for purpose in this situation.
- Further investigation works are necessary when the water level diminishes, at the base footings of the existing brick buttresses, connecting to the dam wall and ground level, to understand their construction and how they are joined to the dam wall structure.

STAGE 4 - CONSERVATION WORKS - dam plastered wall coating

- Photograph and document the face of the dam wall to thoroughly record what sections of the rendered areas have fallen off or delaminated from the wall surface.
- Further investigate the face of the dam wall that has been rendered for any other areas that might be showing signs of being hollow or drummy sections behind, or evidence of the stages and areas of delimitation.
- Undertake core samples of the rendered fabric on the dam wall structure to understand the mixes used for that time. Photograph and record the sample sites.
- Send the core samples of the rendered fabric on the dam wall structure to a laboratory for testing as to understanding.
- Reproduce several sample mixes and trial on the bottom section of the dam wall.
- Leave the sample sections in place for one year to understand the durability of these trials under the conditions on site.
- Crack injecting certain cracks within the dam wall face with varies types of materials might be required as to determine the best fit for this situation - discuss with a structural engineer further and specialist suppliers for their recommendations.

CONSULTATION:

Consultation was undertaken with the Heritage and Conservation Consultant, on and off site, and specialist conservation contractors.

STATUTORY AUTHORITY:

Heritage Act 2018

Compliance with the Heritage Council or Western Australia' s Register of Heritage Places

Local Government Regulations (Functions and General) Part 4.

POLICY IMPLICATIONS:

Policy 4.2 – Purchasing and Tenders

FINANCIAL IMPLICATIONS:

The 24/25 budget allocation for Niagara Dam expenditure is a total of \$225,000.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Cost overrun for restoration	High	Fixed budget allocation by stage with QS DD.
Further deterioration of the dam	High	Begin Stage 1 works immediately

STRATEGIC IMPLICATIONS:

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

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

3.1.1 Maintain the integrity of our cultural and heritage assets and places.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That the scope of works for Stage 1 (Investigation – understanding the place) of Niagara Dam, is noted and that the method of tender be in the form of a schedule of rates for works up to a total value of \$225,000.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.3	New Policy - Art Acquisition Display and Management Policy	
LOCATION	Not Applicable	
APPLICANT	Internal	
DOCUMENT REF	NAM1352	
DATE OF REPORT	13 September 2024	
AUTHOR	Executive Officer, Maureen Yulo-Uy	
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	Nil	

SUMMARY:

To adopt the Art Acquisition, Display, and Management Policy, which will establish guidelines for the effective acquisition, management, and decommissioning of the Shire's art collection.

BACKGROUND:

Currently, there is no dedicated policy that outlines how artworks should be acquired, managed, or removed from the collection. This lack of structure can lead to inconsistencies and missed opportunities to fully reflect the Shire's character, history, and community values through its art.

COMMENT:

By adopting this policy, the Shire will formalise its approach to managing its art collection, aligning with best practices and supporting the ongoing cultural development of the community.

CONSULTATION:

The draft policy was drafted by Steven Tweedie, Governance Consultant.

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There are no financial implications if the officer's recommendation is endorsed.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
A structured policy helps in promoting transparency and accountability in the art acquisition and management processes. Without it, there may be reduced community trust and engagement in the Shire's art initiatives, impacting overall community involvement and satisfaction.	Low	Adopt the Art Acquisition, Display, and Management Policy.

STRATEGIC IMPLICATIONS:

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

2.2 An attractive destination for visitors.

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

4.1 A strategically focused Council, leading our community.

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 4.16 Art Acquisition, Display and Management, as follows:

'Objective

To provide guidance on the effective acquisition, management and decommissioning of the Shire's art collection.

By developing and adopting this Art Acquisition Display and Management Policy, Council acknowledges that artists and art contribute to the Shire's cultural development through diversity in artistic and cultural expression.

The Shire will acquire the work of artists who have an identifiable association with Shire of Menzies to establish and build a collection which reflects the history, people, place and diverse cultural identity of the Menzies communities.

Implementation of the Policy will:

- Ensure acquired artworks reflect our Shire's unique character, history, values and aspirations,
- Guide and facilitate a coordinated and strategically planned approach to the acquisition and management of an art collection,
- Encourage and ensure the acquisition of high quality, innovative artworks that are meaningful, relevant, diverse in character and aesthetically pleasing,
- Ensure that acquired artworks are appropriately recorded, maintained and where necessary, restored.

Definitions

Art - Public Art Artistic works designed and created from many different materials and forms, which may include (but not be limited to): paintings, sculpture, mosaic, stained glass, textiles, ceramics, photography, prints and mixed media.

