



SHIRE OF MENZIES

Ordinary Agenda

Notice is hereby given that an **ORDINARY** Meeting of the Council will be held:

DATE : 29 JUNE 2023

TIME : 1:00 pm

**VENUE : Council Chambers,
124 Shenton Street, Menzies**

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

**Rob Stewart
Acting Chief Executive Officer**

DISCLAIMER

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

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

DISCLOSURES OF INTEREST

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

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

Councillor Meeting Information

Shire of Menzies Council Meetings

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

Attending meetings

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

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

Voting at meetings

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

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

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1 DECLARATION OF OPENING

The Shire President declared the meeting open at _____.

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

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

Staff: Mr R Stewart, Acting Chief Executive Officer
 Ms K Van Kuyl, Chief Financial Officer
 Mr G Marland, Manager of Works
 Mr S McGay, Community Development Manager
 Ms M Mertyn, 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

9 CONFIRMATION/RECEIVAL OF MINUTES

9.1 Confirmation of Minutes - Ordinary Meeting 25 May 2023

(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 25 May 2023 be confirmed as a true and correct record.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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9.2 Confirmation of Minutes – Special Council Meeting 12 May 2023

(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting held on 12 May 2023 be confirmed as a true and correct record.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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9.3 Receival of Notes- Briefing Session 22 June 2023

(Provided under Separate Cover)

OFFICER RECOMMENDATION

That the Notes of the Briefing Session held on 22 June be received.

COUNCIL DECISION:

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

11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

OFFICER RECOMMENDATION

That the President's Report for the month of June 2023 be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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12 REPORTS OF COMMITTEES

Nil

13 REPORTS OF OFFICERS

13.1 Finance Reports

13.1.1	Finance Report - May 2023
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1103
DATE OF REPORT	05 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	<ol style="list-style-type: none">1. Operating Statement activity - May 2023 [13.1.1.1 - 1 page]2. Financial Information Statement - May 2023 [13.1.1.2 - 10 pages]

SUMMARY:

To consider the Statement of Financial Activity for the period ending 31 May 2023.

BACKGROUND:

Regulation 34 of the *Local Government (Financial Management) Regulations* requires Local Government entities to prepare each month a Statement of Financial Activity reporting on the sources and application of funds, as set out in the Annual Budget under r22(1)(d):

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

COMMENT:

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

CONSULTATION:

Bob Waddell and Associates

STATUTORY AUTHORITY:

Local Government Act 1995 s6.4

Local Government (Financial Management) Regulations 1996, r34

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

As detailed in the Attachment

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 May 2023 as attached be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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Page No. : 1

SHIRE OF MENZIES

Operating Statement by Function / Activity
for the reporting period ended 31 MAY 2023

Printed on : 06.06.23 at 20:49

	Original Budget	2022/2023	2021/2022
OPERATING REVENUES			
General Purpose Funding	6,485,964.33	5,413,792.68	7,154,163.41
Governance	0.00	<6,055.11>	59,998.71
Law, Order & Public Safety	106,150.00	24,398.83	30,091.78
Health	100,300.00	76,798.54	24,590.21
Housing	45,380.00	60,572.09	52,425.84
Community Amenities	187,200.00	83,968.09	12,114.00
Recreation & Culture	88,700.00	10,807.20	20,169.18
Transport	4,010,273.83	1,859,406.99	1,456,349.50
Economic Services	484,650.00	371,857.99	243,495.81
Other Property & Services	25,250.00	16,819.88	18,101.76
Total Operating Revenue	11,533,868.16	7,912,367.18	9,071,500.20
OPERATING EXPENSES			
General Purpose Funding	427,642.66	302,258.74	<25,431.07>
Governance	1,148,903.98	970,671.37	1,067,368.17
Law, Order & Public Safety	119,438.50	118,106.62	104,113.89
Health	154,990.00	101,591.03	76,557.74
Education & Welfare	54,513.69	7,948.53	918.38
Housing	203,165.00	209,592.09	217,191.53
Community Amenities	441,837.00	357,761.50	379,675.06
Recreation & Culture	1,119,974.00	713,365.94	748,105.24
Transport	2,662,234.80	2,097,151.29	2,300,758.19
Economic Services	1,683,084.34	1,176,990.70	1,074,138.14
Other Property & Services	3,934.60	524,378.15	583,763.32
Total Operating Expenditure	8,019,718.57	6,579,815.96	6,527,158.59
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	3,514,149.59	1,332,551.22	2,544,341.61

SHIRE OF MENZIES FINANCIAL INFORMATION SCHEDULE AS AT 31 MAY 2023



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

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
		General Purpose Funding				
		Rates				
		Operating Income				
	3030120	RATES - Instalment Admin Fee Received	-\$7,000.00	-\$7,000.00	-\$5,890.00	\$1,110.00
	3030121	RATES - Account Enquiry Charges	-\$100.00	-\$88.00	\$0.00	\$88.00
	3030122	RATES - Reimbursement of Debt Collection Costs	-\$5,000.00	-\$4,576.00	-\$1,187.88	\$3,388.12
	3030130	RATES - Rates Levied - Synergy	-\$4,100,270.33	-\$4,100,270.33	-\$4,179,686.44	-\$79,416.11
	3030145	RATES - Penalty Interest Received	-\$40,000.00	-\$40,000.00	-\$33,998.03	\$6,001.97
	3030146	RATES - Instalment Interest Received	-\$7,000.00	-\$7,000.00	-\$8,874.68	-\$1,874.68
		Operating IncomeCheck	-\$4,159,370.33	-\$4,158,934.33	-\$4,229,637.03	-\$70,702.70
		Other General Purpose Funding				
		Operating Income				
	3030201	GEN PUR - Reimbursements	-\$100.00	-\$88.00	\$0.00	\$88.00
	3030210	GEN PUR - Financial Assistance Grant - General	-\$1,544,728.00	-\$1,544,728.00	-\$522,112.00	\$1,022,616.00
	3030211	GEN PUR - Financial Assistance Grant - Roads	-\$731,061.00	-\$731,061.00	-\$337,522.00	\$393,539.00
	3030214	GEN PUR - Grant Funding	\$0.00	\$0.00	-\$41,243.90	-\$41,243.90
	3030220	GEN PUR - Charges - Photocopying / Faxing	-\$205.00	-\$187.00	\$0.00	\$187.00
	3030235	GEN PUR - Other Income	\$0.00	\$0.00	-\$12,738.66	-\$12,738.66
	3030245	GEN PUR - Interest Earned - Reserve Funds	-\$200,000.00	-\$183,337.00	-\$221,102.08	-\$37,765.08
	3030246	GEN PUR - Interest Earned - Municipal Funds	-\$20,000.00	-\$18,337.00	-\$49,437.01	-\$31,100.01
		Operating IncomeCheck	-\$2,496,094.00	-\$2,477,738.00	-\$1,184,155.65	\$1,293,582.35
		Rates				
		Operating Expenditure				
	2030100	RATES - Employee Costs	\$73,130.66	\$67,490.00	\$70,984.90	\$3,494.90
	2030104	RATES - Training & Development	\$4,000.00	\$3,200.00	\$2,240.00	-\$960.00
	2030105	RATES - Recruitment	\$3,000.00	\$3,000.00	\$2,250.80	-\$749.20
	2030108	RATES - Other Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2030112	RATES - Valuation Expenses	\$10,000.00	\$9,163.00	\$13,955.03	\$4,792.03
	2030113	RATES - Title/Company Searches	\$100.00	\$80.00	\$0.00	-\$80.00
	2030114	RATES - Debt Collection Expenses	\$22,000.00	\$20,163.00	\$16,750.89	-\$3,412.11
	2030115	RATES - Printing and Stationery	\$500.00	\$451.00	\$0.00	-\$451.00
	2030116	RATES - Postage and Freight	\$1,000.00	\$913.00	\$1,065.57	\$152.57
	2030118	RATES - Rates Write Off	\$220,000.00	\$176,000.00	\$103,999.89	-\$72,000.11
	2030119	RATES - Seizure of Land	\$5,000.00	\$4,000.00	\$311.28	-\$3,688.72
	2030152	RATES - Consultants	\$20,000.00	\$20,000.00	\$20,070.60	\$70.60
	2030187	RATES - Other Expenses Relating To Rates	\$500.00	\$451.00	\$50.78	-\$400.22
	2030199	RATES - Administration Allocated	\$51,541.00	\$47,245.00	\$38,014.88	-\$9,230.12
		Operating ExpenditureCheck	\$410,771.66	\$352,156.00	\$269,694.62	-\$82,461.38
		Other General Purpose Funding				
		Operating Expenditure				
	2030211	GEN PUR - Bank Fees & Charges	\$5,000.00	\$4,576.00	\$7,219.43	\$2,643.43
	2030214	GEN PUR - Rounding	\$10.00	\$0.00	\$1.35	\$1.35
	2030299	GEN PUR - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$39,371.00	\$36,069.00	\$32,564.12	-\$3,504.88
		General Purpose Funding Total Income	-\$6,655,464.33	-\$6,636,672.33	-\$5,413,792.68	\$1,222,879.65
		General Purpose Funding Total Expenditure	\$450,142.66	\$388,225.00	\$302,258.74	-\$85,966.26
		Governance				
		Members Of Council				
		Operating Income				
	3040101	MEMBERS - Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
		Operating IncomeCheck	\$0.00	\$0.00	\$0.00	\$0.00
		Other Governance				
		Operating Income				
	3040201	OTH GOV - Reimbursements	-\$6,000.00	-\$6,000.00	\$6,055.11	\$12,055.11
		Operating IncomeCheck	-\$6,000.00	-\$6,000.00	\$6,055.11	\$12,055.11
		Members Of Council				
		Operating Expenditure				
	2040104	MEMBERS - Training & Development	\$45,000.00	\$41,239.00	\$12,422.73	-\$28,816.27
	2040109	MEMBERS - Members Travel and Accommodation	\$40,000.00	\$36,663.00	\$38,723.70	\$2,060.70
	2040111	MEMBERS - Mayors/Presidents Allowance	\$19,864.00	\$18,205.00	\$18,208.63	\$3.63
	2040112	MEMBERS - Deputy Mayors/Presidents Allowance	\$4,966.00	\$4,543.00	\$4,552.13	\$9.13
	2040113	MEMBERS - Members Sitting Fees	\$75,870.00	\$69,542.00	\$69,547.68	\$5.68
	2040114	MEMBERS - Communications Allowance	\$7,700.00	\$7,051.00	\$7,058.30	\$7.30
	2040115	MEMBERS - Printing and Stationery	\$400.00	\$363.00	\$0.00	-\$363.00
	2040116	MEMBERS - Election Expenses	\$4,000.00	\$4,000.00	\$0.00	-\$4,000.00
	2040120	MEMBERS - Communication Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2040121	MEMBERS - Information Systems	\$3,000.00	\$2,750.00	\$0.00	-\$2,750.00
	2040129	MEMBERS - Donations to Community Groups	\$30,000.00	\$24,000.00	\$5,136.58	-\$18,863.42
	2040130	MEMBERS - Insurance Expenses	\$10,058.00	\$9,218.00	\$7,543.50	-\$1,674.50
	2040186	MEMBERS - Expensed Minor Asset Purchases	\$5,000.00	\$4,576.00	\$0.00	-\$4,576.00
	2040187	MEMBERS - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2040199	MEMBERS - Administration Allocated	\$343,606.00	\$314,963.00	\$253,432.47	-\$61,530.53
		Operating ExpenditureCheck	\$589,464.00	\$537,113.00	\$416,625.72	-\$120,487.28

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
		Other Governance				
		Operating Expenditure				
		2040200 OTH GOV - Employee Costs	\$337,783.98	\$311,784.00	\$364,330.69	\$52,546.69
		2040204 OTH GOV - Training & Development	\$15,000.00	\$12,000.00	\$1,701.43	-\$10,298.57
		2040205 OTH GOV - Recruitment	\$25,000.00	\$20,000.00	\$5,547.33	-\$14,452.67
		2040206 OTH GOV - Fringe Benefits Tax (FBT)	\$0.00	\$0.00	\$0.00	\$0.00
		2040208 OTH GOV - Other Employee Expenses	\$0.00	\$0.00	\$399.02	\$399.02
		2040209 OTH GOV - Travel and Accommodation	\$6,000.00	\$5,000.00	\$5,426.19	\$426.19
		2040210 OTH GOV - Motor Vehicle Expenses	\$15,857.00	\$14,531.00	\$22,371.56	\$7,840.56
		2040211 OTH GOV - Civic Functions, Refreshments & Receptions	\$4,000.00	\$3,663.00	\$3,851.36	\$188.36
		2040215 OTH GOV - Printing and Stationery	\$0.00	\$0.00	\$222.00	\$222.00
		2040216 OTH GOV - Postage and Freight	\$0.00	\$0.00	\$270.55	\$270.55
		2040220 OTH GOV - Communication Expenses	\$0.00	\$0.00	\$0.00	\$0.00
		2040221 OTH GOV - Information Systems	\$4,080.00	\$3,740.00	\$0.00	-\$3,740.00
		2040240 OTH GOV - Advertising & Promotion	\$2,000.00	\$1,826.00	\$358.91	-\$1,467.09
		2040241 OTH GOV - Subscriptions & Memberships	\$74,452.00	\$74,452.00	\$50,437.99	-\$24,014.01
		2040250 OTH GOV - Consultancy - Statutory	\$11,000.00	\$8,800.00	\$0.00	-\$8,800.00
		2040251 OTH GOV - Consultancy - Strategic	\$26,000.00	\$20,800.00	\$19,250.00	-\$1,550.00
		2040252 OTH GOV - Other Consultancy	\$5,000.00	\$4,587.00	\$6,681.36	\$2,094.36
		2040285 OTH GOV - Legal Expenses	\$15,000.00	\$13,750.00	\$4,808.17	-\$8,941.83
		2040286 OTH GOV - Expensed Minor Asset Purchases	\$5,000.00	\$4,576.00	\$6,955.41	\$2,379.41
		2040298 OTH GOV - Staff Housing Allocated	\$9,906.00	\$9,075.00	\$36,090.34	\$27,015.34
		2040299 OTH GOV - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$590,439.98	\$540,077.00	\$554,045.65	\$13,968.65
		Governance Total Income	-\$6,000.00	-\$6,000.00	\$6,055.11	\$12,055.11
		Governance Total Expenditure	\$1,179,903.98	\$1,077,190.00	\$970,671.37	-\$106,518.63
		Law, Order & Public Safety				
		Animal Control				
		Operating Income				
		3050110 FIRE - Grants	\$0.00	\$0.00	\$0.00	\$0.00
		Operating IncomeCheck	\$0.00	\$0.00	\$0.00	\$0.00
		Animal Control				
		Operating Income				
		3050220 ANIMAL - Pound Fees	-\$50.00	-\$44.00	\$0.00	\$44.00
		3050221 ANIMAL - Animal Registration Fees	-\$100.00	-\$88.00	-\$202.50	-\$114.50
		Operating IncomeCheck	-\$150.00	-\$132.00	-\$202.50	-\$70.50
		Emergency Services Levy - Bush Fire Brigade				
		Operating Income				
		3050502 ESL BFB - Admin Fee/Commission	-\$4,000.00	-\$3,663.00	-\$4,000.00	-\$337.00
		3050510 ESL BFB - Operating Grant	-\$8,000.00	-\$7,326.00	-\$16,918.72	-\$9,592.72
		3050545 ESL BFB - Non-Payment Penalty Interest	-\$4,000.00	-\$4,000.00	-\$3,277.61	\$722.39
		Operating IncomeCheck	-\$16,000.00	-\$14,989.00	-\$24,196.33	-\$9,207.33
		Fire Prevention				
		Operating Expenditure				
		2050110 FIRE - Motor Vehicle Expenses	\$7.00	\$7.00	\$4.74	-\$2.26
		2050113 FIRE - Fire Prevention and Planning	\$500.00	\$451.00	\$0.00	-\$451.00
		2050115 FIRE - Printing and Stationery	\$0.00	\$0.00	\$0.00	\$0.00
		2050188 FIRE - Building Operations	\$795.00	\$715.00	\$3,220.05	\$2,505.05
		2050189 FIRE - Building Maintenance	\$961.00	\$869.00	\$181.82	-\$687.18
		2050192 FIRE - Depreciation	\$3,268.00	\$2,992.00	\$2,983.58	-\$8.42
		Operating ExpenditureCheck	\$5,531.00	\$5,034.00	\$6,390.19	\$1,356.19
		Animal Control				
		Operating Expenditure				
		2050252 ANIMAL - Consultants	\$0.00	\$0.00	\$0.00	\$0.00
		2050253 ANIMAL - Contract Services	\$30,000.00	\$27,500.00	\$27,970.00	\$470.00
		2050265 ANIMAL - Animal Care Day Menzies	\$5,000.00	\$4,576.00	\$3,250.40	-\$1,325.60
		2050288 ANIMAL - Animal Pound Operations	\$100.00	\$88.00	\$0.00	-\$88.00
		2050289 ANIMAL - Animal Pound Maintenance	\$100.00	\$88.00	\$0.00	-\$88.00
		2050292 ANIMAL - Depreciation	\$1,259.00	\$1,144.00	\$1,149.78	\$5.78
		2050299 ANIMAL - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$70,820.00	\$64,889.00	\$57,713.52	-\$7,175.48
		Other Law, Order & Public Safety				
		Operating Expenditure				
		2050312 OLOPS - LEMC Support	\$1,000.00	\$913.00	\$0.00	-\$913.00
		2050313 OLOPS - Community Emergency Services	\$8,975.00	\$8,222.00	\$0.00	-\$8,222.00
		2050392 OLOPS - Depreciation	\$0.00	\$0.00	\$24,412.45	\$24,412.45
		2050399 OLOPS - Administration Allocated	\$8,590.00	\$7,865.00	\$6,335.87	-\$1,529.13
		Operating ExpenditureCheck	\$18,565.00	\$17,000.00	\$30,748.32	\$13,748.32

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
		Emergency Services Levy - Bush Fire Brigade				
		Operating Expenditure				
	2050530	ESL BFB - Insurance Expenses	\$1,500.00	\$1,375.00	\$2,209.50	\$834.50
	2050565	ESL BFB - Maintenance Plant & Equipment	\$7,209.50	\$6,600.00	\$14,709.22	\$8,109.22
	2050589	ESL BFB - Maintenance Land & Buildings	\$7,223.00	\$6,634.00	\$0.00	-\$6,634.00
	2050599	ESL BFB - Administration Allocated	\$8,590.00	\$7,865.00	\$6,335.87	-\$1,529.13
		Operating ExpenditureCheck	\$24,522.50	\$22,474.00	\$23,254.59	\$780.59
		Law, Order & Public Safety Total Income	-\$16,150.00	-\$15,121.00	-\$24,398.83	-\$9,277.83
		Law, Order & Public Safety Total Expenditure	\$119,438.50	\$109,397.00	\$118,106.62	\$8,709.62
		Health				
		Preventative Services - Inspection/Admin				
		Operating Income				
	3070410	HEALTH - Grants	-\$100,000.00	-\$100,000.00	-\$75,559.79	\$24,440.21
	3070420	HEALTH - Health Regulatory Fees & Charges	-\$300.00	-\$275.00	-\$1,238.75	-\$963.75
		Operating IncomeCheck	-\$100,300.00	-\$100,275.00	-\$76,798.54	\$23,476.46
		Preventative Services - Inspection/Admin				
		Operating Expenditure				
	2070411	HEALTH - Contract EHO	\$40,000.00	\$36,663.00	\$29,869.10	-\$6,793.90
	2070412	HEALTH - Analytical Expenses	\$400.00	\$363.00	\$360.00	-\$3.00
	2070485	HEALTH - Legal Expenses	\$3,000.00	\$2,750.00	\$0.00	-\$2,750.00
	2070487	HEALTH - Other Expenses	\$100,000.00	\$80,000.00	\$65,026.06	-\$14,973.94
	2070499	HEALTH - Administration Allocated	\$8,590.00	\$7,865.00	\$6,335.87	-\$1,529.13
		Operating ExpenditureCheck	\$151,990.00	\$127,641.00	\$101,591.03	-\$26,049.97
		Other Health				
		Operating Expenditure				
	2070750	OTH HEALTH - Nurse Expenses	\$3,000.00	\$2,750.00	\$0.00	-\$2,750.00
		Operating ExpenditureCheck	\$3,000.00	\$2,750.00	\$0.00	-\$2,750.00
		Health Total Income	-\$100,300.00	-\$100,275.00	-\$76,798.54	\$23,476.46
		Health Total Expenditure	\$154,990.00	\$130,391.00	\$101,591.03	-\$28,799.97
		Education & Welfare				
		Other Welfare				
		Operating Expenditure				
	2080700	WELFARE - Employee Costs	\$20,513.69	\$18,810.00	\$6,784.07	-\$12,025.93
	2080712	WELFARE - Youth Services	\$4,000.00	\$3,652.00	\$1,164.46	-\$2,487.54
		Operating Expenditure Total	\$24,513.69	\$22,462.00	\$7,948.53	-\$2,487.54
		Education & Welfare Total Expenditure	\$24,513.69	\$22,462.00	\$7,948.53	-\$2,487.54
		Housing				
		Staff Housing				
		Operating Income				
	3090101	STF HOUSE - Staff Rental Reimbursements	-\$21,000.00	-\$19,250.00	-\$28,945.50	-\$9,695.50
	3090120	STF HOUSE - Fees & Charges	\$0.00	\$0.00	\$0.00	\$0.00
		Operating IncomeCheck	-\$21,000.00	-\$19,250.00	-\$28,945.50	-\$9,695.50
		Other Housing				
		Operating Income				
	3090220	OTH HOUSE - Fees & Charges	-\$24,180.00	-\$22,165.00	-\$31,626.59	-\$9,461.59
	3090235	OTH HOUSE - Other Income	-\$200.00	-\$176.00	\$0.00	\$176.00
		Operating IncomeCheck	-\$24,380.00	-\$22,341.00	-\$31,626.59	-\$9,285.59
		Staff Housing				
		Operating Expenditure				
	2090186	STF HOUSE - Expensed Minor Asset Purchases	\$5,000.00	\$5,000.00	\$2,583.64	-\$2,416.36
	2090188	STF HOUSE - Staff Housing Building Operations	\$19,767.00	\$18,007.00	\$20,394.45	\$2,387.45
	2090189	STF HOUSE - Staff Housing Building Maintenance	\$75,079.00	\$68,722.00	\$76,724.97	\$8,002.97
	2090192	STF HOUSE - Depreciation	\$57,462.00	\$52,668.00	\$60,478.32	\$7,810.32
	2090198	STF HOUSE - Staff Housing Costs Recovered	-\$62,676.00	-\$57,453.00	-\$58,861.81	-\$1,408.81
		Operating ExpenditureCheck	\$94,632.00	\$86,944.00	\$101,319.57	\$14,375.57
		Other Housing				
		Operating Expenditure				
	2090285	OTH HOUSE - Legal Expenses	\$4,000.00	\$3,663.00	\$0.00	-\$3,663.00
	2090288	OTH HOUSE - Building Operations	\$14,213.00	\$12,936.00	\$18,792.80	\$5,856.80
	2090289	OTH HOUSE - Building Maintenance	\$31,194.00	\$28,495.00	\$43,351.68	\$14,856.68
	2090292	OTH HOUSE - Depreciation	\$35,694.00	\$32,714.00	\$33,902.25	\$1,188.25
	2090298	OTH HOUSE - Staff Housing Costs Recovered	-\$20,290.00	-\$18,590.00	-\$38,460.66	-\$19,870.66
	2090299	OTH HOUSE - Administration Allocated	\$34,361.00	\$31,493.00	\$50,686.45	\$19,193.45
		Operating ExpenditureCheck	\$99,172.00	\$90,711.00	\$108,272.52	\$17,561.52
		Housing Total Income	-\$45,380.00	-\$41,591.00	-\$60,572.09	-\$18,981.09
		Housing Total Expenditure	\$193,804.00	\$177,655.00	\$209,592.09	\$31,937.09