The types of art covered under this policy are public art, community art and Temporary art.

Public Art - Artistic works designed or created by an artist(s) and situated in an accessible place of the public and memorials for public spaces in the Menzies municipal district.

Community Art - Artistic works involving the active participation of community members, in the design or creation, and are often facilitated by an artist(s) or a community arts worker.

Temporary Art - Artistic works designed and created for a short life span.

Policy Scope

The policy applies to all movable and public artworks accessioned into the Shire Art Collection.

Policy Statement

The Shire recognises the importance art has in contributing to a culturally rich environment and considers that high quality and meaningful artwork can enrich the community and strengthen community connectedness.

Art acquisitions

The Council will determine each acquisition on a case-by-case basis, ensuring all decisions align with this policy and budget considerations.

The Council will determine an annual allocation, as part of the Annual Budget, to fund acquisitions of art, and all proposed acquisitions will require sufficient funding to be available, or proposed, before formal offers to acquire may be made.

Art acquisition criteria

The following criteria will be used to determine the suitability of any art being considered for acquisition by the Shire:

- A preference for artworks designed or created by artists living, working in, or who have a strong connection to the Shire,
- A preference for artworks with themes relating to the Shire,
- A preference for artworks intended to excite the imagination of the public and increase the understanding and enjoyment of art,
- A preference for artworks designed or created through processes of group or community artistic expression,
- The condition and overall artistic merit of the artwork,
- The cost (initial and ongoing) and community value and of the artwork.

Decommissioning

Works from the collection may be considered for removal from the collection if they are in poor condition, damaged or deteriorated beyond reasonable repair, duplicate other elements of the collection and/or do not meet the requirements of this policy.

Any removal is to be undertaken based on the following priority basis:

- The Shire may, at its absolute and sole discretion, remove any art from the collection for the purposes of selling, gifting, donating, storing, or otherwise disposing of the art, provided that the Shire provides the relevant artist prior notice of its intentions.
- In providing the relevant artist prior notice of its intentions, the Shire shall also provide the artist the opportunity to purchase the art at a price that could be realised if it was to be sold privately, or such other agreement reached with the artist that is acceptable to the Shire.
- The decommissioning process and decisions will be consistent with the decision-making options described in this Policy.'

be adopted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.4	Review of Policy 1.1.3 Volunteer Code of Conduct
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1353
DATE OF REPORT	16 September 2024
AUTHOR	Community Development Manager, Sean McGay
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Existing Policy 1.1.3 Volunteer Code of Conduct - Adopted 20/12/2022 [13.2.4.1 - 4 pages]

SUMMARY:

To review Policy 1.1.3 Volunteer Code of Conduct as attached in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

Policy 1.1.3 Volunteer Code of Conduct, adopted by the Council on 20 December 2022, provides guidance on the conduct of volunteers to the Shire of Menzies.

COMMENT:

The existing Volunteer Code of Conduct policy has been altered significantly in order to be more concise, passive in terms of language, and supportive. The form has been simplified while also remaining concise.

CONSULTATION:

Community members
Various Non-Government Organisations (NGOs)

STATUTORY AUTHORITY:

Local Government Act (1995)
The Privacy Act 1988
Volunteers and Food and other Donors (Protection from Liability) Act 2002
Work Health and Safety Act 2020

POLICY IMPLICATIONS:

This policy is being reviewed in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

Workers' Compensation claims made against Shire of Menzies.

Increase in overtime for Shire of Menzies staff if not enough volunteers are sourced for various events and facilities.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Workers' Compensation claims made against Shire of Menzies.	Low	Management to refer to statutory mechanisms that are already in place to reduce or eliminate pecuniary damages.
Increase in overtime for Shire of Menzies staff if not enough volunteers are sourced for various events and facilities.	Low	There are few events and facilities and organisations that require a large number of volunteers. Should that change, advertisements are to be created and distributed, seeking volunteers.

STRATEGIC IMPLICATIONS:

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

1.1 An engaged and inclusive community.

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

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

1.2 A healthy and safe community.

1.2.3 Support community health and wellbeing initiatives.

4.1 A strategically focused Council, leading our community.

4.1.3 Encourage and support community engagement and collaboration.

4.2 An efficient and effective organisation.

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

4.2.3 Provide a positive and safe workplace.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That amended Policy 1.1.3 Volunteer Code of Conduct, as follows:

‘1. INTRODUCTION

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

2. A GUIDE FOR VOLUNTEERS

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

3. WHY VOLUNTEER?

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

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

4. OUR RESPONSIBILITIES TO YOU AS A VOLUNTEER

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

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

5. YOUR RESPONSIBILITIES AS A VOLUNTEER

Volunteering brings with it certain commitments and responsibilities including:

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

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

6. GENERAL CONDUCT

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

- Violating the Local Government Act or related policies;
- Acting improperly, unethically, or in a way that misuses power;
- Engaging in intimidation, harassment, or discrimination;
- Providing biased services to the community.

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

7. BALANCED AND FAIR APPROACH

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

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

8. CONFLICTS OF INTEREST

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

9. USE OF INFORMATION

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

- Protecting confidential information;
- Accessing information only as needed for your volunteer role;

- Not using information for personal purposes or sharing it without proper authority.

10. GIFTS AND BENEFITS

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

11. USE OF COUNCIL'S RESOURCES

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

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

12. ADDITIONAL STANDARDS

Volunteers must:

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

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

13. FURTHER INFORMATION

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

VOLUNTEER DETAILS AND AGREEMENTS

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

Name	Phone
Organisation (if relevant)	
Address	
Email	
Activity and activity duration	
Skills/experience/qualifications relevant to the activity (for Assessors/Supervisors)	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct. <input type="checkbox"/> I am over 18 years of age.	

Working with Children Information (if relevant)	
State/Territory allocated number:	Date of Birth:
	Expiry Date:
Full Name:	
Volunteer Signature:	Date:
Shire of Menzies Supervisor Name and Signature:	Date:

be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 1.1.3 – Volunteer Code of Conduct

Relevant Delegation

N/A

1 INTRODUCTION

The Shire of Menzies is committed to fair dealing and high standards of ethical behaviour in the Menzies Municipality's care, control and management. The community places its trust in Menzies' Councillors, Council staff and Council delegates to ensure that they serve it faithfully and honestly and that they manage its resources on behalf of the community.

As a volunteer, you are required to observe a standard of professional behaviour that maintains and promotes confidence and trust in the work of the Council. You must avoid any form of conduct that would bring the Council, Councillors, staff or Council delegates into disrepute.

The community is entitled to expect that the business of the Council will be conducted with efficiency, impartiality and integrity and that the public will always have absolute priority over private interests.

The Shire of Menzies will endeavour to ensure that all volunteers receive the appropriate support and supervision to fulfil and enjoy their volunteer role.

2 A GUIDE FOR VOLUNTEERS

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

3 WHY VOLUNTEER?

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

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

4 YOUR RESPONSIBILITIES AS A VOLUNTEER

Volunteering brings with it certain commitments and responsibilities including:

- Commitment to Council's values and vision;
- Maintenance of customer/client confidentiality at all times;
- Compliance with Council's policies; and
- Compliance with the Council's Code of Conduct.

As a volunteer you are a representative of the Council and breaches of the Code on your behalf could jeopardise your volunteer relationship with Council and compromise the Council's reputation.

5 OUR STRATEGIC OBJECTIVES

- Our Community: A vibrant and inclusive community
- Local Economy: A prosperous local economy
- Our Environment: Enhance and maintain our built infrastructure and natural environment
- Leadership: Responsible management and good governance, leading an empowered community

6 OUR VISION AND VALUES STATEMENT

Menzies will continue to be an inclusive and welcoming community, celebrating our heritage and place.

Our community is diverse, strong and resilient.

We will make the most of the natural beauty, open spaces, views and proximity to cultural sites.

We will be a harmonious, engaged and connected community that looks out for each other.

7 GENERAL CONDUCT

You must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, as a volunteer, you must avoid conduct that:

- Contravenes the Local Government Act, associated regulations and Council's relevant administrative requirements and policies;
- Is detrimental to the pursuit of the charter of Council;
- Is improper or unethical;
- Is an abuse of power or otherwise amounts to misconduct;
- Causes, comprises or involves intimidation, harassment or verbal abuse;
- Causes, comprises or involves discrimination, disadvantage or adverse treatment; or
- Causes, comprises or involves prejudice in the provision of a service to the community.

You must act lawfully and honestly and exercise reasonable care and diligence in carrying out your volunteering work. You must treat others with respect at all times.

8 EQUITABLE TREATMENT

Volunteers, in carrying out Council duties must:

- Act reasonably, justly, in accordance with the law and in a non-discriminatory manner;
- Deal with all situations consistently, but treat each matter on its merits;
- Take all reasonable steps to ensure that the information upon which decisions or actions are based is factually correct and that all relevant information has been obtained;
- Treat all staff members, Councillors and members of the public fairly and with courtesy; and
- Refrain from any form of conduct, in the performance of your duty, which may cause any person unwarranted offence or embarrassment, or give rise to the reasonable suspicion or appearance of improper conduct or bias in the performance of your duties.