SHIRE OF MENZIES
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31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
		Community Amenities				
		Sanitation - General				
		Operating Income				
	3100120	SAN - Domestic Refuse Collection Charges	-\$10,000.00	-\$9,163.00	-\$11,672.54	-\$2,509.54
		Operating IncomeCheck	-\$10,000.00	-\$9,163.00	-\$11,672.54	-\$2,509.54
		Sanitation - Other				
		Operating Income				
	3100200	SAN OTH - Commercial Collection Charge	-\$5,000.00	-\$4,576.00	\$0.00	\$4,576.00
		Operating IncomeCheck	-\$5,000.00	-\$4,576.00	\$0.00	\$4,576.00
		Sewerage				
		Operating Income				
	3100321	SEW - Septic Tank Inspection Fees	-\$700.00	-\$638.00	\$0.00	\$638.00
	3100335	SEW - Other Income	-\$1,000.00	-\$913.00	-\$686.55	\$226.45
		Operating IncomeCheck	-\$1,700.00	-\$1,551.00	-\$686.55	\$864.45
		Town Planning & Regional Development				
		Operating Income				
	3100620	PLAN - Planning Application Fees	-\$500.00	-\$451.00	-\$911.00	-\$460.00
		Operating IncomeCheck	-\$500.00	-\$451.00	-\$911.00	-\$460.00
		Other Community Amenities				
		Operating Income				
	3100710	COM AMEN - Grants	-\$170,000.00	-\$127,500.00	-\$70,698.00	\$56,802.00
	3100735	COM AMEN - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
		Operating IncomeCheck	-\$170,000.00	-\$127,500.00	-\$70,698.00	\$56,802.00
		Sanitation - General				
		Operating Expenditure				
	2100111	SAN - Waste Collection	\$94,464.00	\$86,669.00	\$71,143.81	-\$15,525.19
	2100117	SAN - General Tip Maintenance	\$63,568.00	\$58,319.00	\$42,186.96	-\$16,132.04
	2100118	SAN - Purchase of Bins (Sulo and Other)	\$2,000.00	\$1,826.00	\$0.00	-\$1,826.00
	2100119	SAN - Landfill Closure	\$26,000.00	\$24,000.00	\$22,450.00	-\$1,550.00
	2100192	SAN - Depreciation	\$8,672.00	\$7,942.00	\$7,917.84	-\$24.16
	2100199	SAN - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$229,065.00	\$210,249.00	\$169,041.95	-\$41,207.05
		Sanitation - Other				
		Operating Expenditure				
	2100211	SAN OTH - Waste Collection	\$0.00	\$0.00	\$0.00	\$0.00
	2100212	SAN OTH - Waste Disposal	\$1,300.00	\$1,300.00	\$1,303.50	\$3.50
	2100214	SAN OTH - Purchase of Street Bins	\$500.00	\$500.00	\$0.00	-\$500.00
		Operating ExpenditureCheck	\$1,800.00	\$1,800.00	\$1,303.50	-\$496.50
		Sewerage				
		Operating Expenditure				
	2100365	SEW - Maintenance/Operations	\$6,340.00	\$5,810.00	\$0.00	-\$5,810.00
	2100399	SEW - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$40,701.00	\$37,303.00	\$25,343.34	-\$11,959.66
		Town Planning & Regional Development				
		Operating Expenditure				
	2100615	PLAN - Printing and Stationery	\$1,000.00	\$913.00	\$0.00	-\$913.00
	2100640	PLAN - Advertising & Promotion	\$5,000.00	\$4,576.00	\$5,459.55	\$883.55
	2100650	PLAN - Contract Town Planning	\$2,880.00	\$2,640.00	\$0.00	-\$2,640.00
	2100652	PLAN - Consultants	\$25,000.00	\$22,913.00	\$34,398.00	\$11,485.00
	2100653	PLAN - Scheme Amendments	\$1,000.00	\$913.00	\$0.00	-\$913.00
	2100699	PLAN - Administration Allocated	\$8,590.00	\$7,865.00	\$6,335.87	-\$1,529.13
		Operating ExpenditureCheck	\$43,470.00	\$39,820.00	\$46,193.42	\$6,373.42
		Other Community Amenities				
		Operating Expenditure				
	2100711	COM AMEN - Cemetery Maintenance/Operations	\$6,961.00	\$6,329.00	\$1,821.77	-\$4,507.23
	2100788	COM AMEN - Public Conveniences Operations	\$72,120.00	\$66,140.00	\$83,410.05	\$17,270.05
	2100789	COM AMEN - Public Conveniences Maintenance	\$19,130.00	\$17,439.00	\$11,569.51	-\$5,869.49
	2100792	COM AMEN - Depreciation	\$12,000.00	\$11,000.00	\$12,742.09	\$1,742.09
	2100799	COM AMEN - Administration Allocated	\$8,590.00	\$7,865.00	\$6,335.87	-\$1,529.13
		Operating ExpenditureCheck	\$118,801.00	\$108,773.00	\$115,879.29	\$7,106.29
		Community Amenities Total Income	-\$187,200.00	-\$143,241.00	-\$83,968.09	\$59,272.91
		Community Amenities Total Expenditure	\$433,837.00	\$397,945.00	\$357,761.50	-\$40,183.50

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
		Recreation & Culture				
		Public Halls And Civic Centres				
		Operating Income				
		3110120 HALLS - Town Hall Hire	-\$200.00	-\$176.00	-\$147.28	\$28.72
		3110135 HALLS - Other Income	-\$100.00	-\$88.00	\$0.00	\$88.00
		Operating IncomeCheck	-\$300.00	-\$264.00	-\$147.28	\$116.72
		Other Recreation And Sport				
		Operating Income				
		3110320 REC - Fees & Charges	-\$100.00	-\$88.00	\$0.00	\$88.00
		3110335 REC - Other Income	-\$100.00	-\$88.00	\$0.00	\$88.00
		Operating IncomeCheck	-\$200.00	-\$176.00	\$0.00	\$176.00
		Libraries				
		Operating Income				
		3110501 LIBRARY - Reimbursements Lost Books	\$100.00	\$88.00	\$0.00	-\$88.00
		3110540 LIBRARY - Fines & Penalties	-\$100.00	-\$88.00	\$0.00	\$88.00
		Operating IncomeCheck	\$0.00	\$0.00	\$0.00	\$0.00
		Other Culture				
		Operating Income				
		3110700 OTH CUL - Contributions & Donations - Other Culture	-\$20,000.00	-\$18,326.00	-\$2,818.18	\$15,507.82
		3110710 OTH CUL - Grants - Other Culture	-\$8,000.00	-\$7,998.00	-\$6,903.56	\$1,094.44
		3110720 OTH CUL - Fees & Charges	-\$100.00	-\$88.00	\$0.00	\$88.00
		3110735 OTH CUL - Other Income	-\$100.00	-\$88.00	-\$938.18	-\$850.18
		Operating IncomeCheck	-\$28,200.00	-\$26,500.00	-\$10,659.92	\$15,840.08
		Public Halls And Civic Centres				
		Operating Expenditure				
		2110186 HALLS - Expensed Minor Asset Purchases	\$5,000.00	\$4,576.00	\$0.00	-\$4,576.00
		2110188 HALLS - Town Halls and Public Bldg Operations	\$9,792.00	\$8,972.00	\$9,918.17	\$946.17
		2110189 HALLS - Town Halls and Public Bldg Maintenance	\$3,538.00	\$3,231.00	\$4,158.21	\$927.21
		2110199 HALLS - Administration Allocated	\$85,902.00	\$78,738.00	\$63,358.13	-\$15,379.87
		Operating ExpenditureCheck	\$104,232.00	\$95,517.00	\$77,434.51	-\$18,082.49
		Other Recreation And Sport				
		Operating Expenditure				
		2110300 REC - Employee Costs	\$0.00	\$0.00	\$0.00	\$0.00
		2110353 REC - Sports Courts Maintenance/Operations	\$9,684.00	\$8,867.00	\$13,630.30	\$4,763.30
		2110355 REC - Water Park Maintenance/Operations	\$64,563.00	\$59,264.00	\$51,231.99	-\$8,032.01
		2110365 REC - Parks & Gardens Maintenance/Operations	\$187,472.00	\$172,027.00	\$135,455.61	-\$36,571.39
		2110366 REC - Town Sports Oval Maintenance/Operations	\$10,000.00	\$10,000.00	\$7,633.94	-\$2,366.06
		2110367 REC - Rodeo Grounds Maintenance/Operations	\$13,050.00	\$12,091.00	\$1,061.05	-\$11,029.95
		2110368 REC - Playground Equipment Mtce	\$6,869.00	\$6,304.00	\$3,381.52	-\$2,922.48
		2110386 REC - Expensed Minor Asset Purchases	\$20,000.00	\$20,000.00	\$0.00	-\$20,000.00
		2110388 REC - Youth Centre Building Operations	\$15,631.00	\$14,335.00	\$4,505.70	-\$9,829.30
		2110389 REC - Youth Centre Building Maintenance	\$6,020.00	\$5,512.00	\$7,619.31	\$2,107.31
		2110392 REC - Depreciation	\$39,226.00	\$35,948.00	\$66,621.80	\$30,673.80
		2110399 REC - Administration Allocated	\$137,443.00	\$125,983.00	\$101,372.99	-\$24,610.01
		Operating ExpenditureCheck	\$509,958.00	\$470,331.00	\$392,514.21	-\$77,816.79
		Tv And Radio Re-Broadcasting				
		Operating Expenditure				
		2110465 TV RADIO - Re-Broadcasting Maintenance/Operations	\$12,566.00	\$10,930.00	\$6,015.41	-\$4,914.59
		2110492 TV RADIO - Depreciation	\$42,732.00	\$39,171.00	\$39,016.37	-\$154.63
		2110499 TV RADIO - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$89,659.00	\$81,594.00	\$70,375.12	-\$11,218.88
		Libraries				
		Operating Expenditure				
		2110512 LIBRARY - Book Purchases	\$1,000.00	\$913.00	\$0.00	-\$913.00
		2110515 LIBRARY - Printing and Stationery	\$200.00	\$176.00	\$0.00	-\$176.00
		2110516 LIBRARY - Postage and Freight	\$200.00	\$176.00	\$350.64	\$174.64
		2110541 LIBRARY - Subscriptions & Memberships	\$1,460.00	\$1,331.00	\$150.00	-\$1,181.00
		2110586 LIBRARY - Expensed Minor Asset Purchases	\$2,000.00	\$2,000.00	\$0.00	-\$2,000.00
		2110588 LIBRARY - Library Building Operations	\$1,000.00	\$913.00	\$0.00	-\$913.00
		2110599 LIBRARY - Administration Allocated	\$8,590.00	\$7,865.00	\$6,335.87	-\$1,529.13
		Operating ExpenditureCheck	\$14,450.00	\$13,374.00	\$6,836.51	-\$6,537.49
		Heritage				
		Operating Expenditure				
		2110688 HERITAGE - Building Operations	\$3,719.00	\$3,392.00	\$1,544.19	-\$1,847.81
		2110689 HERITAGE - Building Maintenance	\$12,848.00	\$11,766.00	\$10,135.46	-\$1,630.54
		Operating ExpenditureCheck	\$16,567.00	\$15,158.00	\$11,679.65	-\$3,478.35
		Other Culture				
		Operating Expenditure				
		2110711 OTH CUL - Australia Day	\$1,857.00	\$1,687.00	\$657.90	-\$1,029.10
		2110712 OTH CUL - ANZAC Day	\$1,000.00	\$913.00	\$591.55	-\$321.45
		2110714 OTH CUL - Christmas Events	\$5,000.00	\$4,576.00	\$6,121.00	\$1,545.00

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
	2110716	OTH CUL - Postage and Freight	\$50.00	\$44.00	\$0.00	-\$44.00
	2110718	OTH CUL - Community Grants Scheme	\$9,500.00	\$8,701.00	\$0.00	-\$8,701.00
	2110719	OTH CUL - Menzies School Programs	\$50,000.00	\$45,826.00	\$50,000.00	\$4,174.00
	2110723	OTH CUL - Outback Graves	\$25,000.00	\$22,913.00	\$25,000.00	\$2,087.00
	2110725	OTH CUL - Festival & Events	\$46,340.00	\$45,812.00	\$31,234.58	-\$14,577.42
	2110743	OTH CUL - Other Festival Events	\$20,000.00	\$16,000.00	\$535.00	-\$15,465.00
	2110760	OTH CUL - Tjuntjunjara Community Programs & Events	\$62,000.00	\$56,815.00	\$15,042.57	-\$41,772.43
	2110799	OTH CUL - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$255,108.00	\$234,780.00	\$154,525.94	-\$80,254.06
		Recreation & Culture Total Income	-\$28,700.00	-\$26,940.00	-\$10,807.20	\$16,132.80
		Recreation & Culture Total Expenditure	\$989,974.00	\$910,754.00	\$713,365.94	-\$197,388.06
		Transport				
		Construction - Streets, Roads, Bridges & Depots				
		Operating Income				
	3120110	ROADC - Regional Road Group Grants (MRWA)	-\$2,288,312.00	-\$2,256,644.00	-\$883,351.10	\$1,373,292.90
	3120111	ROADC - Roads to Recovery Grant	-\$700,628.00	-\$637,294.00	-\$510,627.00	\$126,667.00
	3120113	ROADC - Other Grants - Roads/Streets	-\$484,890.00	-\$363,669.00	-\$242,445.00	\$121,224.00
	3120117	ROADC - Other Grants - Aboriginal Roads	-\$240,000.00	-\$160,000.00	\$0.00	\$160,000.00
		Operating IncomeCheck	-\$3,713,830.00	-\$3,417,607.00	-\$1,636,423.10	\$1,781,183.90
		Maintenance - Streets, Roads, Bridges & Depots				
		Operating Income				
	3120200	ROADM - Street Lighting Subsidy	-\$1,713.00	-\$1,562.00	-\$2,784.80	-\$1,222.80
	3120210	ROADM - Direct Road Grant (MRWA)	-\$190,000.00	-\$174,163.00	-\$206,730.00	-\$32,567.00
	3120211	ROADM - Other Grants	-\$100,000.00	-\$91,674.00	-\$3,540.00	\$88,134.00
	3120235	ROADM - Other Income	-\$500.00	-\$451.00	-\$9,929.09	-\$9,478.09
		Operating IncomeCheck	-\$292,213.00	-\$267,850.00	-\$222,983.89	\$44,866.11
		Maintenance - Streets, Roads, Bridges & Depots				
		Operating Expenditure				
	2120211	ROADM - Road Maintenance - Built Up Areas	\$88,182.00	\$80,822.00	\$85,136.10	\$4,314.10
	2120212	ROADM - Road Maintenance - Sealed Outside BUA	\$12,445.00	\$11,410.00	\$0.00	-\$11,410.00
	2120213	ROADM - Road Maintenance - Gravel Outside BUA	\$326,120.00	\$299,083.00	\$113,268.95	-\$185,814.05
	2120214	ROADM - Road Maintenance - Formed Outside BUA	\$452,278.00	\$415,280.00	\$361,805.40	-\$53,474.60
	2120217	ROADM - Ancillary Maintenance - Built Up Areas	\$327,859.00	\$283,352.00	\$97,179.69	-\$186,172.31
	2120232	ROADM - Crossover Council Contribution	\$18,975.00	\$17,369.00	\$0.00	-\$17,369.00
	2120234	ROADM - Street Lighting	\$10,200.00	\$9,350.00	\$9,915.87	\$565.87
	2120235	ROADM - Traffic Signs/Equipment (Safety)	\$500.00	\$451.00	\$310.55	-\$140.45
	2120236	ROADM - Bores for Roadworks Maintenance/Operations	\$1,321.00	\$1,209.00	\$0.00	-\$1,209.00
	2120237	ROADM - Road Grids Maintenance	\$6,880.00	\$6,297.00	\$0.00	-\$6,297.00
	2120252	ROADM - Consultants	\$150,000.00	\$137,500.00	\$151,036.89	\$13,536.89
	2120285	ROADM - Legal Expenses	\$5,000.00	\$4,576.00	\$0.00	-\$4,576.00
	2120286	ROADM - Workshop/Depot Expensed Equipment	\$15,000.00	\$13,750.00	\$578.33	-\$13,171.67
	2120287	ROADM - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2120288	ROADM - Depot Building Operations	\$16,284.00	\$14,938.00	\$17,604.81	\$2,666.81
	2120289	ROADM - Depot Building Maintenance	\$31,551.00	\$28,958.00	\$29,367.27	\$409.27
	2120292	ROADM - Depreciation	\$1,215,439.00	\$1,114,146.00	\$1,157,339.27	\$43,193.27
	2120299	ROADM - Administration Allocated	\$68,721.00	\$62,986.00	\$50,686.45	-\$12,299.55
		Operating ExpenditureCheck	\$2,746,755.00	\$2,501,477.00	\$2,074,229.58	-\$427,247.42
		Road Plant Purchases				
		Operating Expenditure				
	2120391	PLANT - Loss on Disposal of Assets	\$20,826.80	\$20,826.00	\$0.00	-\$20,826.00
		Operating ExpenditureCheck	\$20,826.80	\$20,826.00	\$0.00	-\$20,826.00
		Aerodromes				
		Operating Expenditure				
	2120665	AERO - Airstrip & Grounds Maintenance/Operations	\$12,020.00	\$11,001.00	\$18,248.48	\$7,247.48
		Operating ExpenditureCheck	\$12,020.00	\$11,001.00	\$18,248.48	\$7,247.48
		Water Transport Facilities				
		Operating Expenditure				
	2120765	WATER - Town Dam Maintenance/Operations	\$17,633.00	\$16,149.00	\$4,673.23	-\$11,475.77
		Operating ExpenditureCheck	\$17,633.00	\$16,149.00	\$4,673.23	-\$11,475.77
		Transport Total Income	-\$4,006,043.00	-\$3,685,457.00	-\$1,859,406.99	\$1,826,050.01
		Transport Total Expenditure	\$2,797,234.80	\$2,549,453.00	\$2,097,151.29	-\$452,301.71
		Economic Services				
		Tourism And Area Promotion				
		Operating Income				
	3130202	TOUR - Commission	-\$500.00	-\$451.00	\$0.00	\$451.00
	3130221	TOUR - Caravan Park Fees	-\$100,000.00	-\$91,663.00	-\$128,421.53	-\$36,758.53
	3130222	TOUR - Caravan Park Laundry Fees	-\$4,500.00	-\$4,125.00	-\$4,478.17	-\$353.17
	3130225	TOUR - Visitors Centre Lady Shenton Income	-\$25,000.00	-\$22,913.00	-\$23,245.70	-\$332.70
	3130235	TOUR - Other Income Relating to Tourism & Area Promotion	-\$500.00	-\$451.00	-\$270.00	\$181.00
		Operating IncomeCheck	-\$130,500.00	-\$119,603.00	-\$156,415.40	-\$36,812.40

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
		Building Control				
		Operating Income				
	3130302	BUILD - Commission - BSL & CTF	-\$150.00	-\$132.00	-\$30.00	\$102.00
	3130320	BUILD - Fees & Charges (including Licences)	-\$40,000.00	-\$36,663.00	-\$35,113.21	\$1,549.79
		Operating IncomeCheck	-\$40,150.00	-\$36,795.00	-\$35,143.21	\$1,651.79
		Other Economic Services				
		Operating Income				
	3130821	OTH ECON - Standpipe Income	-\$9,000.00	-\$8,250.00	-\$1,453.76	\$6,796.24
	3130823	OTH ECON - Community Resource Centre Contributions	-\$38,000.00	-\$34,826.00	-\$8,428.48	\$26,397.52
	3130824	OTH ECON - Community Resource Centre Grants	-\$80,000.00	-\$80,000.00	-\$164,104.29	-\$84,104.29
	3130825	OTH ECON - Community Resource Centre Other Income	\$0.00	\$0.00	-\$200.00	-\$200.00
	3130826	OTH ECON - Post Office Income	-\$9,000.00	-\$8,250.00	-\$6,112.85	\$2,137.15
		Operating IncomeCheck	-\$136,000.00	-\$131,326.00	-\$180,299.38	-\$48,973.38
		Rural Services				
		Operating Expenditure				
	2130111	RURAL - Noxious Weed Control	\$15,000.00	\$11,328.00	\$8,106.72	-\$3,221.28
	2130160	RURAL - Dog Health Program Tjuntjunjara	\$20,000.00	\$18,326.00	\$0.00	-\$18,326.00
		Operating ExpenditureCheck	\$35,000.00	\$29,654.00	\$8,106.72	-\$21,547.28
		Tourism And Area Promotion				
		Operating Expenditure				
	2130200	TOUR - Employee Costs	\$94,588.35	\$87,200.00	\$55,099.72	-\$32,100.28
	2130205	TOUR - Recruitment	\$0.00	\$0.00	\$779.32	\$779.32
	2130211	TOUR - Visitor Centre Operations	\$80,430.90	\$74,061.00	\$60,332.55	-\$13,728.45
	2130215	TOUR - Printing and Stationery	\$1,000.00	\$913.00	\$520.30	-\$392.70
	2130216	TOUR - Postage and Freight	\$0.00	\$0.00	\$33.45	\$33.45
	2130230	TOUR - Insurance Expenses	\$47.00	\$33.00	\$35.25	\$2.25
	2130235	TOUR - Signage	\$10,000.00	\$9,163.00	\$1,438.00	-\$7,725.00
	2130236	TOUR - Tour Guide	\$100.00	\$88.00	\$0.00	-\$88.00
	2130240	TOUR - Public Relations & Area Promotion	\$10,000.00	\$9,163.00	\$8,087.18	-\$1,075.82
	2130241	TOUR - Subscriptions & Memberships	\$14,145.00	\$14,031.00	\$12,020.80	-\$2,010.20
	2130242	TOUR - Events Other	\$17,000.00	\$16,076.00	\$0.00	-\$16,076.00
	2130243	TOUR - Cyclistic Event	\$90,000.00	\$90,000.00	\$52,269.57	-\$37,730.43
	2130244	TOUR - Rodeo Event	\$90,000.00	\$90,000.00	\$0.00	-\$90,000.00
	2130245	TOUR - Astrotourism & Black Sky Projects	\$20,000.00	\$18,326.00	\$0.00	-\$18,326.00
	2130258	TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$5,143.00	\$4,712.00	\$2,097.31	-\$2,614.69
	2130259	TOUR - Goongarrie Cottages Maintenance/Operations	\$13,419.00	\$12,250.00	\$8,735.50	-\$3,514.50
	2130260	TOUR - Niagra Dam Maintenance/Operations	\$19,558.00	\$17,941.00	\$366.28	-\$17,574.72
	2130261	TOUR - Golden Quest Trail Maintenance/Operations	\$11,869.00	\$10,880.00	\$5,000.00	-\$5,880.00
	2130265	TOUR - Lake Ballard Maintenance/Operations	\$20,648.00	\$18,942.00	\$837.75	-\$18,104.25
	2130266	TOUR - Caravan Park General Maintenance/Operations	\$433,421.82	\$397,459.00	\$344,553.25	-\$52,905.75
	2130286	TOUR - Expensed Minor Asset Purchases	\$5,000.00	\$4,587.00	\$5,226.46	\$639.46
	2130288	TOUR - Building Operations	\$64,597.00	\$59,193.00	\$40,890.76	-\$18,302.24
	2130289	TOUR - Building Maintenance	\$119,474.00	\$109,573.00	\$7,522.82	-\$102,050.18
	2130292	TOUR - Depreciation	\$167,997.00	\$153,989.00	\$175,403.40	\$21,414.40
	2130299	TOUR - Administration Allocated	\$163,213.00	\$149,611.00	\$120,380.41	-\$29,230.59
		Operating ExpenditureCheck	\$1,451,651.07	\$1,348,191.00	\$901,630.08	-\$446,560.92
		Building Control				
		Operating Expenditure				
	2130350	BUILD - Contract Building Services	\$18,000.00	\$16,500.00	\$10,777.50	-\$5,722.50
	2130385	BUILD - Legal Expenses	\$5,000.00	\$4,576.00	\$0.00	-\$4,576.00
	2130391	BUILD - Loss on Disposal of Assets	\$0.00	\$0.00	\$10,910.00	\$10,910.00
	2130399	BUILD - Administration Allocated	\$34,361.00	\$31,493.00	\$25,343.34	-\$6,149.66
		Operating ExpenditureCheck	\$57,361.00	\$52,569.00	\$47,030.84	-\$5,538.16
		Economic Development				
		Operating Expenditure				
	2130630	ECON DEV - Insurance Expenses	\$1,213.00	\$1,111.00	\$909.75	-\$201.25
	2130651	ECON DEV - NGWG	\$0.00	\$0.00	\$0.00	\$0.00
		Operating ExpenditureCheck	\$1,213.00	\$1,111.00	\$909.75	-\$201.25
		Other Economic Services				
		Operating Expenditure				
	2130855	OTH ECON - Community Bus	\$5,680.50	\$5,203.00	\$11,993.33	\$6,790.33
	2130860	OTH ECON - Community Resource Centre Operations	\$227,114.46	\$209,498.00	\$184,375.38	-\$25,122.62
	2130863	OTH ECON - Post Office Operations	\$9,202.31	\$8,454.00	\$4,593.34	-\$3,860.66
	2130886	OTH ECON - Expensed Minor Asset Purchases	\$4,000.00	\$3,663.00	\$1,258.01	-\$2,404.99
	2130887	OTH ECON - Other Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
	2130888	OTH ECON - Building Operations	\$1,738.00	\$1,584.00	\$1,696.79	\$112.79
	2130889	OTH ECON - Building Maintenance	\$3,872.00	\$3,546.00	\$9,060.59	\$5,514.59
	2130899	OTH ECON - Administration Allocated	\$8,590.00	\$7,865.00	\$6,335.87	-\$1,529.13
		Operating ExpenditureCheck	\$260,197.27	\$239,813.00	\$219,313.31	-\$20,499.69
		Economic Services Total Income	-\$306,650.00	-\$287,724.00	-\$371,857.99	-\$84,133.99
		Economic Services Total Expenditure	\$1,805,422.34	\$1,671,338.00	\$1,176,990.70	-\$494,347.30