9 CONFLICTS OF INTEREST

If Council is to keep the trust and confidence of the community, Council must ensure that the actions and decisions of the Council's volunteers are free from any conflicts of interest and are also clearly seen to be free from any conflicts of interest.

The law places the onus on you to identify and declare any conflicts of interest or pecuniary interests. A pecuniary interest is an interest in a matter where there is a reasonable likelihood, or expectation, of an appreciable financial gain or loss to yourself or another person with whom you are associated. You must not allow your private interests to interfere with your volunteering duties as a volunteer. Any actual or potential conflict between your private interests and those of the Council is to be avoided. The onus is on you to notify your supervisor or a senior manager if a potential or actual conflict of interest arises.

10 USE OF INFORMATION

It is important that the community has confidence that any information acquired by Council is used only for Council purposes.

As a volunteer, if you access any confidential information (commercial or personal) from Menzies Council during the course of your volunteering duties, you must:

- Protect confidential, commercial or personal information;
- Only access it when needed in your capacity as a volunteer for Council;
- Not use the confidential, commercial or personal information for any unofficial purpose outside the Council's work;
- Only release confidential, commercial or personal information when you have the authority to do so;
- Only use confidential, commercial or personal information for the purpose it is intended to be used; and
- Not use Council information for personal purposes.

11 GIFTS AND BENEFITS

As a volunteer, you must never demand or request any payment, gift or benefit for yourself or anyone else in connection with your volunteering duties.

If you are offered or receive a gift, you must advise your supervisor who will fully explain the Council's Code of Conduct requirements in relation to gifts and benefits.

12 USE OF COUNCIL'S RESOURCES

Council equipment, facilities, property and other resources are to be used:

- Ethically, effectively, efficiently and carefully;
- For the benefit of Council and only in connection with your volunteering work for Council; and
- With no usage for private purposes and only by the details stated in the Council's Code of Conduct.

13 ADDITIONAL STANDARDS

Some provisions you must adhere to in your role as a volunteer are that:

- You must adhere to work health and safety procedure at all times.
- If necessary, you may be asked to undertake a drug and alcohol test, and agree to partake;
- You must not be under the influence of alcohol or other drugs whilst volunteering; and
- You must not make media comment about Council matters in your capacity as a volunteer.

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

14 BREACHES

Volunteers are required to both act by the Council's Code of Conduct and to immediately report any breaches of the Code.

15 FURTHER INFORMATION

Please feel free to contact the Chief Executive Officer on 08 9024 2041 for further information. For a copy of Council's Code of Conduct, visit www.menzies.wa.gov.au.



VOLUNTEER DETAILS AND AGREEMENTS

The Volunteer Code of Conduct must be signed prior to an Event or Activity that the Volunteer is undertaking with any of the Shire of Menzies activities.

Name	Phone
Organisation (if relevant)	
Address	
Email	
Skills/experience/qualifications relevant to Participant's activity (for Assessors/Supervisors)	
<input type="checkbox"/> I have read, understood and agree to comply with the Volunteer Code of Conduct. <input type="checkbox"/> I understand that any breach of the Volunteer Code of Conduct may result in my termination as a Shire of Menzies Volunteer. <input type="checkbox"/> I agree to assess and/or supervise areas only where I am suitably skilled, experienced and/or qualified, and approved by the Chief Executive Officer. <input type="checkbox"/> I am over 18 years of age.	
Working with Children Information (if relevant)	
State/Territory allocated number:	Date of Birth:
	Expiry Date:
Full Name:	
Volunteer Signature:	Date:
Shire of Menzies Staff Name and Signature:	Date:

– End of Policy

ADOPTED: 20 DECEMBER 2022

13.2.5	Review of Policy 1.2 Disclaimer
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1354
DATE OF REPORT	17 September 2024
AUTHOR	Executive Officer, Maureen Yulo-Uy
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 1 2 Disclaimer [13.2.5.1 - 1 page]

SUMMARY:

To review Policy 1.2 Disclaimer in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Disclaimer Policy was reviewed by the Council on 29 June 2023.

COMMENT:

The Department of Local Government, Sport and Cultural Industries (DLGSC) notes that the disclaimer is intended to ensure that members of the public who attend Council and Committee Meetings do not act immediately on what they hear at the meetings. The essence of such a message is that a person should wait for written advice from the local government before taking action on any application that the person may have before the Council.

The existing disclaimer policy can be endorsed without any change.

CONSULTATION:

No external consultation occurred during this report's preparation.

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

This policy is being reviewed by the Council in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

There are no financial implications if the officer’s recommendation is endorsed.

RISK ASSESSMENT:

A disclaimer statement is a risk management measure to reduce legal and reputational risks.