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
		Other Property & Services				
		Private Works				
		Operating Income				
	3140120	PRIVATE - Private Works Income	-\$3,000.00	-\$2,750.00	-\$3,616.43	-\$866.43
		Operating IncomeCheck	-\$3,000.00	-\$2,750.00	-\$3,616.43	-\$866.43
		General Administration Overheads				
		Operating Income				
	3140201	ADMIN - Reimbursements	-\$2,000.00	-\$1,837.00	-\$1,392.72	\$444.28
	3140220	ADMIN - Fees & Charges	-\$250.00	-\$220.00	\$0.00	\$220.00
	3140235	ADMIN - Other Income Relating to Administration	\$0.00	\$0.00	\$0.00	\$0.00
		Operating IncomeCheck	-\$2,250.00	-\$2,057.00	-\$1,392.72	\$664.28
		Plant Operating Costs				
		Operating Income				
	3140410	POC - Fuel Tax Credits Grant Scheme	-\$25,000.00	-\$22,913.00	-\$11,242.00	\$11,671.00
	3140420	POC - Fees & Charges	\$0.00	\$0.00	-\$568.73	-\$568.73
		Operating IncomeCheck	-\$25,000.00	-\$22,913.00	-\$11,810.73	\$11,102.27
		Private Works				
		Operating Expenditure				
	2140187	PRIVATE - Private Works Expenses	\$3,935.00	\$3,602.00	\$0.00	-\$3,602.00
		Operating ExpenditureCheck	\$3,935.00	\$3,602.00	\$0.00	-\$3,602.00
		General Administration Overheads				
		Operating Expenditure				
	2140200	ADMIN - Employee Costs	\$545,145.46	\$503,035.00	\$438,041.22	-\$64,993.78
	2140203	ADMIN - Uniforms	\$6,750.00	\$6,182.00	\$2,304.86	-\$3,877.14
	2140204	ADMIN - Training & Development	\$22,000.00	\$20,163.00	\$17,674.06	-\$2,488.94
	2140205	ADMIN - Recruitment	\$14,200.00	\$13,066.00	\$5,437.07	-\$7,628.93
	2140206	ADMIN - Fringe Benefits Tax (FBT)	\$9,656.00	\$8,906.00	\$6,658.96	-\$2,247.04
	2140207	ADMIN - Protective Clothing	\$0.00	\$0.00	\$0.00	\$0.00
	2140208	ADMIN - Other Employee Expenses	\$5,000.00	\$4,577.00	\$2,672.52	-\$1,904.48
	2140209	ADMIN - Travel & Accommodation	\$12,000.00	\$9,600.00	\$9,471.31	-\$128.69
	2140210	ADMIN - Motor Vehicle Expenses	\$29,296.00	\$26,851.00	\$18,077.61	-\$8,773.39
	2140215	ADMIN - Printing and Stationery	\$50,000.00	\$45,826.00	\$40,696.52	-\$5,129.48
	2140216	ADMIN - Postage and Freight	\$2,500.00	\$2,288.00	\$804.27	-\$1,483.73
	2140220	ADMIN - Communication Expenses	\$70,000.00	\$64,163.00	\$40,766.40	-\$23,396.60
	2140221	ADMIN - Information Technology	\$60,700.00	\$55,638.00	\$41,551.87	-\$14,086.13
	2140226	ADMIN - Office Equipment Mtce	\$1,000.00	\$913.00	\$360.00	-\$553.00
	2140227	ADMIN - Records Management	\$2,600.00	\$2,376.00	\$0.00	-\$2,376.00
	2140228	ADMIN - Title Searches	\$100.00	\$88.00	\$0.00	-\$88.00
	2140230	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	\$34,748.64	\$31,845.00	\$31,937.03	\$92.03
	2140240	ADMIN - Advertising and Promotion	\$12,400.00	\$11,363.00	\$12,162.06	\$799.06
	2140241	ADMIN - Subscriptions and Memberships	\$7,000.00	\$6,413.00	\$4,593.00	-\$1,820.00
	2140252	ADMIN - Consultants	\$200,000.00	\$183,326.00	\$160,828.15	-\$22,497.85
	2140265	ADMIN - Software Licences/Upgrades	\$100,000.00	\$91,663.00	\$84,423.90	-\$7,239.10
	2140271	ADMIN - Lease Interest Repayments	\$0.00	\$0.00	\$0.00	\$0.00
	2140284	ADMIN - Audit Fees	\$65,000.00	\$59,576.00	\$67,700.00	\$8,124.00
	2140285	ADMIN - Legal Expenses	\$45,000.00	\$41,250.00	\$11,488.62	-\$29,761.38
	2140286	ADMIN - Expensed Minor Asset Purchases	\$15,000.00	\$13,750.00	\$17,419.98	\$3,669.98
	2140287	ADMIN - Other Expenses	\$1,000.00	\$913.00	\$0.00	-\$913.00
	2140288	ADMIN - Building Operations	\$101,809.00	\$93,448.00	\$42,861.26	-\$50,586.74
	2140289	ADMIN - Building Maintenance	\$30,853.00	\$28,264.00	\$21,932.32	-\$6,331.68
	2140292	ADMIN - Depreciation	\$147,935.00	\$135,597.00	\$135,097.67	-\$499.33
	2140298	ADMIN - Admin Staff Housing Costs Allocated	\$62,343.00	\$57,145.00	\$53,594.55	-\$3,550.45
	2140299	ADMIN - Administration Overheads Recovered	-\$1,718,036.00	-\$1,574,859.00	-\$1,267,162.49	\$307,696.51
		Operating ExpenditureCheck	-\$63,999.90	-\$56,634.00	\$1,392.72	\$58,026.72
		Public Works Overheads				
		Operating Expenditure				
	2140300	PWO - Employee Costs	\$468,297.00	\$431,090.00	\$573,014.10	\$141,924.10
	2140303	PWO - Uniforms	\$7,500.00	\$6,875.00	\$1,483.53	-\$5,391.47
	2140304	PWO - Training & Development	\$20,000.00	\$18,326.00	\$1,046.70	-\$17,279.30
	2140305	PWO - Recruitment	\$4,000.00	\$3,663.00	\$516.26	-\$3,146.74
	2140307	PWO - Protective Clothing	\$2,000.00	\$1,826.00	\$0.00	-\$1,826.00
	2140308	PWO - Other Employee Expenses	\$750.00	\$685.00	\$0.00	-\$685.00
	2140310	PWO - Motor Vehicle Expenses	\$84,996.50	\$77,913.00	\$40,353.60	-\$37,559.40
	2140316	PWO - Postage and Freight	\$2,000.00	\$1,826.00	\$163.92	-\$1,662.08
	2140320	PWO - Communication Expenses	\$8,000.00	\$7,326.00	\$4,246.86	-\$3,079.14
	2140321	PWO - Information Technology	\$8,000.00	\$7,326.00	\$9,529.64	\$2,203.64
	2140323	PWO - Sick Pay	\$23,376.00	\$21,576.00	\$28,497.05	\$6,921.05
	2140324	PWO - Annual Leave	\$46,753.00	\$43,152.00	\$35,678.17	-\$7,473.83
	2140325	PWO - Public Holidays	\$31,206.00	\$28,800.00	\$0.00	-\$28,800.00
	2140326	PWO - Long Service Leave	\$0.00	\$0.00	-\$538.58	-\$538.58
	2140329	PWO - Insurance Expenses (Except Workers Comp)	\$16,212.00	\$14,861.00	\$12,159.00	-\$2,702.00
	2140330	PWO - OHS and Toolbox Meetings	\$35,820.00	\$32,865.00	\$14,366.80	-\$18,498.20
	2140341	PWO - Subscriptions & Memberships	\$9,000.00	\$8,250.00	\$0.00	-\$8,250.00
	2140352	PWO - Consultants	\$10,000.00	\$9,163.00	\$581.82	-\$8,581.18
	2140365	PWO - Maintenance/Operations	\$120,162.00	\$110,528.00	\$85,426.73	-\$25,101.27
	2140371	PWO Bldg Mtce - Employee Costs	\$40,422.00	\$37,298.00	\$55,313.85	\$18,015.85

31/05/2023	COA	Description	Current Budget FY 22/23	YTD Budget 31/05/2023	YTD Actual 31/05/2023	Variance (\$)
	2140372	PWO Bldg Mtce - Uniforms	\$500.00	\$456.00	\$0.00	-\$456.00
	2140373	PWO Bldg Mtce - Training & Development	\$1,000.00	\$913.00	\$0.00	-\$913.00
	2140374	PWO Bldg Mtce - Recruitment	\$0.00	\$0.00	\$315.00	\$315.00
	2140376	PWO Bldg Mtce - Protective Clothing	\$1,000.00	\$914.00	\$0.00	-\$914.00
	2140380	PWO Bldg Mtce - Expendable Tools	\$1,000.00	\$913.00	\$0.00	-\$913.00
	2140381	PWO Bldg Mtce - Minor Expenses	\$500.00	\$451.00	\$0.00	-\$451.00
	2140386	PWO - Expensed Minor Asset Purchases	\$20,000.00	\$18,326.00	\$11,255.69	-\$7,070.31
	2140387	PWO - Other Expenses	\$0.00	\$0.00	\$15.78	\$15.78
	2140392	PWO - Depreciation	\$16,101.00	\$14,751.00	\$20,235.96	\$5,484.96
	2140393	PWO - LESS Allocated to Works (PWO's)	-\$1,270,306.00	-\$1,164,438.00	-\$992,129.28	\$172,308.72
	2140398	PWO - Staff Housing Costs Allocated	\$10,717.00	\$9,823.00	\$7,637.58	-\$2,185.42
	2140399	PWO - Administration Allocated	\$463,870.00	\$425,205.00	\$342,132.90	-\$83,072.10
		Operating ExpenditureCheck	\$182,876.50	\$170,663.00	\$251,303.08	\$80,640.08
		Plant Operating Costs				
		Operating Expenditure				
	2140400	POC - Internal Plant Repairs - Wages & O/Head	\$50,000.00	\$45,826.00	\$124,208.64	\$78,382.64
	2140411	POC - External Parts & Repairs	\$71,400.00	\$65,450.00	\$42,045.37	-\$23,404.63
	2140412	POC - Fuels and Oils	\$100,000.00	\$91,663.00	\$78,042.35	-\$13,620.65
	2140413	POC - Tyres and Tubes	\$28,140.00	\$25,795.00	\$2,640.00	-\$23,155.00
	2140416	POC - Licences/Registrations	\$6,929.00	\$6,347.00	\$6,558.79	\$211.79
	2140417	POC - Insurance Expenses	\$18,224.00	\$16,698.00	\$14,272.64	-\$2,425.36
	2140492	POC - Depreciation	\$225,278.00	\$206,503.00	\$339,269.48	\$132,766.48
	2140494	POC - LESS Plant Operation Costs Allocated to Works	-\$739,279.25	-\$677,666.00	-\$335,354.92	\$342,311.08
		Operating ExpenditureCheck	-\$239,308.25	-\$219,384.00	\$271,682.35	\$491,066.35
		Salaries And Wages				
		Operating Expenditure				
	2140500	SAL - Gross Salary and Wages	\$2,245,082.74	\$2,072,378.00	\$1,743,845.95	-\$328,532.05
	2140501	SAL - LESS Salaries & Wages Allocated	-\$2,245,082.74	-\$2,072,378.00	-\$1,743,845.95	\$328,532.05
		Operating ExpenditureCheck	\$0.00	\$0.00	\$0.00	\$0.00
		Other Property & Services Total Income	-\$30,250.00	-\$27,720.00	-\$16,819.88	\$10,900.12
		Other Property & Services Total Expenditure	-\$116,496.65	-\$101,753.00	\$524,378.15	\$626,131.15
		Total Income	-\$11,382,137.33	-\$10,970,741.33	-\$7,912,367.18	\$3,058,374.15
		Total Expenditure	\$8,008,250.63	\$7,310,595.00	\$6,579,815.96	-\$738,727.57

13.1.2	List of Monthly Payments - May 2023
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1104
DATE OF REPORT	05 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	1. List of Payment for Council - May 2023 [13.1.2.1 - 9 pages]

SUMMARY:

To receive the list of payments made for the month of May 2023.

BACKGROUND:

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

COMMENT:

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

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 r13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors Preparation for Payment

FINANCIAL IMPLICATIONS:

A total of \$1,446,670.22 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 May 2023 totalling \$1,446,670.22 being:

1. Cheque 10510, payment from Municipal Fund totalling \$100.00
2. Electronic Funds Transfer from EFT 8059 to EFT 8136, payments from Municipal Fund totalling \$1,256,822.90
3. Direct Debit payments from the Municipal Fund totalling \$51,529.58
4. Payroll payments from the Municipal Fund totalling \$136,850.06
5. Credit Card payments for the Statement Month of April 2023 from the Municipal Fund totalling \$1,367.68

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 May 2023

Date	Name	Description	Amount
	Cheque		100.00
	EFT		1,256,822.90
	Direct Debit		51,529.58
	Credit Card Payment		1,367.68
	Payroll		136,850.06
<u>Total Payments</u>			\$ 1,446,670.22

Shire of Menzies				
Payments for the Month of May 2023				
Cheque	Date	Name	Description	Amount
10510	12/05/2023	LIONS CANCER INSTITUTE (WA) INC	DONATION - SKIN CANCER CHECK	100.00
TOTAL CHEQUE				\$ 100.00

Shire of Menzies
Payments for the Month of May 2023

EFT	Date	Name	Description	Amount
EFT8059	03/05/2023	CANINE CONTROL	RANGER SERVICE FOR 17/04/2023	1,600.50
EFT8060	03/05/2023	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 2/05/2023	123.88
EFT8061	03/05/2023	URBIS PTY LTD	STAGE 7 FINAL APPROVAL AND GAZETTAL - MAPPING CHANGES TO FINAL SCHEME REQUESTED BY DEPARTMENT OF PLANNING, LAND AND HERITAGE	10,986.25
EFT8062	03/05/2023	PICCADILLY BUTCHERS	ANZAC DAY BREAKFAST - BBQ SAUSAGES, BACON AND DOZEN EGGS	289.45
EFT8063	03/05/2023	MARKET CREATIONS	MARKETING AND SOCIAL MEDIA ADVERTISING	7,040.00
EFT8064	03/05/2023	WA COUNTRY HEALTH SERVICE (BUNBURY)	SHANE HEARN - RADIOLOGY X-RAY SERVICE DECEMBER 2022 FOR HIS LEFT ELBOW	351.00
EFT8065	03/05/2023	HERSEY'S SAFETY PTY LTD	DEPOT CONSUMABLE MATERIALS - BRAKECLEAN, HEAVY DUTY LUBE, RIGGER GLOVES, JUMPER LEAD SET	1,309.00
EFT8066	03/05/2023	SLADE CONTRACTING PTY LTD	SUPPLY AND INSTALLATION OF RHEEM 12L CONTINUOUS FLOW 50 DEGREES PRE-SET UNIT FOR CARAVAN CAMP KITCHEN, INCLUDES LABOUR, TRAVEL AND ALL ASSOCIATED MATERIALS FOR UPGRADE WORKS.	5,819.00
EFT8067	03/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	2022-2023 FINANCIAL CONSULTANCY 24/04/2023	288.75
EFT8068	03/05/2023	MAUREEN MERTYN	REIMBURSEMENT FOR COFFEE PODS	44.00
EFT8069	03/05/2023	AIREY TAYLOR CONSULTING	RFQ 1/2023 LADY SHENTON/CRC - ATTENDANCE BY STRUCTURAL ENGINEER, INSPECTION, REPORTING, CREATION OF SCOPE OF WORKS	10,213.50
EFT8070	03/05/2023	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	RATES IN LOCAL GOVERNMENT - CLERICAL TRAINING COURSE - TIEN TRAN	1,089.00
EFT8071	03/05/2023	AIR LIQUIDE AUSTRALIA LTD	RENTAL ON OXYGEN CYLINDERS APRIL 2023	28.16
EFT8072	03/05/2023	WESTFARMERS LTD T/AS BUNNINGS	GAS BBQ FLAT JUMBUCK 6 BURNER	686.07
EFT8073	03/05/2023	COMFORT STYLE	37 REID ST GARTH (WORKS MANAGER) - SLEEPTIGHT QUEEN MATTRESS	529.00
EFT8074	03/05/2023	CORE BUSINESS AUSTRALIA PTY LTD	PROVIDE OF ENGINEERING AND TECHNICAL SERVICES RFQ3/22 CM-341 - CLAIM 8 - CUT ROAD TENDER, CCTV RFQ, GROH HOUSING TENDER	9,309.52
EFT8075	03/05/2023	COYLES MOWER & CHAINSAW CENTRE	DEPOT - STIHL BULL BAR BRUSHCUTTER	849.00
EFT8076	03/05/2023	DEAN'S AUTO GLASS	P0242 - 3 MN WINDSCREEN REPLACEMENT	385.00
EFT8077	03/05/2023	DEBRA KAY PIANO	REIMBURSEMENT FOR CARAVAN PARK UNIT A AND B - KITCHEN UTENSILS AND BEDDINGS	440.25
EFT8078	03/05/2023	HEATLEYS SAFETY AND INDUSTRIAL	CORPORATE UNIFORM 2022-2023 - ROBERT STEWART	92.73
EFT8079	03/05/2023	HORIZON POWER	ELECTRICITY - 119664 - LOT 1089 (57) WALSH STREET, MENZIES - USAGE FROM 28/02/2023 TO 20/04/2023	146.23

Shire of Menzies
Payments for the Month of May 2023

EFT8080	03/05/2023	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 2/5/2023	150.00
EFT8081	03/05/2023	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 2/5/2023	360.00
EFT8082	03/05/2023	NETLOGIC INFORMATION TECHNOLOGY	IT CONSULTING LABOUR FROM 03/04/2023 TO 17/04/2023	412.50
EFT8083	03/05/2023	OFFICE NATIONAL	CONFIDENTIAL STAMP AND KEYBOARD WRIST REST	69.56
EFT8084	03/05/2023	ANDREW TUCKER	CR ANDREW TUCKER - TRAVEL CLAIM FOR COUNCIL MEETING 27/04/2023 TJUNTJUNTJARA	1,584.16
EFT8085	03/05/2023	MOORE STEPHENS T/AS MOORE AUSTRALIA	TATENDA - FRINGE BENEFITS TAX WORKSHOP 21/02/2023	1,430.00
EFT8086	12/05/2023	LEONORA PHARMACY	PHARMACY ITEMS GST-FREE SOLD ON CONSIGNMENT FOR THE MONTH APRIL 2023	348.40
EFT8087	12/05/2023	TRADELINK PTY LIMITED	P0199 GRADER CAMP - HOT WATER SYSTEM	494.66
EFT8088	12/05/2023	3E ADVANTAGE	ADMIN AND CRC PRINTER USAGE FOR APRIL 2023	2,792.43
EFT8089	12/05/2023	XSTRA GLOBAL IT AND COMMUNICATION SOLUTIONS	2022-2023 MONTHLY PBX RENTAL AND SERVICES FOR APRIL 2023	358.02
EFT8090	12/05/2023	HARBOUR SOFTWARE	DOC ASSEMBLER ANNUAL SUBSCRIPTION FEE JUNE 2023 - 31 MAY 2024	8,373.20
EFT8091	12/05/2023	RARE EARTHS M&C PTY LTD T/A AS MENZIES HOTEL	REFRESHMENT - APRIL 2023 COUNCIL MEETING	75.02
EFT8092	12/05/2023	YIJUN ZHU	RATES REFUND FOR ASSESSMENT A6018 E40/00386 MINING TENEMENT	147.73
EFT8093	12/05/2023	ROBERT GLENN BONE	CONSULTATION SERVICE - GROSS RENTAL VALUE MINING RATING INCLUDING TRAVEL, ACCOMMODATION AND MEALS	7,556.80
EFT8094	12/05/2023	CYBERSECURE	CLOUD STORAGE, BACKUP SUBSCRIPTION FOR MAY 2023	549.18
EFT8095	12/05/2023	HORIZON POWER	ELECTRICITY - 358590 - 1 SHENTON STREET, MENZIES (CARAVAN PARK) - USAGE FROM 21/02/2023 TO 24/04/2023	10,117.06
EFT8096	12/05/2023	LANDGATE	COUNTRY URBAN REVALUATION 2022/2023	1,063.52
EFT8097	12/05/2023	MARKETFORCE	ADVERTISE RFT 2/23 - THE WEST - 1.04.23 TJUNTJUNJARRA ACCESS ROAD - ROAD IMPROVEMENTS AND REPAIRS	2,316.41
EFT8098	12/05/2023	NETLOGIC INFORMATION TECHNOLOGY	OFFICE 365 ANNUAL EMAIL LICENCES ONLY, IT CONSULTING SERVICE 01/05/2023, MONTHLY SERVER AND PC MONITORING	811.50
EFT8099	12/05/2023	OFFICE NATIONAL	CORKBOARD FOR ADMIN OFFICE	181.10
EFT8100	12/05/2023	MOORE STEPHENS T/AS MOORE AUSTRALIA	REVIEW AND LODGE THE QUARTERLY BAS/IAS FROM JANUARY - MARCH 2023	550.00
EFT8101	12/05/2023	EASTERN GOLDFIELDS CYCLE CLUB	2023 GOLDFIELDS CYCLASSIC & COMMUNITY CHALLENGE NAMING RIGTHS SPONSOR - SHIRE OF MENZIES CLASSIC	52,800.00
EFT8102	19/05/2023	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 16/05/2023	123.88
EFT8103	19/05/2023	SHIRE OF CHAPMAN VALLEY	PLANNING CONSULTANCY SERVICES JANUARY TO MARCH 2023	1,188.00

Shire of Menzies
Payments for the Month of May 2023

EFT8104	19/05/2023	SPECTRUM SURVEYS PTY LTD	IDENTIFYING LOTS IN VARIOUS LOCATIONS READY FOR ALLOCATING TO THE CROWN	2,987.05
EFT8105	19/05/2023	JB AUOTO ELECTRICS	P0243 KUBOTA KJ-S130 GENERATOR SET REPAIR	1,180.37
EFT8106	19/05/2023	HELENE PTY LTD T/AS LO-GO APPOINTMENTS	CONTRACTING SERVICES - EXECUTIVE ASSISTANT (CHERYL BATES) WEEK ENDING 30 JULY 2022	2,732.47
EFT8107	19/05/2023	AUSTRALIAN TAXATION OFFICE	PAYMENT OF ACTIVITY STATEMENT (PAYROLL TAX) APRIL 2023	42,294.00
EFT8108	19/05/2023	KLEENHEAT GAS	YEARLY EQUIPMENT SERVICE CHARGES 22/23	1,402.50
EFT8109	19/05/2023	LANDGATE	CONSOLIDATED MINING TENEMENT ROLL	12,376.78
EFT8110	19/05/2023	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 16/05/2023	150.00
EFT8111	19/05/2023	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 16/05/2023	360.00
EFT8112	19/05/2023	NETLOGIC INFORMATION TECHNOLOGY	CHIEF FINANCE OFFICER AND COMMUNITY DEVELOPMENT MANAGER LAPTOPS	12,698.00
EFT8113	30/05/2023	CANINE CONTROL	RANGER SERVICE FOR 02/05/2023	3,201.00
EFT8114	30/05/2023	MONARCH VENTURES PTY LTD T/AS ROADTECH CIVIL & CONSTRUCTION	RFT 01/2022 - SECTIONAL UPGRADE MENZIES NORTHWEST ROAD, EVANSTON AND KOOKYNIE ROAD (COUNCIL RESOLUTION CM 325)	950,924.89
EFT8115	30/05/2023	XSTRA GLOBAL IT AND COMMUNICATION SOLUTIONS	YEALINK SIP-T54W - PHONE HANDSETS FOR CRC ADDITIONAL DEVICE	1,383.81
EFT8116	30/05/2023	DEPARTMENT OF PREMIER AND CABINET	TO PUBLISH SHIRE OF MENZIES LOCAL PLANNING SCHEME NUMBER 2	3,583.50
EFT8117	30/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL YEAR 2022-2023 FINANCIAL CONSULTANCY, MONTHLY ASSISTANCE, BUDGET PREPARATION, ASSET REVALUATIONS	5,568.75
EFT8118	30/05/2023	LAMBRON CONTRACTING PTY LTD	RM019 PERRINVALE ROAD, RM026 MOUNT IDA ROAD , RM015 LEO MOUNT IDA ROAD AND RM025 KOOKYNIE ROAD GRADING MAINTENANCE	38,431.80
EFT8119	30/05/2023	CABCHARGE PAYMENTS PTY LTD	MAUREEN - CABCHARGE FOR WALGA TRAINING	173.15
EFT8120	30/05/2023	RARE EARTHS M&C PTY LTD T/A AS MENZIES HOTEL	REFRESHMENTS FOR LIONS SKIN CANCER	105.31
EFT8121	30/05/2023	SAND QUEEN GOLD MINES PTY LTD	RATES REFUND FOR ASSESSMENT A5624 E29/01025 MINING TENEMENT	335.45
EFT8122	30/05/2023	IGO NEWSEARCH PTY LTD	RATES REFUND FOR ASSESSMENT A6046 E39/02162 MINING TENEMENT	1,670.47
EFT8123	30/05/2023	TEAM GLOBAL EXPRESS PTY LTD	LIBRARY BOOKS 28/04/2023 AND 04/05/2023 HEATLEYS - CEO UNIFORM FREIGHT CHARGE	55.08
EFT8124	30/05/2023	AUSTRALIAN COMMUNICATIONS & MEDIA AUTH	AUSTRALIAN COMMUNICATION MEDIA ASSOCIATION LICENCE NO 1989730/1 RENEWAL - NOTICE NO. 503387313	45.00

Shire of Menzies
Payments for the Month of May 2023

EFT8125	30/05/2023	WESTFARMERS LTD T/AS BUNNINGS	LAWN MOWER, FRUIT TREES, PLUMBING FITTINGS	1,120.41
EFT8126	30/05/2023	COMFORT STYLE	ONSLow TV UNIT FOR 14A WALSH STREET, DRAWER CABINET FOR CDM OFFICE	728.00
EFT8127	30/05/2023	EAGLE PETROLEUM (W.A) PTY LTD	BULK FUEL DELIVERY 16/05/2023	13,658.33
EFT8128	30/05/2023	ROVAR PTY LTD T/AS GOLDLINE DISTRIBUTORS	CARAVAN PARK AND CABIN - CLEANING SUPPLIES AND OPERATION MATERIALS	2,245.96
EFT8129	30/05/2023	NETLOGIC INFORMATION TECHNOLOGY	IT CONSULTING LABOUR FROM 09/05/2023 TO 17/05/2023	3,112.50
EFT8130	30/05/2023	OFFICE NATIONAL	OFFICE DESK AND CHAIR FOR COMMUNITY DEVELOPMENT MANAGER, KEYBOARDS, A4 PAPERS, LAMINATING POUCH, DYMO LABELLING	3,697.57
EFT8131	30/05/2023	THE TRUSTEE OF MAJ TRUST T/AS SHERIDAN'S	NAME BADGE FOR COMMUNITY DEVELOPMENT MANAGER - SEAN MCGAY	42.85
EFT8132	30/05/2023	SHIRE OF LEONORA	HEALTH AND BUILDING SEVICE - APRIL 2023	3,285.60
EFT8133	30/05/2023	MOORE STEPHENS T/AS MOORE AUSTRALIA	BUDGET WORKSHOP - ZOOM 24/02/23 KRISTY VAN KUYL	1,155.00
EFT8134	31/05/2023	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 30/05/2023	123.88
EFT8135	31/05/2023	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 30/05/2023	160.00
EFT8136	31/05/2023	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 30/05/2023	360.00
Total EFT				\$ 1,256,822.90

Shire of Menzies
Payments for the Month of May 2023

Direct Debit	Date	Name	Description	Amount
DD5546.1	01/05/2023	WESTNET	CRC PUBLIC INTERNET - MAY 2023	54.99
DD5548.1	01/05/2023	WRIGHT EXPRESS AUSTRALIA PTY LTD	FUEL USAGE FOR FLEET VEHICLE FROM 15 MARCH TO 15 APRIL 2023	1,188.55
DD5550.1	02/05/2023	HORIZON POWER	ELECTRICITY - 419902 - UNIT A/29 SHENTON STREET - USAGE FROM 28/02/2023 TO 12/04/2023	103.04
DD5552.1	02/05/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS PERIOD ENDING 2/05/2023	8,065.03
DD5552.2	02/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PERIOD ENDING 2/05/2023	1,690.92
DD5552.3	02/05/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PERIOD ENDING 2/05/2023	538.12
DD5552.4	02/05/2023	TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PERIOD ENDING 2/05/2023	578.09
DD5552.5	02/05/2023	SUPERANNUATION FUND SERIES2 - SIMPLE CHOICE	SUPERANNUATION CONTRIBUTIONS PERIOD ENDING 2/05/2023	328.32
DD5558.1	08/05/2023	POWER ICT PTY LTD	MESSAGES ON HOLD - MAY 2023	75.90
DD5560.1	09/05/2023	TELSTRA	PHONE USAGE 20 APRIL 2023 TO 19 MAY 2023	247.20
DD5564.1	10/05/2023	TELSTRA	OFFICE PHONE AND INTERNET 17 APRIL 2023 TO 16 MAY 2023	3,115.33
DD5569.1	12/05/2023	TELSTRA	OFFICE INTERNET AND PHONE PHONE USAGE 23/04/2023 TO 24/05/2023	1,118.85
DD5572.1	16/05/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 16/05/2023	8,279.92
DD5572.2	16/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 16/05/2023	1,621.04
DD5572.3	16/05/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 16/05/2023	538.12
DD5572.4	16/05/2023	TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 16/05/2023	556.78
DD5572.5	16/05/2023	SUPERANNUATION FUND SERIES2 - SIMPLE CHOICE	SUPERANNUATION CONTRIBUTIONS PPE 16/05/2023	328.32
DD5574.1	17/05/2023	HORIZON POWER	ELECTRICITY - 396007 - 25 ONSLOW STREET - USAGE FROM 28/02/2023 TO 28/04/2023	240.21
DD5576.1	17/05/2023	HORIZON POWER	ELECTRICITY - 396846 - 39 MERCER STREET - USAGE FROM 28/02/2023 TO 28/04/2023	181.29
DD5578.1	17/05/2023	HORIZON POWER	ELECTRICITY - 510117 - UNIT B/29 SHENTON STREET - USAGE FROM 28/02/2023 TO 28/04/2023	187.63
DD5582.1	18/05/2023	HORIZON POWER	ELECTRICITY - 161515 - STREET LIGHT - USAGE FROM 01/04/2023 TO 30/04/2023	987.87
DD5586.1	19/05/2023	PIVOTEL SATELLITE PTY LTD	TRAK SPOT TRACKING CHARGE ACCOUNT 40063522 APRIL 2023	31.00
DD5588.1	23/05/2023	THE WEST AUSTRALIAN	SUBSCRIPTION TO NEWSPAPERS ON LINE MAY 2023	28.00
DD5590.1	26/05/2023	GREGORY DWYER	CR. GREG DWYER - PRESIDENT ALLOWANCE - MAY 2023	3,364.49
DD5592.1	26/05/2023	IAN BAIRD	CR. IAN BAIRD - DEPUTY PRESIDENT ALLOWANCE - MAY 2023	1,289.67
DD5594.1	26/05/2023	PAUL WARNER	CR. PAUL WARNER - MEMBERS SITTING FEES - MAY 2023	875.84
DD5596.1	26/05/2023	SUDHIR	CR. SUDHIR - MEMBERS SITTING FEES - MAY 2023	875.84
DD5598.1	26/05/2023	ANDREW TUCKER	CR. ANDREW TUCKER - MEMBERS SITTING FEE - MAY 2023	875.84
DD5600.1	26/05/2023	ROHAN S BAIRD	CR. ROHAN BAIRD - MEMBERS SITTING FEES - MAY 2023	875.83
DD5602.1	26/05/2023	JILLIAN DWYER	CR. JILL DWYER - MEMBERS SITTING FEES - MAY 2023	875.83

Shire of Menzies				
Payments for the Month of May 2023				
DD5606.1	29/05/2023	WRIGHT EXPRESS AUSTRALIA PTY LTD	FUEL USAGE FOR FLEET VEHICLE - 15 APRIL TO 15 MAY 2023	642.59
DD5608.1	30/05/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 30/05/2023	8,474.85
DD5608.2	30/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 30/05/2023	1,518.08
DD5608.3	30/05/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS PPE 30/05/2023	538.12
DD5608.4	30/05/2023	TWU SUPER FUND	SUPERANNUATION CONTRIBUTIONS PPE 30/05/2023	591.41
DD5608.5	30/05/2023	SUPERANNUATION FUND SERIES2 - SIMPLE CHOICE	SUPERANNUATION CONTRIBUTIONS PPE 30/05/2023	328.32
DD5612.1	31/05/2023	NAB	MERCHANT FEES 6854150 - EFTPOS MACHINE MAY 2023	288.79
DD5614.1	31/05/2023	NAB	BPAY FEES MAY 2023	14.96
DD5616.1	31/05/2023	NAB	ACCOUNT KEEPING FEES MAY 2023	14.60
			Total Direct Debit	\$ 51,529.58

Shire of Menzies
Payments for the Month of May 2023

Date	Name	Description	Amount
CEO CARD NO: **** * 2547			
30/03/2023	QANTAS	FLIGHT REBOOKING FEE	0.16
28/04/2023	TJUNTJUNTJARA STORE	FUEL PURCHASE - COUNCIL MEETING 27/04/2023	99.00
28/04/2023	TJUNTJUNTJARA STORE	FUEL PURCHASE - COUNCIL MEETING 27/04/2023	59.00
28/04/2023	TJUNTJUNTJARA STORE	FUEL PURCHASE - COUNCIL MEETING 27/04/2023	50.00
28/04/2023	NAB	MONTHLY CARD FEE	9.00
TOTAL CEO CREDIT CARD			\$ 217.16
CFO CARD NO: **** * 8564			
6/04/2023	JB HI-FI	WIRELESS MICROPHONES	153.99
11/04/2023	SUPER CHEAP AUTO	DASH CAMERA FOR WORK MANAGER VEHICLE	134.99
13/4/23	VANESSA AUSTRALIA	CRC JEWELLERY FOR RESALE	377.64
21/04/23	DAPHNE FLORIST	LARGE WREATH FOR ANZAC DAY	150.00
24/4/23	ADOBE ACROPRO	ADOBE SUBSCRIPTIONS	324.90
28/4/23	NAB	MONTHLY CARD FEE	9.00
TOTAL CFO CREDIT CARD			\$ 1,150.52
TOTAL CREDIT CARD			\$ <u>1,367.68</u>
03/06/2023		PAYROLL PAYMENT PPE 2/05/2023	45,176.25
17/06/2023		PAYROLL PAYMENT PPE 16/05/2023	45,877.66
31/05/2023		PAYROLL PAYMENT PPE 30/05/2023	45,796.15
TOTAL PAYROL			\$ 136,850.06

13.1.3	Rates Debtor Report May 2023
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1105
DATE OF REPORT	07 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	1. CONFIDENTIAL - Rates Outstanding Report - May 2023 [13.1.3.1 - 5 pages]

SUMMARY:

To present a list of overdue rates of more than 12 months, through to three years plus, as of 31 May 2023.

BACKGROUND:

Unpaid overdue rates comprise 174 properties, totaling \$376,043.22 with the following breakdown:

- 12 months arrears, totaling \$51,278.06
- 2 years arrears, totaling \$51,825.47
- 3 years plus arrears, totaling \$272,939.69

Nineteen rates assessments totalling \$65,826.49 are with debt collector AMPAC for collection.

COMMENT:

The Shire is progressing overdue rate payments for the 174 properties noted above, with individual totals of \$1,000.00 or more, to debt collectors for collection.

The report also shows the 'Current' payments that are due for these long outstanding rates. This has been provided to the Council to give an understanding that these rates appear to have ongoing arrears situations.

The report shows property details and rates amount, hence needs to be treated as confidential.

Collection in some cases is difficult or not possible due to the tenements becoming 'dead tenements'. This matter has been raised by the CEO with the Department of Mines, Industry Regulation and Safety.

Finance Officer Rates is continually progressing actions and processes as per policy to have overdue rates paid.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 – Part 5 Rates and Service Charges r71.

POLICY IMPLICATIONS:

Policy – 4.6 Debt Recovery – Outstanding Rates and Sundry Debtors

FINANCIAL IMPLICATIONS:

Unpaid Overdue Rates total \$376,043.22 While these remain unpaid, financial implications, apart from possible cashflow implications, are the ongoing costs associated with debt collection, staff time and an unacceptable ratio of rates not collected on an ongoing basis.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
There is always a certain risk in outstanding Sundry Debtors and Overdue Rates from a cashflow liquidity and the Council's requirement to collect rates for the provision of services across the shire's communities.	Medium	Debt recovery progressed as per Policy 4.6 Debt Recovery. Engagement of Debt Collection Agency. Charging of interest.

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 overdue rates for the month of June 2023 totaling \$376,043.22 be received.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.1.4	Changing Methods of Valuation of Land	
LOCATION	Riverina Gold Mine	
APPLICANT	Internal	
DOCUMENT REF	NAM1114	
DATE OF REPORT	07 June 2023	
AUTHOR	Glen Bone, Consultant	
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	Nil	

SUMMARY:

To recommend the submission of an application to the Minister for Local Government to change the basis of rating to the mine site accommodation village at the Riverina Gold Mine situated on tenement M30/256.

BACKGROUND:

In the past Council has agreed to the principle of 'spot rating' to the accommodation village at the Tropicana and Davyhurst mine sites.

At its meeting held on 30 March 2023, the Council commenced the process for a Change of Method of Valuation and accordingly resolved:

'That formalities for changing the method of valuation for the accommodation village and associated infrastructure on tenement M30/256 (Riverina Gold Mine) be commenced.'

COMMENT:

As a compliance requirement to the DLGSC Rating Policy – Valuation of Land – Mining, following the Ordinary Council Meeting decision on 30 March 2023, a letter explaining the Council's proposal was forwarded on 20 April 2023 to Carnegie Gold Pty Ltd as tenement holder and Jacqueline Ly as designated tenement contact.

The policy stipulates that the holder is to be given at least 28 days with closure time set at 5pm on Friday 29 May 2023 to make submissions to the local government on the proposal.

No submission was received.

CONSULTATION:

Glenn Bone, Consultant

STATUTORY AUTHORITY:

Local Government Act 1995

Section 6.28 – Stipulates that the Minister for Local Government is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate.

In determining the method of valuation, the Minister is to have regard to the general principle that the basis for a rate is to be:

- Where the land is used predominantly for rural purposes, the Unimproved Value (UV) of the land; and
- Where the land is used predominantly for non-rural purposes, the Gross Rental Value (GRV) of the land.

Section 6.31 – Enables a local government to phase-in valuations in accordance with the provisions of Schedule 6.1.

Schedule 6.1(2) – Deals with phasing-in of valuations where a determination is made by the Minister under Section 6.28 to change the method of valuing land from UV to GRV. A local government may phase-in the impact (cost) of the change over a three year period.

POLICY IMPLICATIONS:

The Council has no policy in respect to this matter.

FINANCIAL IMPLICATIONS:

The principal details relevant to the change of method of valuation for M 30/256 are set out below:

Proposed Change of Method of Valuing Land:

CARNEGIE GOLD PTY LTD

Property Details:

Assessment 5456	M 30/256
Name	Riverina
Location	Riverina, 80km west of Menzies

Improvements:

Accommodation Village
Mine Life

Accommodates up to 52 persons
Riverina – 25 years

Valuation System

Currently UV rating for M 30/256

\$114,115.23

2022/23 rates for the whole of the tenement area

Proposed GRV (notional) – village

\$120,000

Notional 2022/23 rates

\$10,704

(without phase-in)

Estimated Effective Date

1 September 2023 (pro rata for 2023/24)

Similar Properties:

Currently there is only one other mining operation in the Shire that is subject to 'spot' GRV rating. This is Anglo Gold Ashanti/Regis Resources Ltd Tropicana mine site accommodation village.

Phase-in Consideration:

Any proposal for a change of method of valuation should also include consideration as to whether there should be a phase-in of the intended change. As mentioned elsewhere, Schedule 6.1 enables a local government to phase-in the impact of the change over a period of three years.

In practical terms, such a move would ameliorate the financial impact on the Riverina operation quite considerably. Instead of being faced with the total impact immediately, the extra cost would be borne progressively by one third in Year 1, two thirds in Year 2 and finally, the full amount in Year 3. This would result in the operators saving approximately one year's impact of the new rating impost over the triennium.

From the Shire's point of view, the cost (reduced income) of a phase-in for the Davyhurst accommodation village based on 2022/23 notional Year 1 full rating, would be more than \$10,000 over the triennium. However, this is not a new principle for the Shire as the question also arose when Tropicana was considered in 2015. On that occasion the phase-in approach was not pursued.

A further dissuasion to the use of the phase-in approach also arises due to the 12-month embargo on capital improvements, as entrenched in the Government's policy. Consequently, to allow a further concession on potential rating income would further add to the issue of equity being applied across-the-board.

Once again and for the reasons stated above, it is considered the phase-in approach should not be used on this occasion.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Risk 1 Legislative and policy compliance	Unlikely	Rigorously comply with legislative requirements and the Departmental Guidelines.
Risk 2 Reputation	Unlikely	Pursuing consistency to ensure all mining village operators are rated in a like manner to those who have been previously GRV rated.

STRATEGIC IMPLICATIONS:

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

Outcome

2.1 An innovative, diverse and prosperous economy.

Strategies

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

2.1.3 Advocate for reliable essential utility services to the district.

Outcome

4.2 An efficient and effective organisation.

Strategies

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 in accordance with the provisions of section 6.28 of the *Local Government Act 1995*, an application to the Minister for Local Government to change the basis of rating from Unimproved Values to Gross Rental Values, for the following mining operation:

- Carnegie Gold Pty Ltd: Riverina mining Village – M 30/256 – Ass 5456 – with effect from 1 September 2023, or thereabouts.

Technical Description:

All that portion of land being part of Lot 10 on Deposited Plan 91660/Reserve 17013 starting from a point at coordinate 263612.434 metres East, 6704755.019 metres North (MGA2020 Zone 51_FME) and extending easterly 90 degrees, 1 minutes, 26.0 seconds, 664.85 metres; thence southerly 179 degrees, 30 minutes, 7.3 seconds, 492.88 metres; thence westerly 270 degrees, 6 minutes, 13.2 seconds, 665.3 metres; thence northerly 359 degrees, 33 minutes, 12.6 seconds, 491.94 metres to the starting point.

be completed and submitted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.1.5	Fees and Charges 2023/2024 Financial Year
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1115
DATE OF REPORT	13 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. 2023-2024 Fees and Charges V 6 Update [13.1.5.1 - 7 pages]

SUMMARY:

The purpose of this report is for the Council to adopt the proposed Schedule of Fees and Charges for 2023/2024 financial year and that the schedule be imposed from 1 July 2023.

BACKGROUND:

Councils are required to set fees and charges every year under the *Local Government Act (1995)*. Adoption of the fees and charges ensures there is a schedule available at the commencement of the financial year and facilitates finalisation of 2023/2024 financial year budget.

COMMENT:

The Schedule of Fees and Charges for 2022/2023 financial year has been reviewed and where applicable/allowable an increase of 2.5% is recommended. An increase of 2.5% is in line with the Shire's Long Term Financial Plan (2022 – 2037) and with the general cost increases that the economy faces with increased fuel, supply, goods and services and employment costs.

The proposed 2023/2024 Schedule of Fees and Charges which include as a comparative to the current 2022/2023 Fees and Charges, is provided in the papers relating. There are eight new fees that have been added to the Schedule to reflect the current services provided.

NEW 2023/2024 FEES AND CHARGES		
Depot Accommodation - 1x King Single Bed	\$ 80.00	inc GST
Cat Trap - First 7 days	FREE	inc GST
Cat Trap - After 7 days (Per Day)	\$ 5.00	inc GST
Refundable Trap Deposit	\$ 50.00	GST Free
Special Event or Temporary Food Permit Registration	\$ 25.00	GST Free
Grave Preparation (Adult)	\$ 800.00	inc GST
Grave Preparation (Child under 13 years of age)	\$ 400.00	inc GST
Grave Preparation (extra deep)	\$ 100.00	inc GST

There are several fees and charges in the schedule that have not had increase applied, that are regulated by Legislation.

CONSULTATION:

Internal consultation has taken place with regard to this report.

External reference to the Fees and Charges schedules for Shire of Wiluna, Leonora, Dundas and Sandstone.

STATUTORY AUTHORITY:

Local Government Act 1995: Subdivision 2 – Fees and Charges
Section 6.16 ‘Imposition of Fees and Charges’

Section 6.17 ‘Setting Level of Fees and Charge’

Section 6.19 ‘Notice of Fees and Charges’

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

The Budget for 2023/2024 financial year incorporates any changes made to the Schedule of Fees and Charges

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

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

Outcome

4.2 An efficient and effective organisation.

Strategies

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

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

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That:

1. The Schedule of Fees and Charges for 2023/2024 Financial Year to apply as of 1 July 2023 be adopted.
2. The Chief Executive Officer be authorised to give local public notice of the Council's intention to adopt the Schedule of Fees and Charges for the 2023/2024 Financial Year, to apply as of 1 July 2023, in accordance with section 6.19 of the Local Government Act 1995.

COUNCIL DECISION:

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



FEES AND CHARGES

2023/2024

2023/2024 FEES AND CHARGES					2022/2023				
GENERAL			Fee & Charges 22/23	Variance	Wiluna	Leonora	Dundas	Sandstone	Coolgardie
Photocopying - per A4 sheet	\$ 0.60	inc GST	\$ 0.60	\$ -	\$ 0.60	\$ 0.60	\$ 2.30	\$ 0.60	\$ 1.00
Photocopying - per A3 sheet	\$ 0.85	inc GST	\$ 0.85	\$ -	\$ 1.60	\$ 0.90	\$ 6.75	\$ 2.20	\$ 2.60
Laminating - A4 colour per sheet	\$ 3.70	inc GST	\$ 3.60	\$ 0.10	\$ 3.40	\$ 1.00	\$ 5.50	\$ 2.20	\$ 2.00
Laminating - A3 colour per sheet	\$ 4.60	inc GST	\$ 4.50	\$ 0.10	\$ 6.50	\$ 2.00	\$ 11.00	\$ 3.30	\$ 4.00
Council Meeting Agenda - hard copy. Free at Council Meeting or on website)	\$ 15.80	inc GST	\$ 15.40	\$ 0.40		\$ 10.00	\$ 7.00		\$ 10.50
Council Minutes - hard copy with attachments. (Free on website)	\$ 15.80	inc GST	\$ 15.40	\$ 0.40		\$ 5.50	\$ 7.00		\$ 26.00
Council Minutes - hard copy without attachments. (Free on website)	\$ 5.30	inc GST	\$ 5.15	\$ 0.15		\$ 5.50	\$ 7.00		\$ 10.50
Electoral Rolls - per roll - set by the Electoral Act	\$ -	GST Free	\$ -	\$ -			\$ 1.50	\$ 20.00	\$ 51.50
Rates - Order and Requisitions per assessment	\$ 68.30	inc GST	\$ 66.65	\$ 1.65	\$ 130.00				\$ 103.00
Rates Enquiry fee - per assessment (1-3 enquiries)	\$ 15.80	inc GST	\$ 15.40	\$ 0.40		\$ 50.00	\$ 70.00	\$ 55.00	\$ 51.50
Gravel from Shire pits - per tonne + delivery if applicable	\$ 0.20	inc GST	\$ 0.20	\$ -					
Water from Standpipe - per 1,000 litres	\$ 16.00	inc GST	\$ 15.40	\$ 0.60	\$ 24.00	\$ 8.56			\$ 5.50
Diesel and Unleaded Fuel - Price per litre	As per market price	inc GST	\$ 3.00	\$ -					
Telescope Hire - Per day	\$ 52.00	inc GST	\$ 50.00	\$ 2.00					
Telescope Bond	\$ 100.00	inc GST	\$ 100.00	\$ -					
Towing services (i.e. Lake Ballard to Menzies or Kalgoorlie) per Klm (inc return)	\$ 11.00	inc GST	\$ 10.00	\$ 1.00					
Shire of Menzies License Plate Fee	\$ 225.00	inc GST	\$ 225.00	\$ -			\$ 230.00		
ROOM FOR HIRE									
Room Hire Town Hall - per day - alcohol consumed - \$250 bond	\$ 82.00	inc GST	\$ 82.00	\$ -	\$ 450.00	\$ 330.00	\$ 315.00		\$ 515.00
Room Hire Lady Shenton - per day - alcohol consumed - \$250 bond	\$ 82.00	inc GST	\$ 82.00	\$ -					
Room Hire Town Hall - per day - no alcohol consumed - \$100 bond	\$ 82.00	inc GST	\$ 82.00	\$ -	\$ 180.00	\$ 180.00	\$ 242.00		\$ 257.00
Room Hire Lady Shenton- per day - no alcohol consumed - \$100 bond	\$ 82.00	inc GST	\$ 82.00	\$ -					
Room Hire Town Hall - per day - Community purpose - \$100 bond	Free		Free		\$ 90.00	\$ 60.00	\$ 158.00		
Room Hire Lady Shenton - per day - Community purpose - \$100 bond	Free		Free						
Room Hire - Ngalipaku Building (Youth Centre) Community Group (no alcohol)	\$ 35.00	inc GST	\$ 35.00	\$ -	\$ 90.00				
Room Hire - Ngalipaku Building (Youth Centre) General (no alcohol)	\$ 60.00	inc GST	\$ 60.00	\$ -	\$ 180.00				
Kitchen Hire - Per Hour	\$ 30.00	inc GST	\$ 30.00	\$ -	\$ 24.00				\$ 41.00
Cleaning Bond - for all room facility hire	\$ 200.00	inc GST	\$ 200.00	\$ -	\$ 322.00	\$ 100.00	\$ 300.00		\$ 55.00
Cleaning Charges - in excess of Bond - Per Hour	\$ 35.00	inc GST	\$ 35.00	\$ -	\$ 166.00			\$ 55.00	
WASTE									
Domestic Refuse Removal - first bin, per annum (issued with rates notice)	\$ 145.00	GST Free	\$ 143.50	\$ 1.50	\$ 442.00	\$ 195.00	\$ 208.00		
Domestic Refuse Removal - second bin or non rateable properties	\$ 160.00	plus GST	\$ 158.90	\$ 1.10	\$ 369.00		\$ 167.00		
Non Residential Property - 240lt Bin Service (per service)	\$ 175.00	inc GST	\$ 172.20	\$ 2.80	\$ 510.00	\$ 422.00	\$ 292.00		
Commercial Premises Tip Fee - per annum	\$ 966.00	inc GST	\$ 943.00	\$ 23.00			\$ 45.90		
Commercial Waste (per tonne)	\$ 46.00	inc GST	\$ 45.35	\$ 0.65					
Containers 200L Drums (per tonne) washed and cleaned only	\$ 46.00	inc GST	\$ 45.35	\$ 0.65					
Asbestos (per tonne)	\$ 80.00	inc GST	\$ 78.40	\$ 1.60	\$ 189.00	\$ 120.00	\$ 231.00	\$ 55.00	\$ 125.00
Additional fee for waste generated outside Menzies Shire (per tonne)	\$ 180.00	inc GST	\$ 175.00	\$ 5.00					
Commercial tyres and conveyor belts (per tonne) - local business	\$ 257.00	inc GST	\$ 256.25	\$ 0.75					
Commercial tyres and conveyor belts (per tonne)-business based outside Menzies	\$ 373.00	inc GST	\$ 363.90	\$ 9.10					

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2023/2024 FEES AND CHARGES				
PRIVATE WORKS (MUST BE APPROVED BY CEO)				
Grader Hire - per hour	\$ 235.00	inc GST	\$ 229.60	\$ 5.40
Roller - per hour	\$ 250.00	inc GST	\$ 248.05	\$ 1.95
Mack Truck & Side Tipper Trailer Hire - per hour	\$ 200.00	inc GST	\$ 198.85	\$ 1.15
Mack Truck & Trailer Hire - per hour	\$ 255.00	inc GST	\$ 250.10	\$ 4.90
Light Truck - Hino - per hour	\$ 130.00	inc GST	\$ 127.10	\$ 2.90
Backhoe - per hour	\$ 126.00	inc GST	\$ 123.00	\$ 3.00
Loader - John Deere - per hour	\$ 135.00	inc GST	\$ 132.20	\$ 2.80
Mack Truck & Water Cart Hire - per hour	\$ 255.00	inc GST	\$ 250.10	\$ 4.90
Skid Steer (Caterpillar) - per hour	\$ 104.00	inc GST	\$ 101.45	\$ 2.55
Forklift (Komatsu) - per hour	\$ 102.50	inc GST	\$ 100.00	\$ 2.50
Excavator (Komatsu) - per hour	\$ 102.50	inc GST	\$ 100.00	\$ 2.50
Labour hire - per hour	\$ 75.00	inc GST	\$ 56.40	\$ 18.60
Whipper Snipper - per hour	\$ 73.00	inc GST	\$ 71.75	\$ 1.25
Lawn Mower - per hour	\$ 67.00	inc GST	\$ 65.60	\$ 1.40
<i>Please Note - no dry hire of machinery</i>				
SULLAGE/WASTE REMOVAL				
Oil - no charges if delivered to Menzies Shire Depot	\$ -		\$ -	\$ -
Sewerage deposited in Sewer Ponds - per litre	\$ 0.05	inc GST	\$ 0.05	\$ -
BUS HIRE				
First 100km	\$ 105.00	inc GST	\$ 102.50	\$ 2.50
Over 100km - per km rate	\$ 0.90	inc GST	\$ 0.90	\$ -
Bond	\$ 205.00	inc GST	\$ 205.00	\$ -
Cleaning if required - per hour	\$ 36.00	inc GST	\$ 35.90	\$ 0.10
If fuel tank empty - per litre	\$ 3.00	inc GST	\$ 3.00	\$ -
Community/medical use for sponsored medical services	Free		Free	
CARAVAN PARK				
Non-Powered Site - Day Rate	\$ 24.00	inc GST	\$ 23.00	\$ 1.00
Non-Powered Site - Weekly Rate	\$ 105.00	inc GST	\$ 103.00	\$ 2.00
Powered Site - Day Rate	\$ 32.00	inc GST	\$ 31.00	\$ 1.00
Powered Site - Weekly Rate	\$ 175.00	inc GST	\$ 170.00	\$ 5.00
Additional fee per day for extra person over the age of 5 years	\$ 5.00	inc GST	\$ 5.00	\$ -
Chalet - 2 bedrooms 29A Shenton Street	\$ 130.00	inc GST	\$ 128.00	\$ 2.00
Chalet - additional days	\$ 75.00	inc GST	\$ 72.00	\$ 3.00
Chalet - Bond - Refundable by bank deposit	\$ 150.00	GST Free	\$ 150.00	\$ -
Depot Accommodation - 2x King Single Bed	\$ 120.00	inc GST	\$ 100.00	\$ 20.00
Depot Accommodation - 1x King Single Bed	\$ 80.00	inc GST	\$ -	NEW
Depot Accommodation - additional days	\$ 60.00	inc GST	\$ 60.00	\$ -
Depot Accommodation Bond - Refundable by bank deposit	\$ 120.00	GST Free	\$ 120.00	\$ -
Caravan Park Cabins Per Night	\$ 185.00	inc GST	\$ 180.00	\$ 5.00
Caravan Park Cabins Extra Nights	\$ 115.00	inc GST	\$ 113.00	\$ 2.00
Caravan Park Cabins- Bond - Refundable by bank deposit	\$ 200.00	GST Free	\$ 200.00	\$ -
Washing Machine - per load	\$ 3.00	inc GST	\$ 3.00	\$ -
Dryer - per load	\$ 3.00	inc GST	\$ 3.00	\$ -
Showers - per person	\$ 5.00	inc GST	\$ 5.00	\$ -