STRATEGIC IMPLICATIONS:

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

- 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.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 1.2 Disclaimer, as attached, be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number			
Moved		Seconded	
Carried			



POLICY – 1.2 - Disclaimer

Relevant Delegation

N/A

Policy Statement

The Council has adopted the following Disclaimer, which is to be displayed in the Administration Office in a prominent position. Visitors to the Council and customers must be made aware of the Disclaimer.

The following Disclaimer Statement is to be published–

- in the Agendas to all Council and Committee Meetings, and
- on the Shire website at the tab providing access to Agendas and Minutes

DISCLAIMER

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

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

– End of Policy

ADOPTED: 30 AUGUST 2018
LAST REVIEWED: 29 JUNE 2023

13.2.6	Review of Policy 1.6 Recognition of Service-Elected Members	
LOCATION	Not Applicable	
APPLICANT	Internal	
DOCUMENT REF	NAM1355	
DATE OF REPORT	17 September 2024	
AUTHOR	Executive Officer, Maureen Yulo-Uy	
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	1. Policy 1.6 Recognition of Service-Elected Members with track changes [13.2.6.1 - 1 page]	

SUMMARY:

To review Policy 1.6 Recognition of Service-Elected Members in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Recognition of Service-Elected Members Policy was reviewed by the Council on 31 August 2023.

COMMENT:

This report recommends that the Council's current policy on Recognition of Service – Elected Members be endorsed with a minor amendment to update the policy title from 'Elected Members' to 'Council Members,' in alignment with the terminology used in the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, and to change the use of 'Councillors' to 'Council Members' for consistency.

CONSULTATION:

No external consultation occurred during this report's preparation.

STATUTORY AUTHORITY:

Section 5.100A of the Local Government Act 1995

Section 5.63 (1)(c)(ii) of the Local Government Act 1995

Regulation 34AC of the Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS:

This policy is being reviewed by the Council in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

There are no financial implications if the officer's recommendation is endorsed.

RISK ASSESSMENT:

If the policy is not regularly reviewed and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the Shire.

STRATEGIC IMPLICATIONS:

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

4.2 An efficient and effective organisation.

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 1.6 Recognition of Service – Elected Members, as attached, be endorsed with the following amendments:

1. Change the title from Recognition of Service – Elected Members to Recognition of Service – Council Members.
2. Update all references of Councillors to Council Members for consistency.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 1.6 – Recognition of Service-Council
MembersElected Members

Relevant Delegation
N/A

Objectives

To recognise the service of, and show appreciation to, departing Council Membersors.

Policy Statement

1. The Policy is made under the authority of the Local Government Act s.5.100A and Local Government (Administration) Regulation 34AC.
2. Each departing Councillor shall receive an appropriate plaque or certificate of service.
3. Outgoing Shire Presidents, whether retiring from Council or relinquishing the office of President, may be presented with their gavel and striker plate suitably engraved on the completion of their term of Shire President.
4. The Chief Executive Officer is to arrange a suitable gift for departing Council Membersors, up to the specified value, after the following periods of service:

Less than 4 years of service	Nil
4 years, less than 8 years of service	\$150
8 years, less than 12 years of service	\$300
12 years, less than 16 years of service	\$750
16 or more years of service	\$1,000
5. The cumulative value of any commemorative plaque or certificate, gavel and striker plate and gift shall not exceed the limits specified in (4) above.
6. Multiple periods of service as a member of the Council are to be considered individually according to each period and not cumulatively.
7. Presentation of any commemorative plaque, certificate or gavel and striker plate and gift will generally be made at the final meeting being attended by the Councillor, or at an alternative function.
8. Council Membersors are entitled to a civic dinner after they have completed (3) terms or twelve (12) years in office.'

– End of Policy

ADOPTED: 31 AUGUST 2023

13.2.7	Review of Policy 1.7 Enterprise Risk Management
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1356
DATE OF REPORT	17 September 2024
AUTHOR	Executive Officer, Maureen Yulo-Uy
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 1.7 Enterprise Risk Management [13.2.7.1 - 2 pages]

SUMMARY:

To review Policy 1.7 Enterprise Risk Management in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Enterprise Risk Management Policy was reviewed by the Council on 31 August 2024.

COMMENT:

The current policy aligns with the risk management standard (ISO 31000:2018) and is further supported by the Shire's Risk Management Strategy.

The existing Enterprise Risk Management policy can be endorsed without amendment.

CONSULTATION:

No external consultation occurred during this report's preparation.

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

This policy is being reviewed in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

There is no financial implication if the officer’s recommendation is endorsed.