2022/2023				
	\$ 220.00	\$ 255.00		
		\$ 229.50		
\$ 172.00	\$ 247.50	\$ 190.74		
\$ 230.00				
\$ 230.00	\$ 175.00	\$ 158.10		
	\$ 220.00	\$ 229.50	\$ 220.00	
\$ 170.00	\$ 113.30	\$ 234.60		
			\$ 140.00	
	\$ 82.50		\$ 75.00	
\$ 115.00				
\$ 115.00				
			\$ 500.00	
			\$ 25.00	
			\$ 35.00	
			\$ 165.00	
			\$ 32.00	
			\$ 3.00	
			\$ 6.00	

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2023/2024 FEES AND CHARGES				
Water from Caravan park (5 litres up to 150 litres)	\$	5.00	GST Free	\$ 5.00 \$ -
STAFF HOUSING RENTAL				
Housing Rental - per week. Category 1 - Separate House - 4 bed 2 bath	\$	105.00	GST Free	\$ 102.50 \$ 2.50
Housing Rental - per week. Category 2 - Separate House - 3 bed 2 bath	\$	84.00	GST Free	\$ 82.00 \$ 2.00
Housing Rental - per week. Category 3 - Duplex - 2 bed 1 bath	\$	52.00	GST Free	\$ 51.25 \$ 0.75
Housing Rental - per week. Category A - Furnished or Semi-Furnished.	\$	21.00	GST Free	\$ 20.50 \$ 0.50
Housing Rental - per tenancy. Category B - Pet Bond.	\$	105.00	GST Free	\$ 102.50 \$ 2.50
INTERNET USE (for use of computers at Community Resource Centre)				
15 Minutes	\$	1.60	inc GST	\$ 1.55 \$ 0.05
30 Minutes	\$	3.20	inc GST	\$ 3.10 \$ 0.10
45 Minutes	\$	4.70	inc GST	\$ 4.60 \$ 0.10
60 Minutes	\$	6.30	inc GST	\$ 6.15 \$ 0.15
Full Day Usage	\$	21.00	inc GST	\$ 20.50 \$ 0.50
Wi-Fi USE - Vouchers for Public & Caravan Park Usage				
Guests at the Caravan Park		Free		Free
General Public 24 Hour W-Fi Internet Access		Free		Free
ADVERTISING IN MENZIES MATTERS				
Quarter Page - per issue	\$	5.50	inc GST	\$ 5.15 \$ 0.35
Half Page - per issue	\$	11.00	inc GST	\$ 10.25 \$ 0.75
Whole Page - per issue	\$	21.00	inc GST	\$ 20.50 \$ 0.50
COMMUNITY POST BOX LEASE (Bound by Aust Post Agreement)				
Small Box - per annum	\$	25.00	inc GST	\$ 25.00 \$ -
Large Box - per annum	\$	50.00	inc GST	\$ 50.00 \$ -
DOG FEES AND CHARGES - STATUTORY (DOG ACT, 1976)				
Annual Registration - Sterilised Dog or Bitch*	\$	20.00	inc GST	\$ 20.00 \$ -
Annual Registration - Unsterilised Dog or Bitch	\$	50.00	inc GST	\$ 50.00 \$ -
Three Year Registration - Sterilised Dog or Bitch*	\$	42.50	inc GST	\$ 42.50 \$ -
Three Year Registration - Unsterilised Dog or Bitch	\$	120.00	inc GST	\$ 120.00 \$ -
Life Registration - Sterilised Dog or Bitch*	\$	100.00	inc GST	\$ 100.00 \$ -
Life Registration - Unsterilised Dog or Bitch	\$	250.00	inc GST	\$ 250.00 \$ -
Concessions - Guide Dogs		Free		Free \$ -
Concessions - Dogs used for Droving/Tending Stock - 25% of Fee		25% of Fee	inc GST	25% of Fee \$ -
Concessions - Dogs owned by Pensioners - 50% of Fee		50% of Fee	inc GST	50% of Fee \$ -
Concessions - Registration after 31 May - 50% of Fee		50% of Fee	inc GST	50% of Fee \$ -
Impounding Fees - As per Dog Act & Regulations	\$	100.00	inc GST	\$ 100.00 \$ -
Impounded Dog - Sustenance and maintenance Fee per day	\$	20.00	inc GST	\$ 20.00 \$ -
Microchipping		At Cost	inc GST	At Cost \$ -
* Must sight certificate signed by a Registered Vet, a Statutory Declaration or sight ear tattoo for Sterilisation Concession				
All dogs three months of age + must be licenced. Licences are due on November 1 of each year and can be paid at the Shire of Menzies Administration office during normal office hours.				
In respect of every first registration made after 31 May, in any year, only one half of the registration fee shall be payable. Renewals are to take effect from 1 November in any year, within the preceding period period of 21 days from and including 11 October				

[illegible]

2023/2024 FEES AND CHARGES					2022/2023				
CAT FEES AND CHARGES - STATUTORY (CAT REGULATIONS 2012)									
Annual Registration	\$ 20.00	inc GST	\$ 20.00	\$ -	\$ 20.00	\$ 20.00	\$ 20.00		\$ 20.00
Three Year Registration	\$ 42.50	inc GST	\$ 42.50	\$ -	\$ 42.50	\$ 42.50	\$ 42.50		\$ 42.50
Life Registration	\$ 100.00	inc GST	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00		\$ 100.00
Pensioners	50% of Fee	inc GST	50% of Fee	\$ -	\$ 10.00	50%	\$ 0.50		
Microchipping	At Cost	inc GST	At Cost	\$ -					
HEALTH									
Lodging House Licence Per Annum	\$ 236.50	GST Free	\$ 230.65	\$ 5.85			\$ 235.00		
Lodging House New Registration	\$ 131.00	GST Free	\$ 128.15	\$ 2.85					
Eating House Application	\$ 126.00	GST Free	\$ 123.00	\$ 3.00	\$ 75.00				
Notification of New Food Business	\$ 58.00	GST Free	\$ 56.40	\$ 1.60			\$ 60.00		
Registration Fee of New Food Business	\$ 157.50	GST Free	\$ 153.75	\$ 3.75	\$ 230.00			\$ 100.00	\$ 230.00
Low Risk Food Business Registration Renewal - Annual	\$ 126.00	GST Free	\$ 123.00	\$ 3.00					
Medium Risk Food Business Registration Renewal - Annual	\$ 247.00	GST Free	\$ 240.90	\$ 6.10					
Request for Inspection/Service/Advise - Per Hour	\$ 136.50	inc GST	\$ 133.25	\$ 3.25					
Special Event or Temporary Food Permit Registration	\$ 25.00	GST Free		NEW					
STATUTORY - HEALTH ACT, 1911									
Septic Tank Application Fee	\$ 118.00	GST Free	\$ 118.00	\$ -					
Septic Tank Installation Fee	\$ 118.00	inc GST	\$ 118.00	\$ -					
Septic Tank Inspection Fee	\$ 40.00	inc GST	\$ 40.00	\$ -					
ART GALERY									
As MoU signed by Shire of Menzies and Artist									
Commision on sale of Artwork and Other items	20% of sales items	inc GST		\$ -					
ANIMAL CONTROL TRAP									
Cat Trap - First 7 days	FREE	inc GST							
Cat Trap - After 7 days (Per Day)	\$ 5.00	inc GST		NEW			\$ 5.50		\$ 5.00
Refundable Trap Deposit	\$ 50.00	GST Free					\$ 50.00		
CEMETERY									
Grave Preparation (Adult)	\$ 800.00	inc GST			\$ 1,664.00	\$ 910.00		\$ 880.00	
Grave Preparation (Child under 13 years of age)	\$ 400.00	inc GST		NEW	\$ 894.00			\$ 440.00	
Grave Preparation (extra deep)	\$ 100.00	inc GST			\$ 478.00	\$ 110.00			

2023/2024 FEES AND CHARGES

TOWN PLANNING		
Town Planning Scheme Amendment - text based only plus advertising costs	\$ 600.00	inc GST
Town Planning Scheme Amendment - minor plus advertising costs	\$ 1,350.00	inc GST
Town Planning Scheme Amendment - major plus advertising costs	\$ 2,640.00	inc GST
Planning Application for all Land Uses other than "P" (Permitted) uses as set out in the Zoning Table		
- Not more than \$50,000	\$ 147.00	GST Free
- More than \$50,000 but less than \$500,000	0.32% of the estimated cost of development	GST Free
- More than \$500,000 but not more than \$2.5 Million	\$1,700 + 0.257% for every \$1 in excess of \$0.5m	GST Free
- More than \$2.5 Million but not more than \$5 Million	\$7,161 + 0.206% for every \$1 in excess of \$2.5m	GST Free
- More than \$5 Million but not more than \$21.5 Million	\$12,633 + .123% for every \$1 in excess of \$5m	GST Free
- More than \$21.5 Million	\$ 34,196.00	GST Free
Inspection/ Assessment of Potential Home-Based Businesses, other than Home Occupation as Defined by the Town Planning Scheme.	\$ 60.00	GST Free
Home Occupation - Initial Application	\$ 222.00	GST Free
Home Occupation - Annual Fee	\$ 73.00	GST Free
Zoning & Other Information Enquiry (Non Resident), or provide Zoning Certificate	\$ 73.00	GST Free

Printed 13/06/2023

2023/2024 FEES AND CHARGES

BUILDING FEES					
Building Act 2011 - Fees and Levies					
Item	Building Classification	Multiplier	Trigger	Minimum or Set Fee	Application Fee
Certified Application for a Building Permit	1a & 10	0.19%	\$ 48,421	\$ 110.00	GST Free
Certified Application for a Building Permit	1b, 2 - 9	0.09%	\$ 102,222	\$ 110.00	GST Free
Uncertified Building Application	1a & 10	0.32%	\$ 28,750	\$ 110.00	GST Free
Demolition Permit	1a & 10	-	Fixed	\$ 110.00	GST Free
Demolition Permit	1b, 2 - 9	Per storey	Per Storey	\$ 110.00	GST Free
Extend Time which an Occupancy Permit or Building Approval Certificate has Effect	-	-	Fixed	\$ 110.00	GST Free
Occupancy Permit - Completed Building	-	-	Fixed	\$ 110.00	GST Free
Temporary Occupancy Permit - Incomplete Building	-	-	Fixed	\$ 110.00	GST Free
Modification of an Occupancy Permit	-	-	Fixed	\$ 110.00	GST Free
Occupancy Permit for a Permanent Change to Classification	-	-	Fixed	\$ 110.00	GST Free
Occupancy Permit - Unauthorised Works	-	0.18%	\$ 51,111	\$ 110.00	GST Free
Replace Occupancy Permit for Existing Building			Fixed	\$ 110.00	GST Free
Building Approval Certificate - Unauthorised Building Work	-	0.38%	\$ 24,210	\$ 110.00	GST Free
Building Approval Certificate for Existing Building - Authorised Building Work	-	-	Fixed	\$ 110.00	GST Free
Building Services Levy (BSL) - (Former Builders Registration Board Levy - BRB)					
Item	Building Classification	Value/Quantity		Minimum or Set Fee	
Building Commission Levy (old BRB) under \$45,000	All			\$ 61.65	
Building Commission Levy (old BRB) over \$45,000	All	Value of work x 0.137%			
Building Commission Levy (Unauthorised works) under	All			\$ 123.30	
Building Commission Levy (Unauthorised works) over \$45,000	All	Value of works x 0.274%			
Demolition Permit Application Residential	All			\$ 61.65	
Demolition Permit Application Commercial	All	per storey		\$ 61.65	
Demolition Licence	All	-	= < \$45000	\$ 61.65	
Occupancy Permit Application New Building Work	All	-	Fixed	\$ 61.65	
Occupancy Permit Unauthorised Building Work	All	Value of works x 0.18%		\$ 123.30	
Building Approval Certificate	All			\$ 61.65	
Building Approval Certificate Unauthorised Work	All	Value of works x 0.38%		\$ 61.65	
Authorised Building Work \$45,000 or under	All	-	= < \$45000	\$ 61.65	
Construction Training Fund (CTF) - (Former BCITF Levy)					
Item	Building Classification	Multiplier	Trigger	Minimum or Set Fee	
CTF Levy (old BCITF) over \$20,000	All	Value of work x 0.2%		-	

General Notes:

A **Certified Application** has a Certificate of Design Compliance prepared by a Registered Building Surveyor before the application is lodged.

Uncertified Applications can be lodged with the Local Government Authority as usual. They will be assessed and if approved will be issued with a Certificate of Design Compliance and a Building Permit.

13.1.6	Adoption of Differential Rates 2023/2024
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1116
DATE OF REPORT	13 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Advertising Differential rates V 1 [13.1.6.1 - 1 page] 2. Objects and Reasons 2023-2024 V 6 [13.1.6.2 - 2 pages] 3. 2023-2024 DRAFT BUDGET 29062023 V 4 [13.1.6.3 - 2 pages] 4. Menzies Cash Budget 2023-24 - V 33 - SOFA by Nature [13.1.6.4 - 1 page] 5. Menzies Cash Budget 2023-24 - V 33 Capital V 1 [13.1.6.5 - 1 page] 6. Menzies Cash Budget 2023-24 - V 33 Reserve [13.1.6.6 - 1 page] 7. LG A- Application- Assessmentv 1.0- 20220607 - V 1 [13.1.6.7 - 2 pages]

SUMMARY:

To recommend the adoption of the proposed 2023/2024 Differential Rates and the Council's endorsement for public advertising of the 2023/2024 Draft Annual Budget.

BACKGROUND:

There have been several workshops focusing on the Shire's Capital and Operational programs.

As part of the 2023/2024 budget workshop process, Councillors recommended a 3.5% increase over 2022/2023 rates revenue. The Consumer Price Index (CPI) for Perth rose 5.8% for the March quarter 2022 to the March quarter 2023 (ABS). However, this report recommends a total increase in rate revenue of 3.6%, which is still significantly less than the CPI.

COMMENT:

This report recommends a Gross Rental Value (GRV) Vacant and Gross Rental Value (GRV) Improved minimum rate of \$200. The impact on total rates is negligible. The Unimproved Value (UV) Mining rate in the dollar is reduced due to significant increases in valuations.

The proposed 2023/2024 increase in rates revenue is summarised in the tables below and includes the individual rate in the dollar, number of properties to each category and rates revenue.

Rate Category	Total Properties	Total Revenue 2023/2024	Total Revenue 2022/2023	% Revenue
Gross Rental Value (GRV)	247	\$195,639.00	\$196,059.00	-0.2%
Unimproved Value (UV)	1,339	\$4,140,170.96	\$3,983,627.00	3.8%
Total	1,586	\$4,335,809.96	\$4,179,686.00	3.6%

Rate Category	Rate in \$	Minimum Payment \$	Number of properties
GRV - Vacant	8.9400	\$200.00	205
GRV - Improved	8.9400	\$200.00	42
UV - Mining Operations	16.3934	\$328.00	290
UV - Mining Exploration	14.7548	\$328.00	621
UV - Mining Prospecting	14.7548	\$328.00	330
UV - Other	8.5300	\$328.00	98

CONSULTATION:

External consultation has occurred with Moore Australia.

Should the officer's recommendation be adopted, Local Public Notice of the proposed differential rates is required for a period 21 days, seeking submissions by electors and ratepayers.

STATUTORY AUTHORITY:

Local Government Act 1995: Subdivision 6 – Rates and Service Charges

Section 6.33 ‘Differential general rates’

Section 6.35 ‘Minimum payment’

Section 6.36 ‘Local government to give notice of certain rates’

POLICY IMPLICATIONS:

Policy – 4.1 – Budget Preparation Timetable

Among other things, this policy requires the Draft Budget to be advertised on the Shire's website for a period of 28 days seeking public comment.

FINANCIAL IMPLICATIONS:

The Budget for the 2023/2024 financial year incorporates a 3.6% increase to Rates Revenue

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Legislative and policy compliance	Unlikely	Rigorously comply with legislative requirements and Department Guidelines.

STRATEGIC IMPLICATIONS:

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

Outcome

4.2 An efficient and effective organisation.

Strategies

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

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

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That:

1. Local public notice in accordance with Section 6.36 of the Local Government Act 1995, be given for the following proposed differential rates for the 2023/2024 financial year:

Differential General Rates

GRV - Vacant Land	0.08940 Minimum rate	\$200.00
GRV - Improved Land	0.08940 Minimum rate	\$200.00
UV - Pastoral	0.08530 Minimum rate	\$328.00
UV - Other	0.08530 Minimum rate	\$328.00

Mining

UV - Mining Operations	0.16393 Minimum rate	\$328.00
UV - Mining Exploration	0.14754 Minimum rate	\$328.00
UV- Mining Prospecting	0.14754 Minimum rate	\$328.00

2. Public submissions received regarding the differential rate shall be considered by the Council before the adoption of any proposed rate.
3. The '2023/2024 Objects and Reasons' for Rating in the Shire of Menzies 2023/2024 be received and endorsed.
4. The 2023/2024 Draft Annual Budget be received and adopted and advertised as required by Council Policy – 4.1 – Budget Preparation Timetable.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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NOTICE OF PROPOSED DIFFERENTIAL RATES

In accordance with Section 6.36 of the Local Government Act 1995 notice is given that the proposed Differential Rates for the 2023/2024 financial year are as follows:

Differential General Rates

GRV Vacant	0.08940	Minimum Rate	\$200.00
GRV Improved	0.08940	Minimum Rate	\$200.00
UV Pastoral	0.08530	Minimum Rate	\$328.00
UV Other	0.08530	Minimum Rate	\$328.00

MINING

UV Mining Operations	0.16393	Minimum Rate	\$328.00
UV Exploration	0.14754	Minimum Rate	\$328.00
UV Prospecting	0.14754	Minimum Rate	\$328.00

The figures shown are estimates and may change as part of the Council's deliberations after consideration of any submissions received.

A statement of Objects and Reasons for the proposed differential rates may be obtained from the Administration Office, Shenton Street Menzies and on the Council website www.menzies.wa.gov.au

Written submissions from electors and ratepayers are invited on the proposed rates and minimum payments. Submissions to be received by Shire of Menzies, PO Box 4, Menzies, WA, 6436 or submitted by email to admin@menzies.wa.gov.au **no later than 4.00pm Thursday 20 July 2023**

Further information may be obtained by contacting Shire of Menzies office on 9024 2041 or emailing admin@menzies.wa.gov.au

Robert Stewart
Acting Chief Executive Officer



Objects and Reasons for Rating in the Shire of Menzies 2023/2024

INTRODUCTION

In accordance with section 6.36 Local Government Act 1995, the following information details the objective and reasons for proposed Differential of minimum rates.

Basis of Rating

The overall objective of the proposed rates in the 2023/2024 Financial Year Budget is to provide the net funding requirements on the Shire's services, activities, financing costs, and current and future capital requirements to achieve a balance budget.

The basis for property rates is calculated using two types of values; Gross Rental Value (GRV) which generally applies for residential, commercial, urban areas; and Unimproved Value (UV) which is generally applies for rural land values are provided by Landgate.

Rates for 2023/2024

For the 2023/2024 financial year, the Council has endorsed a 3.6% increase to total rates revenue of \$4,335,809.96. For the financial year 2022/2023 the total amount levied, including interims, was \$4,179,686.00

Updated Valuation

Updated Unimproved Values (UV) for rural properties are provided every year, and updated Gross Rental Values (GRV) for residential, commercial, and special rural properties are provided every three to six years, depending on Landgate's Valuation Schedule.

The following table of Rate in the dollar and Minimum payments are applied for 2023/2024 financial year:

Rate Category	Rate in \$	Minimum Payment \$	Number of properties
GRV - Vacant	8.9400	\$200.00	205
GRV - Improved	8.9400	\$200.00	42
UV - Mining Operations	16.3934	\$328.00	290
UV - Mining Exploration	14.7548	\$328.00	621
UV - Mining Prospecting	14.7548	\$328.00	330
UV - Other (Include Pastoral and Kookynie Townsite)	8.5300	\$328.00	98

GROSS RENTAL VALUE (GRV).

This category includes all residential, commercial, and vacant lots within the townsite of Menzies. The object of the rate in the dollar for this category is to raise sufficient revenue to offset the costs associated with the provision of current and future services. This rate ensures all ratepayers make a reasonable contribution towards the ongoing maintenance, provision of works, service, and facilities in the Shire.

The 2023/2024 financial year rate in the dollar is 8.9400 cents and the minimum rate is \$200 for all Gross Rental Value (GRV) properties.

UNIMPROVED VALUATION (UV)

This category includes all Mining, Exploration and Prospecting Leases. Pastoral land is also included. The 2023/2024 financial year minimum rate \$328 applies to all Unimproved Valuation (UV) categories.

Objects and Reasons for Minimum Rates

Local Government Act 1995, Section 6.35

The Council has established minimum rates for each Rate Category. These amounts represent the minimum rate that should be charged and may exceed the result of calculating a property's rating basis valuation (GRV or UV) with the rate in the dollar for the rate group.

Minimum rates have been prepared to comply with the Local Government Act 1995 which requires no more than 50% of properties to be levied on a minimum rate unless Ministerial approval is obtained.

The 2023/2024 Differential Rating is compliant with the Act and Ministerial Approval is not required.

Submissions

Should any person wish to make a submission regarding the Council's proposed adoption of differential rates, such submission should be forwarded to the Shire of Menzies, PO Box 4, Menzies, WA 6436 or email admin@menzies.wa.gov.au to be received no later than 4.00pm Thursday 20 July 2023.



2023/2024 DRAFT BUDGET

The forecast Draft Annual Budget position includes an estimated brought forward figure from 2022/2023 of \$3,663,622.00. This amount is primarily derived from capital funds/grants relating to incomplete capital projects.

Staffing

Employee costs consist of direct salaries and wages, annual and long service leave provisions, worker's compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefit tax and any other cost related to the employment of staff.

Capital Works Program

The capital works program for 2023/2024 includes \$13,940,018.00 to fund acquisition, construction and the purchase of office equipment, plant, building and infrastructure assets.

A detailed Capital Works schedule for each program is [attached](#).

General Purpose Funding	\$195,000.00
Law, Order & Public Safety	\$90,000.00
Health	\$300,000.00
Housing	\$3,040,691.00
Community Amenities	\$143,350.00
Recreation & Culture	\$797,445.00
Transport	\$7,616,541.00
Economic Services	\$1,656,991.00
Other Property & Services	\$100,000.00
Total	\$13,940,018.00

To fund the full capital works program, the Council will need to contribute \$2,534,654.00 from municipal funds and \$4,724,715.00 from reserve funds and sale proceeds. The remaining balance is funded through grant income and the carried forward figure from the 2022/2023 financial year.



As we progress the Draft Annual Budget through to adoption, the capital program may be varied to accommodate required changes in capital project scopes.

Financial Reserve

Shire Officers reviewed the level and use of reserve funds as part of the planning process. Reserve funds are often held for specific activities and therefore may only be used to fund those activities.

Restricted reserves must be cash backed.

A total of \$4,644,715.00 is anticipated to be required from reserve funds with \$1,044,750.00 being transferred into reserve resulting in a net transfer out of reserve of \$3,639,965.00. Should the reserve transfers proceed as budgeted for 2023/2024, the expected balance of reserve funds as at 30 June 2024 will be \$8,121,972.00

A detail of Statement of Reserve Fund Movement for 2023/2024 financial year is [attached](#).

New Borrowing

The 2023/2024 Draft Budget proposes new borrowing of \$650,000.00 from the Western Australia Treasury Corporation (WATC) to fund new Government Regional Officer Housing (GROH) Construction. The estimated current interest of 4.14% will result in an annual principal loan repayment of \$53,627.25 and interest of \$26,084.59

A detailed Principal and Interest repayment schedule for the 2023/2024 financial year is [attached](#).

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDED 30 JUNE 2024

	2022/23 Adopted Budget \$	2022/23 Revised Budget \$	June 2023 Y-T-D Budget \$	June 2023 Actual \$	2023/24 Budget \$
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	4,100,270	4,100,270	4,100,270	4,179,686	4,335,810
Grants, Subsidies and Contributions	2,831,502	2,831,502	2,831,502	1,347,422	1,283,541
Fees and Charges	242,085	267,085	267,085	312,757	240,205
Service Charges	0	0	0	0	0
Interest Revenue	101,500	271,000	271,000	316,713	271,500
Other Revenue	30,450	38,450	38,450	24,701	30,450
Profit on Disposal of Assets	4,231	4,231	4,231	0	43,894
FV Adjust (Revenue)	0	0	0	0	0
	<u>7,310,038</u>	<u>7,512,538</u>	<u>7,512,538</u>	<u>6,181,279</u>	<u>6,205,400</u>
Expenditure from operating activities					
Employee Costs	(2,562,798)	(2,651,574)	(2,651,574)	(2,138,760)	(2,797,579)
Materials and Contracts	(2,770,434)	(2,812,021)	(2,812,021)	(2,251,873)	(2,566,156)
Utility Charges	(114,910)	(114,910)	(114,910)	(91,214)	(109,600)
Depreciation	(1,961,063)	(1,973,063)	(1,973,063)	(2,076,570)	(2,140,427)
Finance Costs	0	0	0	0	(26,085)
Insurance Expenses	(135,278)	(137,321)	(137,321)	(115,163)	(135,799)
Other Expenditure	(454,410)	(459,410)	(459,410)	(227,962)	(601,711)
Loss on Disposal of Assets	(20,827)	(20,827)	(20,827)	(10,910)	0
FV Adjust (Expenditure)	0	0	0	0	0
	<u>(8,019,719)</u>	<u>(8,169,125)</u>	<u>(8,169,125)</u>	<u>(6,912,453)</u>	<u>(8,377,356)</u>
Non-cash amounts excluded from operating activities					
(Profit)/Loss on Asset Disposals	16,596	16,596	16,596	10,910	(43,894)
Movement in Current Employee Benefits cash backed	0	0	0	4,025	3,930
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0
Movement in Employee Benefit Provisions	0	0	0	0	0
Adjustment in Fixed Assets	0	0	0	166,551	0
Movement Due to Changes in Accounting Standards	0	0	0	0	0
Rounding	0	0	0	0	0
Depreciation on Assets	<u>1,961,063</u>	<u>1,973,063</u>	<u>1,973,063</u>	<u>2,076,570</u>	<u>2,140,427</u>
	<u>1,977,659</u>	<u>1,989,659</u>	<u>1,989,659</u>	<u>2,258,057</u>	<u>2,100,463</u>
Amount attributable to operating activities	1,267,979	1,333,072	1,333,072	1,526,883	(71,494)
INVESTING ACTIVITIES					
Inflows from investing activities					
Capital Grants, Subsidies and Contributions	4,223,830	4,223,830	4,223,830	1,748,365	6,037,299
Proceeds from Disposal of Assets	40,000	40,000	40,000	19,090	80,000
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0
	<u>4,263,830</u>	<u>4,263,830</u>	<u>4,263,830</u>	<u>1,767,455</u>	<u>6,117,299</u>
Outflows from investing activities					
Purchase Land Held for Resale	0	0	0	0	0
Purchase of Land and Buildings	(4,778,021)	(3,703,021)	(3,703,021)	(310,666)	(4,140,968)
Purchase of Furniture & Equipment	0	0	0	0	0
Purchase of Plant & Equipment	(655,000)	(215,000)	(215,000)	(50,499)	(800,000)
Purchase of Infrastructure Assets - Roads	(5,045,830)	(5,045,830)	(5,045,830)	(2,596,670)	(6,941,541)
Purchase of Infrastructure Assets - Footpaths	(50,000)	(50,000)	(50,000)	0	(50,000)
Purchase of Infrastructure Assets - Parks & Ovals	(70,000)	(91,245)	(91,245)	(41,244)	0
Purchase of Infrastructure Assets - Other	(1,971,124)	(1,921,124)	(1,921,124)	(155,762)	(2,007,509)
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0
	<u>(12,569,975)</u>	<u>(11,026,220)</u>	<u>(11,026,220)</u>	<u>(3,154,841)</u>	<u>(13,940,018)</u>
Amount attributable to investing activities	(8,306,145)	(6,762,390)	(6,762,390)	(1,387,386)	(7,822,719)
FINANCING ACTIVITIES					
Inflows from financing activities					
Proceeds from New Borrowings	0	0	0	0	650,000
Transfers from Restricted Asset (Reserves)	4,294,927	4,294,927	4,294,927	108,230	4,644,715
Transfers from Restricted Asset (Other)	0	0	0	0	0
	<u>4,294,927</u>	<u>4,294,927</u>	<u>4,294,927</u>	<u>108,230</u>	<u>5,294,715</u>
Outflows from financing activities					
Repayment of borrowings	0	0	0	0	(53,627)
Payments for principal portion of lease liabilities	0	0	0	0	0
Transfers to Restricted Assets (Reserves)	(1,315,921)	(363,221)	(363,221)	(534,323)	(1,004,750)
Transfers to Restricted Assets (Other)	0	0	0	0	0
	<u>(1,315,921)</u>	<u>(363,221)</u>	<u>(363,221)</u>	<u>(534,323)</u>	<u>(1,058,377)</u>
Amount attributable to financing activities	2,979,006	3,931,706	3,931,706	(426,093)	4,236,338
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus or deficit at the start of the financial year	4,059,160	3,950,217	3,950,217	3,950,217	3,663,622
Amount attributable to operating activities	1,267,979	1,333,072	1,333,072	1,526,883	(71,494)
Amount attributable to investing activities	(8,306,145)	(6,762,390)	(6,762,390)	(1,387,386)	(7,822,719)
Amount attributable to financing activities	2,979,006	3,931,706	3,931,706	(426,093)	4,236,338
Surplus or deficit at the end of the financial year	(0)	2,452,605	2,452,605	3,663,622	5,747

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

SHIRE OF MENZIES
CAPITAL WORKS SCHEDULE FOR PERIOD FROM 1 JULY 2023 TO 30 JUNE 2024

Particulars	GL Account Number	Job Number	Job Cost Account	Cost Accounts Agree	Balance Sheet Category	Balance Sheet Description (Asset Class)	Budget 2023/24	Source of Funds					
								Borrowings	Grants/ Contributions	Restricted	Reserves	Proceeds on Sale of Assets	Municipal Funds
General Purpose Funding													
Other Governance Costs													
Administration Communications Equipment	4040230	C0141	4040230	Y	530	Plant & Equipment	\$ 15,000.00						\$ 15,000
Vehicle Replacement CEO	4040230	CP001	4040230	Y	530	Plant & Equipment	\$ 80,000.00				\$ 30,000	\$ 50,000	\$ -
Software and IT Systems	4040230	C0142	4040230	Y	530	Plant & Equipment	\$ 100,000.00						\$ 100,000
							\$ 195,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 50,000	\$ 115,000
Law, Order & Public Safety													
Other Law, Order & Public Safety													
LRCI Menzies CCTV Expenditure	4050330	LRC0118	4050330	Y	530	Plant & Equipment	\$ 90,000.00		\$ 90,000				\$ -
							\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Health													
Other Welfare													
Community Shed	4080410	BC060A	4080410	Y	510	Buildings	\$ 300,000.00				\$ 300,000		\$ -
							\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Housing													
Housing - Council Staff													
New 2x1 Staff House - Building (Capital)	4090110	BC010	4090110	Y	510	Buildings	\$ 326,691.00				\$ 326,691		\$ -
New 2x1 Staff House (21-22)	4090110	BC011	4090110	Y	510	Buildings	\$ 570,000.00				\$ 570,000		\$ -
Housing Other													
Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	4090210	BC020	4090210	Y	510	Buildings	\$ 894,000.00				\$ 496,985		\$ 397,015
GROH House 4x2	4090210	BC023	4090210	Y	510	Buildings	\$ 700,000.00	\$ 350,000					\$ 350,000
GROH House 2x1	4090210	BC024	4090210	Y	510	Buildings	\$ 550,000.00	\$ 300,000					\$ 250,000
							\$ 3,040,691	\$ 650,000	\$ -	\$ -	\$ 1,393,676	\$ -	\$ 997,015
Community Amenities													
Other Community Amenities													
LRCI Sealing of Parking Menzies Public Toilets Expenditure	4100790	LRC0116	4100790	Y	590	Infrastructure Other	\$ 143,350.00		\$ 143,350				\$ -
							\$ 143,350	\$ -	\$ 143,350	\$ -	\$ -	\$ -	\$ -
Recreation & Culture													
Public Halls, Civic Centres													
Town Hall (Hall) - Building (Capital)	4110110	BC026	4110110	Y	510	Buildings	\$ 100,000.00				\$ 100,000		\$ -
Other Recreation & Sport													
Kookynie Fencing	4110390	IO040	4110390	Y	590	Infrastructure Other	\$ -						\$ -
Tjuntjuntjara Water Park Expenditure	4110390	PC114	4110390	Y	590	Infrastructure Other	\$ 150,000.00				\$ 150,000		\$ -
LRCI Phase 4 (Budget Only)	4110390	LRC000B	4110390	Y	590	Infrastructure Other	\$ 547,445.00		\$ 547,445				\$ -
													\$ -
Transport													
Streets, Roads, Bridges & Depot Construction													
Roads Construction													
Municipal Funded Works													
Program Reseal	4120140	C1213	4120140	Y	540	Infrastructure Roads	\$ 250,000.00						\$ 250,000
Niagara Dam Rd (Capital)	4120141	RC059	4120141	Y	540	Infrastructure Roads	\$ 200,000.00				\$ 200,000		\$ -
Kookynie Malcom Rd (Capital)	4120142	RC038	4120142	Y	540	Infrastructure Roads	\$ 300,000.00				\$ 300,000		\$ -
Tjuntjuntjara Access Rd (Capital)	4120142	RC049	4120142	Y	540	Infrastructure Roads	\$ 300,000.00						\$ 300,000
Tjuntjuntjara Internal Roads Program (20-21)	4120142	RC249	4120142	Y	540	Infrastructure Roads	\$ 250,000.00				\$ 250,000		\$ -
Road To Recovery (RTR) Funded Works													
Tjuntjuntjara Access Road (R2R 23-24)	4120146	R2R049D	4120146	Y	540	Infrastructure Roads	\$ 510,627.00		\$ 510,627				\$ -
RRG (MRWA) Project Funded Works													
Yarri Road (RRG 21-22)	4120150	RRG039A	4120150	Y	540	Infrastructure Roads	\$ 38,000.00		\$ 38,000				\$ -
Tjuntjuntjara Access Rd (RRG)	4120150	RRG049	4120150	Y	540	Infrastructure Roads	\$ 80,000.00		\$ 80,000				\$ -
Menzies North West (RRG 23/24)	4120151	RRG007F	4120151	Y	540	Infrastructure Roads	\$ 624,000.00		\$ 416,000				\$ 208,000
Evanston - Menzies Road (RRG 23/24)	4120151	RRG008B	4120151	Y	540	Infrastructure Roads	\$ 81,000.00		\$ 54,000				\$ 27,000
Riverina - Snake Hill Road (RRG 23/24)	4120151	RRG013A	4120151	Y	540	Infrastructure Roads	\$ 490,000.00		\$ 326,666				\$ 163,334
Kookynie - Malcom Road (RRG 23/24)	4120151	RRG038A	4120151	Y	540	Infrastructure Roads	\$ 297,914.00		\$ 198,609				\$ 99,305
Tjuntjuntjara Access Road (Indigenous Community Access Rd)	4120164	ICA049	4120164	Y	540	Infrastructure Roads	\$ 320,000.00		\$ 320,000				\$ -
Cutline Road Expenditure CKB	4120164	ICA050	4120164	Y	540	Infrastructure Roads	\$ 2,400,000.00		\$ 2,400,000				\$ -
Tjuntjuntjara Access Road (NoRA Supplementary Funding 22/23) Ex	4120164	NORA049	4120164	Y	540	Infrastructure Roads	\$ 700,000.00		\$ 700,000				\$ -
Black Spot (MRWA) Project Funded Works													\$ -
Footpath Construction													
Footpath Construction General (Budgeting Only)	4120170	FC000	4120170	Y	560	Infrastructure Footpaths	\$ 50,000.00						\$ 50,000
Infrastructure Other													
Main Street (Shenton) Streetscaping	4120190	C100	4120190	Y	590	Infrastructure Other	\$ 50,000.00						\$ 50,000
Bores to Support Road Works	4120190	C0123	4120190	Y	590	Infrastructure Other	\$ 50,000.00						\$ 50,000
Truck Bay Wilson and Shenton	4120190	C1211	4120190	Y	590	Infrastructure Other	\$ 10,000.00						\$ 10,000
Grids Capital	4120140	GRIDCAP	4120140	Y	540	Infrastructure Roads	\$ 100,000.00						\$ 100,000
Road Plant Purchases													
Rubbish Truck with Compactor	4120330	CP006	4120330	Y	530	Plant & Equipment	\$ 340,000.00				\$ 310,000	\$ 30,000	\$ -
Minor Plant Purchases	4120330	C0127	4120330	Y	530	Plant & Equipment	\$ 15,000.00						\$ 15,000
Trailer for Accomodation (23/24)	4120330	C1220	4120330	Y	530	Plant & Equipment	\$ 160,000.00				\$ 160,000		\$ -
Water - Infrastructure Other (Capital)													
Town Dam Upgrade	4120790	C0121	4120790	Y	590	Infrastructure Other	\$ -						\$ -
							\$ 7,616,541	\$ -	\$ 5,043,902	\$ -	\$ 1,220,000	\$ 30,000	\$ 1,322,639
Economic Services													
Tourism and Area Promotion													
Building not specified	4130210	BC000	4130210	Y	510	Buildings	\$ 100,000.00						\$ 100,000
Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	4130210	BC028	4130210	Y	510	Buildings	\$ 500,277.00				\$ 500,277		\$ -
Niagara Dam Capital Works	4130290	C0131	4130290	Y	590	Infrastructure Other	\$ 850,762.00				\$ 850,762		\$ -
LRCI Tourism Signage (district wide) Expenditure	4130290	LRC0117	4130290	Y	590	Infrastructure Other	\$ 205,952.00		\$ 205,952				\$ -
							\$ 1,656,991	\$ -	\$ 205,952	\$ -	\$ 1,351,039	\$ -	\$ 100,000
Other Property & Services													
General Administration Overheads													
Town Hall (Admin) - Building (Capital)	4140210	BC027	4140210	Y	510	Buildings	\$ 100,000.00				\$ 100,000		\$ -
(Refurbishment)													\$ -
							\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
GRAND TOTAL							\$ 13,940,018	\$ 650,000	\$ 6,030,649	\$ -	\$ 4,644,715	\$ 80,000	\$ 2,534,654

SHIRE OF MENZIES

STATEMENT OF RESERVE MOVEMENTS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024

	Account Number	Reserve																Total Reserves
		Leave	Building	Plant	Roads	Main Street	Staff Amenities	Television	Caravan Park	Bitumen	Rates Creditors	Niagra Dam	Water Park	Waste Management	Former Post Office	Commercial Enterprise	Land Purchase	
Opening Balance - 1/7/23		210,133	3,230,770	1,799,722	2,337,905	143,925	405,082	18,333	437,966	618,714	52,396	1,273,281	223,390	360,986	428,714	13,221	207,399	11,761,937
Additions To Reserves (Transfers To)																		
Reserve Interest Received Allocated to Reserves	4030281	3,930	60,430	33,663	43,729	2,692	7,577	343	8,192	11,573	980	23,816	4,178	6,752	8,019	247	3,879	220,000
Leave Reserve	4040281																	0
Building Reserve	4090183		0															0
Plant Reserve	4120381																	0
Roads Reserve	4120181																	0
Main Street Reserve	4120184																	0
Staff Amenities Reserve	4090181																	0
TV Reserve	4110481																	0
Caravan Park Reserve	4130281																	0
Bitumen Reserve	4120183																	0
Rates Creditors Reserve	4140281																	0
Niagara Dam Reserve	4130283											484,750						484,750
Water Park Reserve	4110381																	0
Economic Development Reserve																		0
Waste Management Reserve	4100181													300,000				300,000
Former Post Office Reserve	4090281																	0
Commercial Enterprise Reserve	4130881															0		0
Land Purchase Reserve	4130883																	0
Transfer to Leave Reserve - General Allocation	4140281																	0
Transfer to Plant Replacement Reserve - General Allocation	4120381																	0
Total Additions to Reserves		3,930	60,430	33,663	43,729	2,692	7,577	343	8,192	11,573	980	508,566	4,178	306,752	8,019	247	3,879	1,004,750
Reserves Utilised (Transfers From)																		
Leave Reserve	5040281																	0
Building Reserve																		0
- Community Shed	5080481		300,000															300,000
- New 2x1 Staff House	5090181		326,691															326,691
- Town Hall Roof	5110181		100,000															100,000
- Lady Shenton/CRC	5130284		500,277															500,277
- Town Hall Refurbishment	5140281		100,000															100,000
Plant Reserve	5120381																	0
- CEO Vehicle replacement	5040281			30,000														30,000
Roads Reserve																		0
- Kookynie Malcom Rd (Capital)	5120181				300,000													300,000
- Tjuntjunjarra Internal Roads Program	5120181				250,000													250,000
- Trailer Accomodation	5120381				160,000													160,000
- Rubbish Truck w/- Compactor	5120381				310,000													310,000
Main Street Reserve	5120184																	0
Staff Amenities Reserve																		0
- New 2x1 Staff House (21-22)	5090181		570,000															570,000
TV Reserve	5110481																	0
Caravan Park Reserve																		0
- Mercer Street Caravan Park Infrastructure	5130281																	0
Bitumen Reserve	5120184									200,000								200,000
Rates Creditors Reserve	5140281																	0
Niagara Dam Reserve	5130283											850,762						850,762
Water Park Reserve	5110381												150,000					150,000
Economic Development Reserve																		0
Waste Management Reserve	5100181																	0
Former Post Office Reserve	5090281		86,985												410,000			496,985
Commercial Enterprise Reserve	5106100																	0
Land Purchase Reserve	5130883																	0
Total Reserves Utilised		0	1,983,953	500,000	550,000	0	0	0	0	200,000	0	850,762	150,000	0	410,000	0	0	4,644,715
		0																
Closing Reserve Balances		214,063	1,307,247	1,333,385	1,831,634	146,617	412,659	18,676	446,158	430,287	53,376	931,085	77,568	667,738	26,733	13,468	211,278	8,121,972
Total Reserves - 30/06/24																		8,121,972



Principal & Interest Calculator

Interest Rate:	4.14%	Quarterly
	1.04%	
Date of Advance:	30/06/2023	
Term (yrs)	10	Years
Amount of Advance:	\$ 650,000.00	
Schedule Basis:	40	Repayments
Payments per year	4	Quarterly

Total Interest	\$26,084.58
Total Capital	\$53,627.24
Total Combined	\$79,711.82

	Date	Interest	Capital	Total
1	30/09/2023	\$6,727.50	\$13,200.46	\$19,927.96
2	30/12/2023	\$6,590.88	\$13,337.08	\$19,927.96
3	30/03/2024	\$6,452.84	\$13,475.12	\$19,927.96
4	30/06/2024	\$6,313.37	\$13,614.59	\$19,927.96
	Total	\$26,084.58	\$53,627.24	\$79,711.82

13.1.7	Elected Members' Remuneration for 2023/2024 Financial Year
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1117
DATE OF REPORT	13 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Councillor payments - 23-24 V 1 [13.1.7.1 - 1 page]

SUMMARY:

The purpose of this report is for Council to consider and adopt the Elected Members' Remuneration for 2023/2024 financial year.

BACKGROUND:

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

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

For the 2023/2024 financial year, the tribunal has determined that remuneration, fees, expenses, and allowance ranges be increase by 1.5% from those determined for the 2022/2023 financial year. Shire of Menzies falling under Band 4.

COMMENT:

The Salaries and Allowances Tribunal has determined that the fees for 2023/2024 financial year will be:

Council Meeting Attendance Fees per Annum

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

Band	For a council member other than mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
4	\$3,735	\$9,890	\$3,735	\$20,325

Annual Allowance for a Mayor or President

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

For a mayor or president		
Band	Minimum	Maximum
4	\$535	\$20,875

Annual Allowance for Deputy President

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

It is proposed that the new Elected Member Remuneration for 2023/2024 financial year be set as:

	2023/2024	2022/2023
<u>President</u>		
Annual Attendance Fee	\$20,122	\$19,410
Annual President Allowance	\$20,666	\$19,864
<u>Deputy President</u>		
Annual Attendance Fee	\$9,791	\$9,410
Annual Deputy President Allowance	\$5,167	\$4,966
<u>All other Councillors</u>		
Annual Attendance Fee	\$9,791	\$9,410
<u>All Councillors</u>		
Annual Communication Fee	\$1,100	\$1,100

CONSULTATION:

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

STATUTORY AUTHORITY:

Local Government Act 1995:

Section 5.98. Fees etc. for council members

Section 5.98A. Allowance for deputy mayor or deputy president

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

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

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL IMPLICATIONS:

The Budget for 2023/2024 financial year incorporates with any changes made to the Elected Member Remuneration

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

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

Outcome

4.2 An efficient and effective organisation.

Strategy

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

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

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That the annual Elected Members' Remuneration for 2023/2024 financial year as follows, be adopted:

President

Annual Attendance Fee	\$20,122
Annual President Allowance	\$20,666

Deputy President

Annual Attendance Fee	\$9,791
Annual Deputy President Allowance	\$5,167

All other Councillors

Annual Attendance Fee	\$9,791
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All Councillors

Annual Communication Fee	\$1,100
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COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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LOCAL GOVERNMENT BAND 4 COUNCILS (Councillor Remuneration)
2023 - 2024 BUDGET

Salaries and Allowances Act 1975 - Determination of the Salaries and Tribunal for Local Government

BAND 4 ALLOWANCES 2023/24		PRESIDENT		DEPUTY		COUNCILLOR	
Effective 1 July 2023		Min	Max	Min	Max	Min	Max
Annual Attendance		\$3,735	\$20,325	\$3,735	\$9,890	\$3,735	\$9,890
Annual Allowance		\$535	\$20,875	\$134	\$5,219	N/A	N/A
ICT Allowance		\$500	\$3,500	\$500	\$3,500	\$500	\$3,500
Total		\$4,770	\$44,700	\$4,369	\$18,609	\$4,235	\$13,390

Shire of Menzies Estimated \$'s - 2023/2024	President	% of Max	Deputy	% of Max	Councillor	% of Max	Estimated Values
Annual Attendance	\$20,122	99%	\$9,791	99%	\$9,791	99%	Population 385
Annual Allowance	\$20,666	99%	\$5,167	99%			Electors
ICT Allowance = \$91.67/month	\$1,100	31%	\$1,100	31%	\$1,100	31%	Councillors 7
Total	\$41,888		\$16,058		\$10,891		
	\$41,888		\$16,058		\$54,456		

Allowance - 2023/34	President	% of Max	Deputy	% of Max	Councillor	% of Max
Monthly Attendance	\$1,676.81	8%	\$815.93	8%	\$815.93	8%
Monthly Allowance	\$1,722.19	8%	\$430.55	8%		
ICT Allowance	\$91.67	3%	\$91.67	3%	\$91.67	3%
Total	\$3,491		\$1,338		\$908	

Allowance - 202/23	President	% of Max	Deputy	% of Max	Councillor	% of Max
Monthly Attendance	\$1,617.50		\$784.17		\$784.17	
Monthly Allowance	\$1,655.33		\$413.83			
ICT Allowance	\$91.67		\$91.67		\$91.67	
Total	\$3,365		\$1,290		\$876	

13.2 Administration Reports

13.2.1	Delegation - Payments from Municipal or Trust Funds	
LOCATION	Not Applicable	
APPLICANT	Internal	
DOCUMENT REF	NAM1106	
DATE OF REPORT	17 May 2023	
AUTHOR	Acting Chief Executive Officer, Rob Stewart	
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	Nil	

SUMMARY:

To create a delegation from the Council to the Chief Executive Officer to approve requisitions and purchase orders for the supply of goods and services and to make payments from the Shire's Municipal or Trust Funds in accordance with Regulation 12 of the Local Government (Financial Management) Regulations 1996. This includes the authority to make payments of accounts and salaries and wages, payroll deductions and other obligations by cheque or Electronic Funds Transfer.

BACKGROUND:

It appears that the council has only purported to give the above delegation through Policy 4.10 Financial Management – Payments of Accounts and Purchasing Policy Limits. A policy is not an appropriate vehicle for conferring a power as that process needs to be completed through an absolute majority decision of the council.

COMMENT:

The adoption of a delegation now does not affect previous requisitions.

CONSULTATION:

There has been no external consultation.

STATUTORY AUTHORITY:

Local Government Act 1995

Section 5.42: Delegation of some powers and Duties to CEO.

Local Government (Financial Management) Regulations 1996

‘A payment may only be made from the municipal fund or the trust fund-

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds – by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the Council.’

POLICY IMPLICATIONS:

The review of policy 4.10 referred to above is scheduled for March 2024. As the purported authority referred to in that policy is without power that portion will be superseded by the new delegation the subject of this report.

FINANCIAL IMPLICATIONS:

There are no cost implications.

RISK ASSESSMENT:

It is crucial that the purchasing process is undertaken in accordance with the Act, Regulations and council policies. This process will not be undertaken correctly without the appropriate powers in place.

STRATEGIC IMPLICATIONS:

The Shire of Menzies Strategic Community Plan 2021 – 2031 at Outcome 4.2 (An efficient and effective organisation) provides at Strategy 4.2.1: ‘Maintain a high level of corporate governance, responsibility and accountability.’

Accordingly, the recommendation contained within this report aligns with that strategy.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That the Chief Executive Officer be delegated the authority to approve requisitions and purchase orders for the supply of goods and services and to make payments from the Shire Municipal Fund or Trust Fund in accordance with Regulation 12 of the Local Government (Financial Management) Regulations 1996.

Conditions

1. Subject to the requirements of Regulations 5, 11, 12 and 13 of the Local Government (Financial Management) Regulations 1996.
2. All Payments are to be authorised and signed in accordance with the Council's policies and approved work procedures. Authority to the CEO is subject to annual budget limitations.
3. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next available ordinary meeting of the council.
4. Must comply with relevant council policies as adopted from time to time.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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13.2.2	2023 WALGA Local Government Convention	
LOCATION	Nil	
APPLICANT	Internal	
DOCUMENT REF	NAM1107	
DATE OF REPORT	19 May 2023	
AUTHOR	Acting Chief Executive Officer, Rob Stewart	
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	Nil	

SUMMARY:

The 2023 WALGA (Western Australian Local Government Association) Local Government Convention will be held from Sunday 17 September to Tuesday 19 September 2023 at Crown Perth.

This report will recommend representatives from the Shire of Menzies be authorised to attend the Convention.

BACKGROUND:

WALGA is the peak body for local government authorities in Western Australia.

The Convention is held annually and creates an opportunity for all local authorities in WA to attend keynote addresses relating to local government, network with representatives from other local authorities and, usually, creates an opportunity to meet with government representatives to discuss matters relating to local government and specifically their own local government. It also provides an opportunity for services providers to the local government industry to showcase their products and services.

COMMENT:

Attendance is considered worthwhile for all Councillors.

CONSULTATION:

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

STATUTORY AUTHORITY:

Local Government Act 1995

Section 2.5 of the Act provides that a local government has the legal capacity of a natural person.

POLICY IMPLICATIONS:

Policy 1.12 Elected Members' Ongoing Professional Development.

The above policy provides (among other things) that attendance at WALGA conferences is considered part of a Councillor's ongoing professional development.

Further, any Councillor attending the conference is required to provide a written report to the Council on the benefits of attending the conference.

FINANCIAL IMPLICATIONS:

The draft 2023 – 2024 Budget at present provides an amount of \$30,000.00 for the professional development of Councillors.

RISK ASSESSMENT:

Should fewer than all Councillors attend the Convention or no Councillor attends the Convention, the risk is considered low that there will be any short-term impact.