RISK ASSESSMENT:

The endorsement of this policy represents the Council’s approach to risk across the organisation.

STRATEGIC IMPLICATIONS:

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

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

Strategy:
4.1.1 Provide strategic leadership and governance.

Outcome:
4.2 An efficient and effective organisation.

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 1.7 Enterprise Risk Management, as attached, be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 1.7 – Enterprise Risk Management

Relevant Delegation

N/A

Objective

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Menzies, facilitating value creation and protection.

Policy Statement

The Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all elected members, employees and contractors, and is to be integrated throughout the Shire.

A Risk Management Strategy is to be maintained and implemented utilising the Principles, Framework and Process as defined within *AS/NZS ISO 31000:2018 Risk Management – Guidelines*.

1. Risk Tolerance and Appetite:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. 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 maintain systems and procedures to create value and protect the Shire, and its stakeholders.

The Council's risk tolerance and appetite is articulated within the Risk Management Strategy and any change to the level of risk tolerance and appetite within the Strategy can only be made with the Council approval.

2. Risk Management Commitment:

The Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within *AS/NZS ISO 31000:2018*, through the 'Risk Management Strategy'. The *Risk Management Strategy* will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

- a. Aligning the objectives, culture and strategy of the Shire with risk management;
- b. Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- c. Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders;
- d. Promoting and conveying the value of risk management across the Shire;
- e. Encouraging methodical monitoring of risks;

Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

– *End of Policy*

ADOPTED: 24 APRIL 2019

REVIEWED: 31 AUGUST 2023

13.2.8	Review of Policy 5.14 Social Media
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM1357
DATE OF REPORT	17 September 2024
AUTHOR	Community Development Manager, Sean McGay
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 5.14 Social Media [13.2.8.1 - 3 pages]

SUMMARY:

To review Policy 5.14 Social Media as attached in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The purpose of Policy 5.14 Social Media, which was adopted by the Council on 31 August 2023, is to provide guidance concerning the use of social media.

COMMENT:

The policy was reviewed on 17 September 2024, and this report recommends its endorsement without any amendments.

CONSULTATION:

Market Creations (marketing consultants)

STATUTORY AUTHORITY:

Local Government Act (1995)
Copyright Act 1968
Designs Act 2003
The Privacy Act 1988
Online Safety Act 2021

POLICY IMPLICATIONS:

This policy is being reviewed in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

Possible legal costs associated with copyright defence and defamation.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Possible copyright infringement or plagiarism by third parties.	Medium	Register designs and firm up copyright claims. Consult with WALGA in the first instance.
Possible defamation lawsuit	Medium	Educate Shire of Menzies staff and councillors on social media etiquette. Immediately retain legal advice in any instance of accusation of defamation.

STRATEGIC IMPLICATIONS:

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

Outcome:

1.1 An engaged and inclusive community.

Strategies:

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

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 5.14 Social Media, as attached, be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 5.14 Social Media

Relevant Delegation

N/A

Objective

To ensure responsible use of social media for official business whilst protecting the interests of the Shire of Menzies and to give guidelines for engaging in online conversations as representatives of the Shire of Menzies regardless of private or work-related access.

Policy Statement

The Shire of Menzies recognises the importance of the internet and social media as a modern and widely popular tool for community engagement.

These guidelines are intended for use by Councillors, staff members and other representatives of the Shire of Menzies to apply to any online medium where information may reflect on the image of the Shire of Menzies.

Therefore, this Social Media Policy applies to all forms of social media including, but not limited to: blogs, Facebook, Wikipedia or other wikis, Instagram, X (formerly Twitter) and LinkedIn.

These guidelines also apply to any comments representatives of the Shire of Menzies may leave on others' blogs or Facebook pages, edits to wikis, responses to tweets, posting on message boards/forums and opinions on online polls. Reference should also be made to the Shire of Menzies Code of Conduct.

As a Local Government agency, the Shire of Menzies and its representatives must follow certain rules when participating in social media. This policy applies to:

1. Communications initiated or responded to by the Shire of Menzies with our community; and
2. Elected Members when making comment in either their Shire of Menzies role or in a personal capacity.

Members and staff must be aware that any comments or interactions they perform on a social media platform will be perceived by the public that their comments and views are that of the Shire of Menzies. Members and staff should therefore ensure that their positions are in line with Shire policies and positions.

Most conversations on social media platforms are held in an informal manner, so the normal professional writing style is not required for social media communications; however, professional discourse is expected.

All social media accounts, blogs and web pages carrying the Shire of Menzies brand identity are to be endorsed by the Shire of Menzies. If the Shire of Menzies is referenced in any media by its representatives these social media guidelines apply.