STRATEGIC IMPLICATIONS:

The Council's Strategic Community Plan 2021 – 2031 provides at Outcome 4.2 (An efficient and effective organisation) the following Strategy:

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

Ongoing professional development will assist Councillors to ensure this strategy is achieved.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Councillor _____, _____, _____, _____, _____, _____, and _____ be authorised to attend the 2023 WALGA Local Government Convention and the costs of

registration, accommodation, meals and transport be charged to Professional Development.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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13.2.3	Model Code of Conduct Policy Review	
LOCATION	Not Applicable	
APPLICANT	Internal	
DOCUMENT REF	NAM1108	
DATE OF REPORT	30 May 2023	
AUTHOR	Acting Chief Executive Officer, Rob Stewart	
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	1. Policy 1.1.1 Code of Conduct for Council Members, Committee Members and Candidates [13.2.3.1 - 9 pages]	

SUMMARY:

To review Policy 1.1.1 Model Code of Conduct for Council Members, Committee Members and Candidates in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Model Code of Conduct for Council Members, Committee Members and Candidates was adopted by the Council on 25 March 2021.

At that time the Department of Local Government, Sport and Cultural Industries (DLGSC) required all local governments to adopt the Model Code without change to Divisions 2 and 4, although changes could be made to Division 3 if such changes were consistent with the Model Code.

COMMENT:

The DLGSC notes that: 'The purpose of the Model Code is to guide decisions, actions and behaviours of council members, committee members and candidates in local elections. The intent of the Model Code is that local governments will address behaviour through education rather than sanctions.'

The existing Code can be endorsed without change.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Local Government Act 1995

Section 5.104 requires the adoption of a code of conduct which incorporates the model code of conduct.

Local Government (Code of Conduct) Regulations 2021

Schedule 1 of the regulations contains the Model Code of Conduct.

POLICY IMPLICATIONS:

The Model Code of Conduct has been adopted as Policy 1.1.1 of the Council.

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 adopted.

RISK ASSESSMENT:

The Model Code of Conduct, if followed by Councillors will reduce legal and reputational risk.

STRATEGIC IMPLICATIONS:

The Council's Community Strategic Plan 2021 – 2031 provides at Outcome 4.2: An efficient and effective organisation the following strategy:

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

The Officer's Recommendation aligns with this strategy.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Policy 1.1.1 Model Code of Conduct for Council Members, Committee Members and Candidates be endorsed without amendment.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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SHIRE OF MENZIES

CODE OF CONDUCT

2023

**Council Members, Committee
Members and Candidates**



POLICY – 1.1.1 – Code of Conduct

Relevant Delegation

N/A

1. Objectives

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

2. Policy Statement

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

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

- Local Government (Administration) Amendment Regulations 2021
 - Local Government (Model Code of Conduct) Regulations 2021
- 2.1. The following Policy Schedule 1.1.1 – Model Code of Conduct for Council Members, Committee Members and Candidates forms part of this Statement.
- 2.2. The Model Code of Conduct applies to: -
- Councillors, insofar as it is not contradicted by the Local Government Act or Rules of Conduct Regulations;
 - Committee Members and Council Election Candidates.

- *End of Policy*

ADOPTED: 25 MARCH 2021
LAST REVIEWED: 29 JUNE 2023

POLICY SCHEDULE 1.1.1 – MODEL CODE OF CONDUCT

FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Based on Mandatory Code of Conduct issued by DLGSC

Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

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

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

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

6. Accountability

A council member or committee member should —

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

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

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

8. Personal integrity

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

9. Relationship with others

A council member, committee member or candidate —

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

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

10. Council or committee meetings

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

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

11. Complaint about alleged breach

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

12. Dealing with complaint

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

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

13. Dismissal of complaint

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

14. Withdrawal of complaint

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

15. Other provisions about complaints

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

Division 4 — Rules of conduct

Notes for this Division:

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

16. Overview of Division

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

17. Misuse of local government resources

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

18. Securing personal advantage or disadvantaging others

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

19. Prohibition against involvement in administration

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

20. Relationship with local government employees

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

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
 - closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
 - confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
 - document** includes a part of a document;
 - non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

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

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

23. Compliance with plan requirement

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

– *End of Schedule*

ADOPTED: 25 March 2021

LAST REVIEWED: 29 JUNE 2023

13.2.4	Code of Conduct for Employees Policy Review
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1109
DATE OF REPORT	2 June 2023
AUTHOR	Executive Officer, Maureen Mertyn
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 1.1.2 Employee Code of Conduct with changes shown [13.2.4.1 - 15 pages]

SUMMARY:

To review Policy 1.1.2 Employee Code of Conduct in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Employee Code of Conduct was adopted by the Council on 29 April 2021 to provide consistent guidelines and expectations for the Shire of Menzies employees. The Employee Code of Conduct encourages commitment to ethical and professional behaviour and outlines principles on which individual and collective responsibilities may be based.

COMMENT:

The existing Employee Code of Conduct needs to be amended in the following areas:

- a. the position of Manager Governance needs to be removed as it no longer exists in the adopted organisational chart
- b. in accordance with *Regulation 19AF of the Local Government (Administration) Regulations 1996*, the CEO now determines \$50 as the threshold amount for prohibited gifts and any amount greater than \$0 but less than \$50 as the threshold for reportable gifts.
- c. minor grammatical and format changes

The specific updates to the policy can be found in the attachment marked in red fonts.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Local Government Act 1995

Section 5.51A Code of Conduct for Employees

Local Government (Administration) Regulations 1996

Part 4A Codes of conduct for local government employees

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 Employee Code of Conduct is not regularly reviewed and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the organisation.

STRATEGIC IMPLICATIONS:

The 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 updated Council Policy 1.1.2 Employee Code of Conduct as follows:

‘1 INTRODUCTION

The Shire of Menzies Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Menzies' commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the Local Government Act 1995 (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

1.1 Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the Local Government (Administration) Regulations 1996.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees include persons employed by the Shire of Menzies or engaged by the Shire under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities.

Where relevant, and appropriate, the Code applies to volunteers, assisting the Shire on general or specific projects.

Clause 3.15 of this Code (Gifts) does not apply to the CEO.

2 VISION

The Shire will endeavour to provide the community services and facilities to meet the needs of the community and enable them to enjoy a pleasant and healthy way of life.

3 CODE OF CONDUCT

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;
- (b) ensure that advice and information is available to the council so that informed decisions can be made;
- (c) cause council decisions to be implemented;
- (d) manage the day to day operations of the local government;
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- (f) speak on behalf of the local government if the mayor or president agrees;
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Menzies

The principles set out in section 5.40 of the Act apply to the employment of the Shire's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and

- (e) employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2020; and
- (f) such other principles, not inconsistent with this Division, as may be prescribed.
- Local Government Act 1995

3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire,
- (b) perform their duties impartially and in the best interests of the Shire uninfluenced by fear or favour,
- (c) act in good faith (i.e., honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community,
- (d) make no allegations which are improper or derogatory (unless true and in the public interest)
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire.

3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to the CEO in accordance with this Code and the Shire's policies.

3.5 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.

3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their immediate Manager or the CEO.

- (b) Employees will give effect to the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision making, whether or not they agree with or approve of them.

3.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct professional and responsible management practices.

3.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire upon its creation unless otherwise agreed by separate contract.

3.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire's Recordkeeping Plan.

3.10 Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of and comply with their obligations under relevant law and the Shire's policies regarding workplace behaviour and occupational safety and health, set out in Council and/or CEO Policy Manuals.
- (c) Employee behaviour should reflect the Shire's values and contribute towards creating and maintaining a safe and supportive workplace.

3.11 Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly, and equitably.

3.12 Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire's activities should reflect the status, values, and objectives of the Shire
- (b) Communications should be accurate, polite, and professional.

3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments, or engage in communication activities about or on behalf of the Shire, its Council Members, employees or contractors, which breach this Code.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the Corruption, Crime and Misconduct Act 2003.

3.14 Personal Presentation

Employees' dress standards are to be neat and responsible at all times. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

3.15 Gifts

(a) Application

This clause does not apply to the CEO.

(b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the Local Government (Administration) Regulations 1996;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the Local Government (Administration) Regulations 1996]

associated person has the meaning given to it in the Local Government (Administration) Regulations 1996;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the Local Government (Administration) Regulations 1996]

gift has the meaning given to it in the Local Government (Administration) Regulations 1996;

gift —

(a) has the meaning given in section 5.57 [of the Local Government Act 1995]; but

(b) does not include —

(i) a gift from a relative as defined in section 5.74(1); or

(ii) a gift that must be disclosed under the Local Government (Elections) Regulations 1997 regulation 30B; or

(iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or

(iv) gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);
[r.19AA of the Local Government (Administration) Regulations 1996]

gift means —

(a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or

(b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the Local Government Act 1995]

relative, in relation to a relevant person, means any of the following —

a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;

the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the Local Government (Administration) Regulations 1996;

prohibited gift, in relation to a local government employee, means —

(a) a gift worth the threshold amount or more; or

(b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the Local Government (Administration) Regulations 1996]

reportable gift means:

- (i) a gift worth more than \$0 but less than \$50; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$0 but less than \$50.

threshold amount has the meaning given to it in the Local Government (Administration) Regulations 1996, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the Local Government (Administration) Regulations 1996]

(c) Determination

In accordance with Regulation 19AF of the Local Government (Administration) Regulations 1996 the CEO has determined the threshold amount for prohibited gifts is \$50.

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,

of each other gift accepted within the one year period.

- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

Prohibition on certain types of Gifts

The CEO has determined that alcohol, in any form, may not be accepted as a gift by any employee, even if it were otherwise valued below the threshold amount, and could ordinarily be accepted (whether reportable, or not).

The CEO has also determined that cash (or gift cards) may not be accepted as a gift by any employee, even if it were otherwise valued below the threshold amount, and could ordinarily be accepted (whether reportable, or not).

Where alcohol is provided as part of an event or seminar where a fee has been paid to attend, and the registration fee includes the dinner or hospitality where alcohol is provided, then it is not a gift and is not prohibited and need not be disclosed/reported.

Where alcohol is provided as part of an event which an employee is attending, consistent with the Attendance at Events Policy, and where alcohol is provided incidental to the event, then it is not a gift and need not be disclosed/reported.

3.16 Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire without first disclosing their interest to the CEO. In this respect, it does not matter whether the advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.

- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

3.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

3.18 Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

3.19 Disclosure of Interests Relating to Impartiality

- (a) In this clause, interest has the meaning given to it in the Local Government (Administration) Regulations 1996.

interest —

means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the Local Government (Administration) Regulations 1996]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.

- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
 - (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

3.20 Use and Disclosure of Information

- (a) Employees must not access, use, or disclose information held by the Shire except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed, or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.
- (c) Employees must not access, use, or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or

(ii) is permitted or required by law.

3.21 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.22 Use of Shire Resources

- (a) In this clause-

Shire resources includes local government property and services provided or paid for by the Shire;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government
[Section 1.4 of the Local Government Act 1995]

- (b) Employees will-

- (i) be honest in their use of the Shire resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use the Shire resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
- (iii) not use the Shire's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Employees should ensure they are familiar with all relevant Shire Policies and Procedures and direct any questions for clarification to their Manager or the CEO.

3.23 Use of Shire Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire's finances.

- (b) Employees will use Shire finances only within the scope of their authority, as defined in their position descriptions, Council and CEO Policies and procedures and administrative practices.
- (c) Employees with financial management responsibilities will comply with the requirements of the Local Government (Financial Management) Regulations 1996.
- (d) Employees exercising purchasing authority will comply with the Shire's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the Local Government (Financial Management) Regulations 1996.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire's Recordkeeping Plan.

Employees should ensure they are familiar with all relevant Shire Policies and Procedures and direct any questions for clarification to their Manager or the CEO.

3.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to the CEO.

3.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire policies and procedures, depending on the nature of the suspected breach.

3.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour to the CEO.
- (b) In accordance with the Corruption, Crime and Misconduct Act 2003, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour, using the Shire's Public Interest Disclosure Procedures, published on the Shire's website.

3.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.'

be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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SHIRE OF MENZIES

1.1.2 - EMPLOYEE CODE OF CONDUCT

JUNE 2023~~AUGUST 2021~~

~~Adopted by Council and applicable from September 2021~~

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FOREWORD

The Shire of Menzies Code of Conduct for Employees, (the Code) has been adopted to ensure employees understand and respect their roles and responsibilities. This enables professional relationships to be established and maintained in the interests of providing good governance, overall integrity, and good government for the community.

Whereas previously there was a single Code of Conduct for Council Members, Committee Members and Employees, adopted by Council, new legislation requires that there be a separate Code of Conduct for Council Members, Committee Members and Candidates for Election, adopted by the Council, and for Employees, adopted by the CEO.

The Code sets out principles and standards of behaviour that employees must observe when performing their duties and is intended to promote accountable and ethical decision-making. However, the Code does not establish a rule for every situation an employee may face while performing their role and undertaking their duties daily.

The Code should be read in conjunction with the Local Government Act 1995, the Local Government (Administration) Regulations 1996, other legislation, Council and CEO Policy Manuals and operational procedures that affect employees while performing their role and duties and the Code does not override or affect those provisions or requirements.

The Code contains certain matters for employees which must be addressed as a requirement of legislation, including gifts and conflicts of interest, as well as the standards around personal behaviour, which if breached, may lead to reporting and action being taken under the Code.

In view of this, the Code details explanatory matters around key areas of:

- professional conduct
- record keeping
- use of Shire resources and finances
- conflict of interest, gifts, and benefits
- reporting breaches of the Code

Employees of the Shire of Menzies (the Shire) are subject to the provisions of the Code upon their acceptance of employment and while they remain employed by the Shire.

The Code is an important document in outlining the expectations of employee behaviour and aims to ensure that the Shire of Menzies's residents, ratepayers and stakeholders will recognise the high standards of service and ethical decision making by all employees.

If you have any concerns about anything in the Code, please raise it with your immediate Supervisor/Manager, ~~Manager Governance~~, or me, as your Acting CEO.

~~Rob Stewart~~ Brian Joiner



Acting Chief Executive Officer
Shire of Menzies
June 2023 ~~September 2021~~

~~Adopted by Council and applicable from September 2021~~

Page 3



POLICY – 1.1.2 – Employee Code of Conduct

Relevant Delegation

N/A

1 INTRODUCTION

The Shire of Menzies Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Menzies' commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

1.1 Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees include persons employed by the Shire of Menzies or engaged by the Shire under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities.

Where relevant, and appropriate, the Code applies to volunteers, assisting the Shire on general or specific projects.

Clause 3.15 of this Code (Gifts) does not apply to the CEO.

2 VISION

The Shire will endeavour to provide the community services and facilities to meet the needs of the community and enable them to enjoy a pleasant and healthy way of life.

3 Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Menzies

The principles set out in section 5.40 of the Act apply to the employment of the Shire's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2020 ~~Occupational Safety and Health Act 1984~~; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire,
- (b) perform their duties impartially and in the best interests of the Shire uninfluenced by fear or favour,
- (c) act in good faith (i.e., honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community,
- (d) make no allegations which are improper or derogatory (unless true and in the public interest)
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire.

3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to ~~the Manager Governance, or~~ the CEO in accordance with this Code and the Shire's policies.

3.5 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.

3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their immediate Supervisor/Manager, ~~the Manager Governance,~~ or the CEO.
- (b) Employees will give effect to the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision making, whether or not they agree with or approve of them.

3.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct professional and responsible management practices.

3.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire upon its creation unless otherwise agreed by separate contract.

3.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire's Recordkeeping Plan.

3.10 Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of and comply with their obligations under relevant law and the Shire's policies regarding workplace behaviour and occupational safety and health, set out in Council and/or CEO Policy Manuals.
- (c) Employee behaviour should reflect the Shire's values and contribute towards creating and maintaining a safe and supportive workplace.

3.11 Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly, and equitably.

3.12 Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire's activities should reflect the status, values, and objectives of the Shire
- (b) Communications should be accurate, polite, and professional.

3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments, or engage in communication activities about or on behalf of the Shire, its Council Members, employees or contractors, which breach this Code.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

3.14 Personal Presentation

Employees dress standards are to be neat and responsible at all times. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees..

3.15 Gifts

(a) Application

This clause does not apply to the CEO.

(b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals

Australia WA (ABN 91 208 607 072) or the LG Professionals
Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (i) a gift worth more than \$024 but less than \$50; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$024 but less than \$50.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or

- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined the threshold amount for prohibited gifts is \$50.

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
- (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,
 of each other gift accepted within the one year period.
- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

Prohibition on certain types of Gifts

The CEO has determined that alcohol, in any form, may not be accepted as a gift by any employee, even if it were otherwise valued below the threshold amount, and could ordinarily be accepted (whether reportable, or not).

The CEO has also determined that cash (or gift cards) may not be accepted as a gift by any employee, even if it were otherwise valued below the threshold amount, and could ordinarily be accepted (whether reportable, or not).

Where alcohol is provided as part of an event or seminar where a fee has been paid to attend, and the registration fee includes the dinner or hospitality where alcohol is provided, then it is not a gift and is not prohibited and need not be disclosed/reported.

Where alcohol is provided as part of an event which an employee is attending, consistent with the Attendance at Events Policy, and where alcohol is provided incidental to the event, then it is not a gift and need not be disclosed/reported.

3.16 Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire without first disclosing their interest to the CEO. In this respect, it does not matter whether the advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

The Equal Opportunity Act 1984 provides that it is unlawful to discriminate against an employee or prospective employee on the ground of political conviction.

3.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

3.18 Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

3.19 Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

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

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
 - (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

3.20 Use and Disclosure of Information

- (a) Employees must not access, use, or disclose information held by the Shire except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed, or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.
- (c) Employees must not access, use, or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation

to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire.

- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

3.21 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.22 Use of Shire Resources

- (a) In this clause –

Shire resources includes local government property and services provided or paid for by the Shire;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
 - (i) be honest in their use of the Shire resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - (iii) not use the Shire's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Employees should ensure they are familiar with all relevant Shire Policies and Procedures and direct any questions for clarification to their Supervisor/Manager ~~or the Manager Governance,~~ or the CEO.

3.23 Use of Shire Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire's finances.
- (b) Employees will use Shire finances only within the scope of their authority, as defined in their position descriptions, Council and CEO Policies and procedures and administrative practices.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire's Recordkeeping Plan.

Employees should ensure they are familiar with all relevant Shire Policies and Procedures and direct any questions for clarification to their Supervisor/Manager ~~or to Manager Governance,~~ or the CEO.

3.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to the ~~Manager Governance, or the~~ CEO.

3.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire policies and procedures, depending on the nature of the suspected breach.

3.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour to the ~~Manager Governance, or the~~ CEO.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.

- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour, using the Shire's Public Interest Disclosure Procedures, published on the Shire's website.

3.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

– End of Schedule

ADOPTED: 29 APRIL 2021

LAST REVIEWED: 29 JUNE 2023

13.2.5	Disclaimer Policy Review
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1110
DATE OF REPORT	7 June 2023
AUTHOR	Executive Officer, Maureen Mertyn
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 1.2 Disclaimer with changes shown [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 adopted by the Council on 30 August 2018.

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 can be endorsed with minor changes in syntax. These changes are highlighted in the attachment.

CONSULTATION:

No external consultation occurred during the preparation of this report.

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 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 updated Council Policy 1.2 Disclaimer as follows:

'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.'

be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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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.

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DISCLAIMER

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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	Harassment and Grievance Policy Review	
LOCATION	Not Applicable	
APPLICANT	Internal	
DOCUMENT REF	NAM1111	
DATE OF REPORT	9 June 2023	
AUTHOR	Executive Officer, Maureen Mertyn	
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	1. Policy 6.2 Harassment & Grievances - Adopted 30 August 2018 [13.2.6.1 - 5 pages]	

SUMMARY:

To review Policy 6.2 Harassment and Grievances in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The existing Policy on Harassment and Grievances as shown in the attachment was adopted by the Council on 30 August 2018. Although it mentions harassment, bullying and the grievance procedure to resolve a harassment complaint, an updated policy is suggested to provide more information and extend its scope to unlawful discrimination. It should be noted that legislation exists relating to unlawful discrimination.

COMMENT:

This report will recommend that the Council's current policy relating to Harassment and Grievances be repealed and replaced with two new policies. Each new policy will be the subject of a separate report. One policy will relate to discrimination, harassment and bullying and the other policy will refer to grievance procedure. These two policies are linked together as the proposed policy relating to discrimination, harassment and bullying refers to Grievance Policy as a mechanism to address such issues.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Equal Opportunity Act 1984 (WA)

Racial Discrimination Act 1975 (Cth)

Disability Discrimination Act 1992 (Cth)

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Sex Discrimination Act 1984 (Cth)

Corruption, Crime and Misconduct Act 2003 (WA)

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 clear and updated, there is a risk of non-compliance, which can result in legal issues, and reputational damage for the organisation.

STRATEGIC IMPLICATIONS:

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

4.2 An efficient and effective organisation.

4.2.3 Provide a positive and safe workplace.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 6.2 Harassment and Grievances be repealed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 6.2 – Harassment & Grievances

Relevant Delegation

N/A

Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement
 - 6.2 (a) – Harassment Policy
 - 6.2 (b) – Complaints/Grievance Procedures
2. This Policy and Procedure does not restrict in any way, the right of an employee to make formal complaint to the Police, Worksafe, Equal Opportunity Commissioner or other authority.

– End of Policy

COMMENT

Refer to schedule 6.2 (a) – Harassment Policy

Refer to schedule 6.2 (b) - Complaints/Grievance Procedure

Formerly	Policy 5.8	
Last Reviewed	August 2018	
Next Review Date	February 2021	
Amended	29 November 2012	28 February 2013
Adopted	30 August 2018	25 June 2015
Version	1	

Policy Schedule 6.2 (a) – Harassment Policy

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from harassment and the Council is committed to providing such an environment.

Council considers harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that harassment is unlawful.

Harassment includes –

- a) Sexual harassment – any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public–
 - i) Deliberate and unnecessary physical conduct such as patting, pinching, fondling, kissing, brushing against, touching.
 - ii) Subtle or explicit demands for sexual activities or molestation.
 - iii) Intrusive enquiries into a person's private life.
 - iv) Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
 - v) Unsolicited leers and gestures of a sexual nature and the display within the workplace
- b) Bullying and intimidation, for example –
 - i) Abusive, insulting or offensive language by one or more persons to another or others
 - ii) Behaviour or language that frightens, humiliates, belittles, degrades, criticism that is verbally aggressive
 - iii) Inappropriate comments about a person's appearance, lifestyle or their family
 - iv) Teasing or regularly making someone the brunt of pranks or practical jokes
 - v) Interfering with a person's personal effects or work equipment
 - vi) Physical assaults or threats
 - vii) Behaviour that undermines, treats less favourably or disempowers others
 - viii) Excluding or isolating employees
 - ix) Constant criticisms or insults
 - x) Manipulating the impression of others to split the work group into taking sides
 - xi) Displaying, written or pictorial material which may degrade or offend certain employees
 - xii) Initiation pranks
 - xiii) Where bullying involves assault or threat of assault it becomes a police matter.

Council recognises that harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of harassment in the workplace including general training of the workplace and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriate persons.

Any person making a claim of harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by harassment will not have their employment status or conditions disadvantaged in anyway.

A formal complaints/grievance procedure is adopted and will be utilised to resolve complaints of harassment.

– End of Schedule

Policy Schedule 6.2 (b) – Complaints/Grievance Procedure

All complaints of harassment will be treated confidentially and resolved promptly.

Wherever possible, the handling and resolution of complaints will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of harassment may occur between supervisor and employees and as such, alternative methods of raising complaints are provided for by this procedure.

1. A complaint of harassment may be lodged with any of the following persons –
 - Immediate Supervisor/Manager (except where this person is the alleged harasser)
 - Divisional Manager (if applicable – except where this person is the alleged harasser)
 - A Nominated Grievance Officer (if applicable)
 - Chief Executive Officer
 - Union Shop Steward
 - President (only if the alleged harasser is the Chief Executive Officer)
2. A person receiving a complaint of harassment will –
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union shop steward received the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant –
 - As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their Union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.

4. If it is not possible to resolve the complaint, simply by discussion with complainant and the alleged harasser.
 - The matter will be investigated and where the complainant or the alleged harasser is a member of the Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
5. During the period of the investigation of a case of serious harassment, if requested by either party or by management, alternative working arrangements may be made.
6. If, following investigation and resolution, a complaint is judged to have foundation –
 - Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.
 - A record of the detail of the disciplinary action will remain on the employee's personal file for a minimum period of 12 months, whereupon the record may be destroyed if so decided by the Chief Executive Officer.
7. If, following investigation, a complaint is judged to have no foundations –
 - The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
 - Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

– End of Schedule

Formerly	Policy 5.8	
Last Reviewed	Replaced 29 November 2012	
Next Review Date	February 2021	
Amended	29 November 2012	28 February 2013
Adopted	30 August 2018	25 June 2015
Version	1	

13.2.7	Discrimination, Harassment and Bullying Policy
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1112
DATE OF REPORT	2 June 2023
AUTHOR	Executive Officer, Maureen Mertyn
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To adopt a new policy that will replace the existing Policy 6.2 Harassment and Grievances which was recommended to be repealed in a separate agenda report.

BACKGROUND:

This policy intends to provide more information about harassment and bullying and extend its scope to unlawful discrimination.

COMMENT:

This report will recommend that the Council endorse a new policy on discrimination, harassment and bullying. This proposed policy is linked with the Grievance Policy report as these two policies can work together to provide a comprehensive framework that covers various aspects of conflict resolution, reporting mechanism and support systems.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Equal Opportunity Act 1984 (WA)

Racial Discrimination Act 1975 (Cth)

Disability Discrimination Act 1992 (Cth)

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Sex Discrimination Act 1984 (Cth)
Corruption, Crime and Misconduct Act 2003 (WA)

POLICY IMPLICATIONS:

This policy will replace Policy 6.2 Harassment and Grievances

FINANCIAL IMPLICATIONS:

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

RISK ASSESSMENT:

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

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
4.2.3 Provide a positive and safe workplace.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That New Policy 6.2 Discrimination, Harassment and Bullying, as follows:

‘Objective

The Shire of Menzies is committed to providing a working environment where every employee is treated equally, fairly and without prejudice.

Policy Statement

1. Unlawful discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees but where a high proportion of employees with a protected ground cannot comply with, or are affected by, that practice or requirement.