As in all interactions, whether face to face or virtual, elected members and staff are representatives of the Shire of Menzies.

Official Communications

The purposes of the Shire of Menzies' official communications include:

- a. Sharing information required by law to be publicly available.
- b. Sharing information that is of interest and benefit to the Community.
- c. Promoting Shire of Menzies' events and services.
- d. Promoting Public Notices and community consultation / engagement opportunities.
- e. Answering questions and responding to requests for information relevant to the role of the Shire of Menzies.
- f. Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Menzies' official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire of Menzies will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- a. Website;
- b. Advertising and promotional materials;
- c. Media releases prepared by the Shire President, to promote specific Shire of Menzies positions;
- d. Social media; and
- e. Community newsletters, letter drops, and other modes of communications undertaken by the Shire of Menzies' Administration at the discretion of the Chief Executive Officer.

1. Guidelines

The internet is not anonymous, nor does it forget

Everything written on the Web can be traced back to its author one way or another and very easily.

There is no clear line between your work life and your personal life. Always be honest and respectful in both capacities.

With the ease of tracing authors back from their posts and the amount of information online, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to the Shire of Menzies. Always write as if everyone knows you. Never write anything you wouldn't/couldn't say out loud to all parties involved.

Avoid hazardous materials

Do not post or link to any materials that are defamatory, harassing or indecent.

Don't promote other brands with our brand

Do not promote personal projects or endorse other brands, causes or opinions when posting on behalf of the Shire of Menzies. The endorsement of the Shire can be sought if required. If a personal opinion must be posted, clearly state that it does not represent the opinions of the Shire.

Maintain confidentiality

Do not post any confidential information in regard to the Shire of Menzies including personal information of employees, Councillors and other individuals associated with the Shire of Menzies.

Always acknowledge

When reposting/referencing a post or someone else's comments provide a link to the original item or acknowledge the author.

Identify yourself

When relevant, identify your affiliation with the Shire of Menzies to add credibility to your profile and to increase the visibility of the Shire of Menzies.

Do not qualify your work

Do not post statements regarding the quality or quantity of your work/load.

Do not return fire

If a negative post or comment is found online about the Shire of Menzies or one of its representatives, do not counter with another negative post. Publicly offer to remedy the situation through positive action.

Do not action requests made through social media

Actioning requests must be done only through our regular procedures to avoid conflicts and other ethical problems.

It should be noted that comments considered to be offensive or defamatory will be removed by the Administrator and repeat offenders blocked.

– End of Policy

ADOPTED: 30 AUGUST 2018
REVIEWED: 31 AUGUST 2023

13.2.9	Review of Policy 1.3 Shire Logos
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM1358
DATE OF REPORT	17 September 2024
AUTHOR	Community Development Manager, Sean McGay
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 1.3 Shire Logos [13.2.9.1 - 2 pages]

SUMMARY:

To review Policy 1.3 Shire Logos as attached in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The purpose of Policy 1.3 Shire Logos, which was adopted by the Council on 27 July 2023, is to provide guidance concerning use of logos.

COMMENT:

The policy was reviewed on 17 September 2024 and this report recommends its endorsement without any amendments.

CONSULTATION:

Consultation with the WA Art Gallery.

STATUTORY AUTHORITY:

Local Government Act (1995) (2.7.2b)
Copyright Act 1968
Designs Act 2003

POLICY IMPLICATIONS:

This policy is being reviewed in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

Possible legal costs associated with copyright defence (see below).

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Possible copyright infringement or plagiarism by third parties.	Medium	Register designs and firm-up copyright claims. Consult with WALGA in the first instance.

STRATEGIC IMPLICATIONS:

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

Outcome:

1.1 An engaged and inclusive community.

Strategies:

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

Outcome:

2.2 An attractive destination for visitors.

Strategies:

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

2.2.2 Maintain and enhance our local attractions.

Outcome:

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

Strategy:

3.2.1 Encourage community and visitors to keep our district clean and tidy.

Outcome:

4.1 A strategically focused Council, leading our community.

Strategies:

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 1.3 Shire Logos, as attached, be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 1.3 – Shire Logos

Relevant Delegation

N/A

1. Objective

1.1 This Policy is intended to provide guidance concerning use of logos.

2. Policy Statement

2.1 The official logo of the Shire is:



2.2. The official logo should be used:

1. On all Shire publications, letterheads, promotional materials etc.
2. Where the Shire has provided sponsorship or support for a program, activity or advertisement.

2.3. Private use of the official logo is not permitted unless the proposed use benefits the Shire or community through promotion of the district, directly or indirectly, and with permission of the CEO.

2.4 Approval for use of the logo referred to in 2.3 above, may be withdrawn if the Council is of the opinion that it is being misused, or is for an inappropriate purpose.

2.5 Promotional logos of the Shire are:



2.6 The email signature logo of the Shire is:



– End of Policy

ADOPTED: 25 JUNE 2015
LAST REVIEWED: 27 JULY 2023

13.2.10	Review of Policy 5.11 Employees – Loyalty Pay	
LOCATION	Shire of Menzies	
APPLICANT	Internal	
DOCUMENT REF	NAM1359	
DATE OF REPORT	17 September 2024	
AUTHOR	Chief Financial Officer, Kristy Van Kuyl	
RESPONSIBLE OFFICER	Chief Executive Officer, Glenda Teede	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	1. Policy 5.11 Employees-Loyalty Pay with marked changes [13.2.10.1 - 1 page]	

SUMMARY:

To review Policy 5.11 Employees – Loyalty Pay in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Policy 5.11 Employees – Loyalty Pay was adopted by the Council on 29 August 2019.

COMMENT:

The existing policy provides an additional allowance to all permanent employees, whether full-time or part-time, except the Chief Executive Officer, other contractual staff, trainees, and casual employees. This policy serves as a retention strategy, which many local governments adopt, though approaches can vary among different local governments.

This report recommends a minor amendment to stipulate that when a previous staff member is reemployed after termination, their years of service for the purpose of loyalty pay will restart from the new employment start date. Additionally, some syntax corrections are needed.

CONSULTATION:

Steven Tweedie, Governance Consultant

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

This policy is being reviewed in accordance with Policy 1.13 Policy Review Schedule.

FINANCIAL IMPLICATIONS:

The payment of loyalty pay is captured in the adopted budget for the 2024/2025 financial year.

RISK ASSESSMENT:

If the policy is not regularly reviewed and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the Shire.

STRATEGIC IMPLICATIONS:

The Council's Community Strategic Plan 2021 – 2031 outlines the following outcome and strategy:

Outcome

4.2: An efficient and effective organisation.

Strategy

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 5.11 Employees-Loyalty Pay, as follows:

Policy Statement

1. A Loyalty Pay as provided for in the Budget is to be paid to all permanent employees whether full time or part time, except –
 - Chief Executive Officer and other contracted staff
 - Trainees and all casual staff

2. The Loyalty Pay is paid pro-rata according to full-time employment equivalent.
3. Should a staff member be re-employed after termination, the years of service will restart from the new employment start date.
4. The amounts, which are to be paid fortnightly in the employee's pay, are:
 - \$ 41.69 after 1 year of service
 - \$ 83.52 after 2 years of service
 - \$125.29 after 3 years of service
 - \$167.06 after 4 years of service
5. The amounts payable for the Loyalty Pay allowance are to be increased by the Local Government Cost Index as calculated by WALGA as of 30 June annually.'

be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 5.11 – Employees – Loyalty Pay

Relevant Delegation

N/A

Policy Statement

1. A Loyalty Pay as provided for in the Budget is to be paid to all permanent employees whether full time or part time, except –
 - Chief Executive Officer and other contracted staff
 - ~~Trainees and all casual staff regardless of duration of employment subject to any necessary phasing in arrangements for existing permanent staff at date of adoption.~~
2. The Loyalty Pay is paid pro-rata according to full-time employment equivalent.
3. ~~Should a staff member be re-employed after termination, the years of service will restart from the new employment start date.~~
- 3.4. The amounts, ~~which are~~ to be paid fortnightly in the employee's pay, ~~are~~ currently:
 - \$ 41.69 after 1 year ~~of service~~
 - \$ 83.52 after 2 years ~~of service~~
 - \$125.29 after 3 years ~~of service~~
 - \$167.06 after 4 years ~~of service~~
- 4.5. The amounts payable for the Loyalty Pay allowance, ~~are~~ to be increased by the Local Government Cost Index as calculated by WALGA at 30 June annually.

COMMENT

Employee Group	Loyalty Pay Eligibility	Conditional On
Chief Executive Officer, Manager Finance & Administration Works Supervisor	No No No	
Contract Staff	Yes	As per Agreement
Admin Staff	Yes	Permanent Full-time or Part-time
Works Staff	Yes	
Cleaners	Yes	
Trainees and Casual Staff	No	If more than 3 months
	No	If less than 3 months

– End of Policy

ADOPTED: 29 AUGUST 2019

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15 NEW BUSINESS OF AN URGENT NATURE

Nil

16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Nil

17 NEXT MEETING

The next meeting is to be held on 31 October 2024 at the Shire Offices in Menzies commencing at 1.00pm.

18 CLOSURE OF MEETING

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