The Shire acknowledges its responsibilities and obligations pursuant to the *Equal Opportunity Act 1984 (WA)*, *Racial Discrimination Act 1975 (Cth)*, *Disability Discrimination Act 1992 (Cth)*, *Age Discrimination Act 2004 (Cth)*, *the Australian Human Rights Commission Act 1986 (Cth)* and the *Sex Discrimination Act 1984 (Cth)* (with the exception of sections 14 and 28B of that Act). The Shire strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from harassment and the Council is committed to providing such an environment.

2. Grounds of discrimination

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- age;
- family responsibility or status;
- race, colour or ethnic origin;
- sex including gender identity, sexual orientation and intersex status;
- physical or mental disability;
- marital status;
- political or religious conviction;
- pregnancy;
- criminal record;
- breastfeeding;
- gender history;
- impairment;
- national extraction or social origin; and
- trade union activity.

3. Sexual harassment

The *Equal Opportunity Act 1984 (WA)* provides that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- physical contact (touching, rubbing, patting, embracing, brushing up against, etc.);
- gestures of a sexual nature;
- leering or staring;
- offensive telephone calls, emails, text messages or notes;
- sexual suggestive jokes or comments;
- sexually explicit posts on social networking sites;
- tales of sexual exploits;
- repeated requests for a date;
- unwelcome comments or questions about a person's sex life, appearance or dress; and
- displaying sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

4. Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Some examples of bullying include, but are not limited to:

- loud, abusive or offensive language or comments;
- yelling and screaming;
- unjustified criticism and insults;
- unjustified threats of dismissal or other disciplinary action;
- acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- spreading malicious rumours or misinformation;
- inappropriate comments about an employee's appearance, lifestyle or family;

- deliberately excluding an employee from workplace meetings or activities;
- hiding documents or equipment or withholding vital information required for effective work performance;
- constantly changing targets or work guidelines;
- overloading an employee with work and impossible deadlines;
- setting tasks that are unreasonably below or beyond an employee's level of skill;
- threats of assault or violence or actual violence;
- teasing and practical jokes; and
- isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

5. What are the ways in which bullying can occur?

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers or supervisors to employees or upwards from employees to managers or supervisors.

6. Reasonable management action

The Shire of Menzies has the right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- the establishment and regular use of performance management systems;
- the setting of reasonable performance targets and deadlines;
- providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
- issuing a lawful and reasonable direction to an employee to complete a work task;
- preparing and amending a roster for employees;
- transferring an employee to a different work location for operational reasons;
- implementing organisational change;

- informing an employee about inappropriate behaviour in a confidential manner; and
- taking disciplinary action against an employee.

7. Other behaviours not considered to be bullying

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Bullying does not occur where the bullying behaviour is a one-off occurrence and if that behaviour does not create a risk to health or safety.

8. What should you do if you think you are being discriminated against, sexually harassed or bullied?

Refer to the Shire of Menzies Grievance Policy for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.'

be adopted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.8	Grievance Policy
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1113
DATE OF REPORT	9 June 2023
AUTHOR	Executive Officer, Maureen Mertyn
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

To adopt a new policy that will replace existing Policy 6.2 Harassment and Grievances which was recommended to be repealed in a separate agenda report.

BACKGROUND:

This proposed policy is linked to the Discrimination, Harassment and Bullying Policy report as this is the mechanism to address such issues.

COMMENT:

This report intends to endorse a new policy that provides a structured and formal process for shire employees to raise and address conflicts, concerns, or complaints within the shire. It establishes a fair and consistent mechanism for resolving disputes and provides a clear pathway to seek resolution.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Equal Opportunity Act 1984 (WA)

Racial Discrimination Act 1975 (Cth)

Disability Discrimination Act 1992 (Cth)

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Sex Discrimination Act 1984 (Cth)
Corruption, Crime and Misconduct Act 2003 (WA)

POLICY IMPLICATIONS:

This policy will replace Policy 6.2 Harassment and Grievances

FINANCIAL IMPLICATIONS:

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

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

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

4.2 An efficient and effective organisation.

4.2.3 Provide a positive and safe workplace.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That New Policy 6.5 Grievance, as follows:

'Objective

The Shire of Menzies is committed to providing employees with the ability to raise a grievance or complaint with respect to their employment or workplace related matters via an impartial internal process.

This policy aims to ensure grievances and complaints are resolved in a timely, fair and transparent manner in accordance with the principles of natural justice.

Policy Statement

If an employee believes that they are the subject of behaviour that is inconsistent with the Shire of Menzies Code of Conduct, policies and procedures, the employee may raise a complaint by following the process in the procedure outlined below.

If the complaint is about the Chief Executive Officer (CEO), the Grievance Policy does not apply. A complaint about the CEO must be raised directly with the President.

1. Key principles in the complaint resolution process

1.1 Confidentiality

Only employees directly investigating or addressing the complaint will have access to information about the complaint. The Shire may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential, including the complainant, respondent and witnesses. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint.

This requirement does not preclude a complainant, respondent, witness or the Shire from seeking legal, financial or other professional advice.

1.2 Impartial (unbiased)

Both parties will have an opportunity to put their case forward. No assumptions will be made and no action will be taken until all available and relevant information has been collected and considered by either an impartial employee of the Shire or an externally appointed investigator.

1.3 Sensitive

The Shire will endeavour to ensure employees who assist in responding to complaints are trained to manage complaints sensitively and administer a process that is free of coercion or intimidation.

1.4 Timely

The Shire aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.

1.5 Documented

All complaints and investigations will be documented. In formal grievance processes, all documents collected and drafted as part of that process will be kept on records. For more informal processes, a file note or note in a diary will be sufficient.

1.6 Procedural fairness

Procedural fairness in the complaint process means:

- a respondent has the right to respond to the allegations before any determination is made;
- a respondent has the right to be told (where possible and appropriate) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest;
- decisions must be based on objective considerations and substantiated facts;
- the complainant and the respondent have the right to have a support person present at any meetings where practicable;
- the respondent is advised of the details of any allegations when reasonably practicable;
- a respondent is entitled to receive verbal or written communication from the Local Government of the potential disciplinary outcome if the allegations arising from the complaint are proven;
- any mitigating circumstances presented to the Shire through the grievance process are investigated and considered;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process will be interviewed; and
- all interviews of witnesses are conducted separately and confidentially.

2. Outcome of a complaint

If a complaint against a respondent is substantiated, there are a number of possible outcomes as detailed in the Procedure below.

3. Victimisation of complainant, respondent or witness

A complainant, respondent or witness should not be victimised for making a complaint, being the subject of a complaint or providing information about a complaint. Anyone responsible for victimising a complainant, respondent or witness may be subject to disciplinary action, including but not limited to termination of employment.

4. Reporting obligations

The Shire must comply with its obligations to report minor or serious misconduct to either the Public Sector Commission or Corruption and Crime Commission in accordance with the *Corruption, Crime and Misconduct Act 2003 (WA)*.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

5. Complaint Procedure

The aim of this procedure is to resolve a complaint as quickly and confidentially as possible.

5.1 First step in making a complaint

Self-resolution or dealing with concern directly

A complainant should attempt to resolve the issue directly with the respondent concerned in the first instance. The complainant should identify the specific conduct of the complaint, explain the impact of that conduct on the complainant, and request that the conduct stops. In some circumstances, the respondent may be unaware that their behaviour offends the complainant. These actions should be taken as soon as possible.

Complainant is uncomfortable with direct approach

If a complainant is not comfortable attempting to resolve the issue directly with the respondent, if their attempts to resolve the issue are unsuccessful or if the issue is serious, the complainant should seek guidance from the Chief Executive Officer on the options available to the complainant.

The complainant will have the choice whether to proceed with or withdraw their complaint. If the Shire deems the complaint to be sufficiently serious, it may continue to investigate the complaint even if it has been withdrawn, to ensure the Shire complies with its legislative obligations.

5.2 Informal complaint procedure

A complaint can be dealt with on an informal basis where:

- the allegations are not serious, for example interpersonal conflict or a minor breach of Local Government policies and procedures;
- the complainant is reluctant to lodge a formal complaint; or
- the complainant and the respondent work together closely on a regular basis and the preservation of the employment relationship is paramount.

The informal complaint procedure may be approached as follows:

- the complainant should approach their line manager to outline their concerns, the desired outcome and any ideas for resolution of the complaint;
- the complainant's line manager will explain the various options open to the complainant for the resolution of the complaint; and
- if the complainant chooses to proceed with the complaint, the line manager can either:
 - arrange for a mediation between the complainant and the respondent
 - meet with the complainant and the respondent separately to discuss the issues and explore possible solutions, and/or
 - write to the complainant and the respondent to obtain further information about the complaint and to explore potential solutions.

If the matter is resolved to the satisfaction of all parties, the matter will be concluded.

If the matter is not resolved, the line manager will determine what further action is required.

All meetings with the complainant and the respondent should be documented and any correspondence between the parties should be retained on a confidential basis by the Executive Officer being in charge of Human Resources.

5.3 Formal complaint procedure

A complaint must be dealt with through the formal complaint procedure where:

- the complaint involves serious allegations, including but not limited to, sexual harassment, discrimination, criminal conduct, serious or multiple breaches of Local Government policies and procedures, or breach of the *Local Government Act 1995 (WA)*;
- the complaint involves a particularly sensitive or personal matter; or
- a formal complaint procedure is deemed appropriate in the circumstances by the line manager.

A formal complaint should be made in writing to the CEO and include the following information:

- the complainant's name and contact details;
- details of the specific incident or issue being complained about including the time, date, location and what was said or done;
- if the complaint is about a person, the identity of the respondent and their relationship to the complainant;
- the names of any witnesses who were present during the specific incident or who have first-hand knowledge of the issue being complained about;
- the outcome the complainant is seeking; and
- any action that has already been taken in an effort to resolve the issue.

Before commencing a formal investigation, the CEO may conduct a preliminary inquiry. The purpose of a preliminary inquiry is to:

- obtain details about the complaint and assess the seriousness of the allegations;
- determine the level of factual dispute;
- assess whether there is sufficient evidence to proceed to a formal investigation; and
- determine whether the Shire should proceed with an investigation or refer the matter to an external authority.

It may be appropriate to refer a matter to an external authority where the alleged conduct is potentially of a criminal nature, breaches the *Local Government Act 1995 (WA)* or may need to be dealt with by the Corruption and Crime Commission.

5.4 Investigation procedure

External investigator

If necessary, the CEO may require a formal investigation to be conducted. The Shire can elect to appoint a person from outside the Local Government to conduct the formal investigation or an appropriate Local Government employee may conduct the investigation.

Role of an investigator

The role of an investigator is to collect information about the complaint and make findings about whether any allegations are substantiated. The investigator is responsible for ascertaining facts, reviewing documentation, interviewing parties and making a determination about whether or not the allegations are substantiated. In conducting an investigation, the investigator should comply with the Grievance Policy, particularly the principles of procedural fairness. The depth and scope of the investigation will depend on the nature of the complaint, however, as a general guide the following should be covered by the investigation report:

- the circumstances of any allegations made;
- a list of allegations made by the complainant, the respondent's response to the allegations and whether any of the allegations are substantiated;
- outline where any policies or legislation have been breached;
- evidence related to the complaint include any documentation such as emails, letters and witness statements; and
- any mitigating circumstances that have been presented through the investigation on behalf of the respondent.

5.5 Outcome and action

The potential outcomes that may be sought if a complaint has been investigated and substantiated will depend on the nature of the complaint. Some possible outcomes include the following:

- an apology from the respondent to the complainant (written or verbal);
- agreement from the respondent that the behaviour will not be repeated;
- a respondent may be issued with a verbal or written warning;
- transfer, demotion or termination of the respondent's employment;
- counselling for the complainant and/or respondent;
- a mediation between the complainant and respondent;
- implementation of a training program; or
- changes to the Local Government's policies.

Disciplinary action

The outcome of the investigation will dictate whether disciplinary action is taken. What disciplinary action is taken is a matter of discretion for the Shire and, where relevant, in accordance with the lawful directions of the appropriate statutory body.

Vexatious or malicious complaint

If a complaint is found to be deliberately vexatious or malicious after an investigation, the complainant may be subject to disciplinary action, including but not limited to, termination of employment.'

be adopted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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13.2.9	Valuation of Non Current Assets Policy Review
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1118
DATE OF REPORT	07 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 2.1 Valuation of Non Current Assets with changes shown [13.2.9.1 - 1 page]

SUMMARY:

To review Policy 2.1 Valuation of Non-Current Assets in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The purpose of Policy 2.1 Valuation of Non-Current Assets, which was adopted by the Council on 30 June 2018, is to provide a framework for the capture, recognition and control of non-current assets based on legislative requirements and in support of effective asset management.

COMMENT:

This policy assists in ensuring compliance with prescribed legislation and Australian Accounting Standards. The policy establishes clear guidelines for adhering to accounting principles while identifying, recognising, recording and valuing non-current assets.

Minor amendments of typographical errors are required.

CONSULTATION:

No external consultation occurred during the preparation of this report

STATUTORY AUTHORITY:

Local Government Act 1995

Section 6.10 – Local Government (Financial Management Regulations) 1996

POLICY IMPLICATIONS:

This policy is being reviewed by the Council in accordance with Policy 2.1 Valuation of Non-Current Assets

FINANCIAL IMPLICATIONS:

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

RISK ASSESSMENT:

The implementation of appropriate and effective internal controls to assist in legislative compliance, minimise the risk to protect Shire assets.

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 amended Policy 2.1 Valuation of Non-Current Assets as follows:

'Policy Statement

In accordance with Accounting Standard AASB 1041 'Revaluation of Non-Current Assets', the cost basis for measuring non-current assets by deeming the carrying amounts of all assets at 1 July 2001 to be their cost.'

be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 2.1 – Valuation of Non-Current Assets

Relevant Delegation

N/A

Policy Statement

In accordance with Accounting Standard AASB 1041 "Revaluation of Non-Current Assets", the cost basis for measuring non-current assets by deeming the carrying amounts of all assets at 1 July 2001 to be their cost.

– End of Policy

ADOPTED: 30 JUNE 2018

LAST REVIEWED: 29 JUNE 2023

13.2.10	Capitalisation of Assets Policy Review
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1119
DATE OF REPORT	07 June 2023
AUTHOR	Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Policy 2.2 Capitalisation of Assets Adopted 28 August 2019 [13.2.10.1 - 1 page]

SUMMARY:

To review Policy 2.2 Capitalisation of Assets as attached in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The purpose of Policy 2.2 - Capitalisation of Assets, which was adopted by the Council on 28 August 2019, is to provide a framework for the capture, recognition and control of asset capitalisation. This framework is based on legislative requirements and aims to support effective asset management.

COMMENT:

This policy ensures compliance with prescribed legislation and Australian Accounting Standards.

CONSULTATION:

No external consultation occurred during the preparation of this report

STATUTORY AUTHORITY:

Local Government Act 1995

Section 6.10 – Local Government (Financial Management Regulations) 1996

POLICY IMPLICATIONS:

To repeal and replace current Policy 2.2 Capitalisation of Assets.

FINANCIAL IMPLICATIONS:

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

RISK ASSESSMENT:

The implementation of appropriate and effective internal controls to assist in legislative compliance, minimise the risk and protect Shire assets.

STRATEGIC IMPLICATIONS:

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

Outcome

4.2: An efficient and effective organisation.

Strategy

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That:

1. Current Policy 2.2 Capitalisation of Assets be repealed.
2. New Policy 2.2 Capitalisation of Assets, as follows:

'All Other Assets (Greater than \$5,000 value)

That assets purchased costing \$5,000 or more that is not deemed consumable, or disposable will be capitalised and depreciated over the estimated life of the asset.

All Other Assets (Less than \$5,000 value)

That assets purchased costing less than \$5,000 be accounted for as current expenditure.

Building repairs and improvements costing less than \$5,000 will be treated as operating expenditure.

The asset purchase of Plant and Equipment with value between \$500 and \$5000 will be treated as minor asset purchase with inventory record to Attractive Items Register.'

be adopted.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 2.2 – Capitalisation of Assets

Relevant Delegation

N/A

Policy Statement

That assets purchased costing \$5,000 or more be capitalised and depreciated over the estimated life of the asset, and that asset purchases costing less than \$5,000 be accounted for as current expenditure.

– End of Policy

COMMENT

Formerly	Policy 3.10 Replaced – 29 November 2012	
	29 November 2012	
Last Reviewed	28 August 2019	
Next Review Date	February 2021	
Amended	29 May 2014	27 July 2017
Adopted	29 June 2014	27 July 2017
	30 August 2018	28 August 2019
Version	3	

13.2.11	Collection of Native Flora and Fauna Policy Review
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM1120
DATE OF REPORT	12 June 2023
AUTHOR	Manager of Works, Garth Marland
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Attachment 1 Policy 10.1 Collection of Native Flora and Fauna [13.2.11.1 - 2 pages] 2. Attachment 2 Extract of Public Places and Local Government Property Local Law (Part 4) 4.6 and 4.7 [13.2.11.2 - 2 pages]

SUMMARY:

To review Policy 10.1 Collection of Native Flora and Fauna in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Collection of Native Flora and Fauna Policy as shown in Attachment 1 was adopted by the Council on 29 November 2012.

COMMENT:

In February 2022, the Public Places and Local Government Property Local Law was gazetted. This local law covers the management of flora and fauna, which aligns with the core objectives of Policy 10.1 Collection of Native Flora and Fauna. An extract of the local law is shown as Attachment 2.

Consequently, it is recommended that the existing policy be repealed.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Public Places and Local Government Property Local Law 2022 (Part 4)

4.6 Taking or injuring fauna

4.7 Flora

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:

There is no risk associated with the repeal of the existing policy.

STRATEGIC IMPLICATIONS:

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

Outcome

4.2 An efficient and effective organisation.

Strategy

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Policy 10.1 Collection of Native Flora and Fauna be repealed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 10.1 – Collection of Native Flora and Fauna

Relevant Delegation

N/A

Policy Statement

Approval of the Shire is required before Department of Biodiversity, Conservation and Attractions (DBCA) will issue permission to people wishing to pick wildflowers, collect seed or take native fauna.

Local Government Act 1995 –

- s.3.54 – management of reserves vested or placed under Council's control

Wildlife Conservation Act –

- protection of native flora and fauna
1. On written application, the Chief Executive Officer may provide permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
 - it is for their own domestic or hobby use
 - permission is given for a period not exceeding one week
 - the area of picking and/or collection is strictly limited
 - not more than one collector is permitted in any one location
 - a maximum of 10% of seed only to be taken in any one area
 2. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council, for consideration of –
 - collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
 - duration of approval, if any,
 - the area of picking and/or collection
 - not more than one collector being permitted in any one location
 - a maximum of 25% of seed only to be taken in any one area
 3. All applications for the collection of reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration, having regard to –
 - collector's credentials
 - purpose of collection – domestic, hobby, display, educational, commercial
 - fauna to be collected – rarity, locality, need for preservation etc
 - locality of collection – ease of access, likelihood of general public-knowledge or access
 - period of duration
 4. Where Council has previously permitted an application, the Chief Executive Officer may re-issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.

5. The approval of the Department of Biodiversity, Conservation and Attractions is mandatory, and Shire consent is invalid without the Department's permission.

– End of Policy

COMMENT

Department of Biodiversity, Conservation and Attractions may issue a permit for a maximum of 1 year.

Formerly		
Last Reviewed	30 August 2018	
Next Review Date	February 2021	
Amended		28 February 2013
Adopted	29 November 2012 30 August 2018	25 June 2015
Version	2	

PART 4—BEHAVIOUR ON LOCAL GOVERNMENT PROPERTY**4.1 Application**

In this Part—

local government property includes any structure, facility or item constructed or owned by the local government which may be situated on land not under the local government's management.

4.2 Restricted local government property

Nothing in this local law is to be construed as—

- (a) permitting access to or activities by the public on restricted local government property without the express approval—
 - (i) in the case of a building used as a residence and the whole of the land on which it is situated, by the occupier or authorised representative of the occupier;
 - (ii) in the case of a non-residential building occupied under an agreement with the local government, the building and the whole of the land on which it is situated, by the person occupying the building;
 - (iii) in the case of land occupied under an agreement with the local government, by the person occupying the land; and
 - (iv) in the case of a building or land restricted by the local government for municipal purposes to ensure public safety, or for community interest or benefit, by the CEO or an authorised person;
- (b) limiting—
 - (i) the right of the occupier of restricted local government property to full use of that property for their private enjoyment as permitted by law or by agreement with the local government; or
 - (ii) access by emergency personnel in the course of her or his duties.

4.3 Behaviour which interferes with others

In or on any local government property, a person shall not behave in a manner which—

- (a) is likely to interfere with the enjoyment of a person who might use or who might be on the property; or
- (b) interferes with the enjoyment of a person using the property.

4.4 Behaviour detrimental to property

A person shall not behave in or on local government property in a way which is or might be detrimental to the property, including but not limited to—

- (a) removing any thing from the local government property including a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, including a rock, a plant, or a seat provided for the use of any person or a building.

4.5 No unauthorised entry to function

(1) A person shall not enter local government property on such days or during such times as the property is set aside for a function, except—

- (a) through the proper entrance for that purpose; and
- (b) on payment of any fee chargeable for admission as determined by the hirer at the time.

(2) The CEO or an authorised person may exempt a person from compliance with subclause (1)(b).

4.6 Taking or injuring fauna

(1) In this clause—

animal means any living thing that is not a human being or plant;

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal—

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or
- (c) the carcass, skin, plumage or fur unless it has been shed or discarded by the fauna in a normal or natural manner.

(2) A person shall not take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised under a written law to do so.

4.7 Flora

(1) In this clause—

flora means all vascular plants, seeds and other flora, whether living or dead.

(2) On or above any local government property unless authorised to do so under a written law or with the written approval of the CEO or an authorised person, a person shall not—

- (a) remove, damage or interfere with any flora; or
- (b) plant or deposit any flora.

4.8 Animals

Unless otherwise approved by the CEO, an authorised person or authorised by other written law, a person shall not on any local government property—

- (a) tether any animal other than a dog, to an object or tree; or
- (b) permit any animal other than a dog, to enter unless authorised by a licence.

4.9 Waste

A person shall not deposit or discard waste on local government property except—

- (a) in a place or receptacle set aside by an authorised person for that purpose; and
- (b) in accordance with any conditions that may be specified on the receptacle or a sign.

4.10 Vehicles on local government property

(1) Unless authorised by a licence or determination, a person shall not take or cause a vehicle to be taken onto or driven on local government property unless—

- (a) subject to subclause (3), the local government property is clearly designated as a road, access way, or car park;
- (b) the vehicle is driven by a local government employee, authorised person or contractor engaged by the local government, who is engaged in—
 - (i) providing a service or making a delivery in connection with the local government property; or
 - (ii) maintaining the local government property;
- (c) the person is driving an emergency vehicle in the course of her or his duties;
- (d) the vehicle is—
 - (i) used in accordance with the conditions set down by the local government or an authorised person; and
 - (ii) of a type allowed to be taken onto the local government property by the local government or an authorised person; or
- (e) the vehicle is a motorised wheelchair or similar, and the driver of that vehicle is a person with a disability.

(2) A person shall not drive a vehicle or allow a vehicle to be driven on local government property at a speed exceeding 20 kilometres per hour or as otherwise indicated by a sign, or in such a manner as to cause danger to any person.

(3) Other than in accordance with subclause (1)(b), (c), (d) or (e), a person shall not drive a vehicle on local government property or part of it that is being used for a function for which a licence has been obtained unless permitted to do so by the licence holder or an authorised person.

4.11 UAVs

A person shall not use a UAV on or from local government property except where a licence or determination specifies a particular local government property.

4.12 Archery, pistol or rifle shooting

A person shall not play or practise archery, pistol or rifle shooting on local government property except on land which is reserved by the local government for that purpose, or as otherwise provided by a determination or licence.

4.13 Playing or practising golf

A person shall not play or practise golf on local government property except where a licence or determination specifies a particular local government property.

4.14 Prohibition relating to bicycles, skateboards etc. on local government property

Unless the local government property is clearly identified for the purpose, a person shall not use or ride a bicycle or wheeled recreational device, skateboard or roller-blades, or sand board or similar devices on any local government property—

- (a) inside, or on the curtilage to, a building; or
- (b) in or on a lakebed or waterway.

PART 5—MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

5.1 No entry to fenced, closed or restricted local government property

(1) Unless that person is authorised to do so by the CEO or an authorised person, a person shall not enter onto—

- (a) local government property which has been fenced off or closed to the public by a sign or otherwise, or
- (b) restricted local government property except in accordance with clause 4.2.

13.2.12	Tree Policy Review	
LOCATION	Not Applicable	
APPLICANT	Internal	
DOCUMENT REF	NAM1121	
DATE OF REPORT	9 June 2023	
AUTHOR	Manager of Works, Gath Marland	
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Rob Stewart	
OFFICER DISCLOSURE OF INTEREST	Nil	
ATTACHMENT	1. Policy 10.2 Tree Policy with changes shown [13.2.12.1 - 3 pages]	

SUMMARY:

To review Policy 10.2 Tree Policy, in order to ensure that it reflects current requirements.

BACKGROUND:

The Tree Policy was adopted by the Council on 30 August 2018. It addresses multiple facets related to the Shire of Menzies' trees, encompassing selection, planting, conservation and the removal of trees.

Issues with tree damage to infrastructure have not previously been included.

COMMENT:

The existing policy needs to be amended in the following areas:

- a. Under the 'Tree Pruning, Maintenance and/or Removal' section, a point should be added: 'the tree is causing or potentially causing damage to infrastructure';
- b. The position of Works Supervisor will be replaced with Manager of Works to align with the adopted Organisational Chart;
- c. Remove all the statements that do not have legal foundation;
- d. Minor syntax and format changes.

CONSULTATION:

There has been no external consultation during the preparation of this report.

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:

The risk is considered medium because it can cause financial loss to the shire if the policy is not updated.

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 updated Council Policy 10.2 Tree Policy as follows:

‘Objective

To provide guidance and direction in the management of all the Shire’s trees. To develop a Tree Policy for the Town of Menzies to manage and protect vegetation in the Menzies Town Site.

Policy Statement

It is proposed that his policy be developed that will assist administration to understand the importance of vegetation to the Community and to ensure that the direction set by the Council is honoured.

General

All trees are assets of the Shire that contribute to the well-being of the community and to the natural environment. The Shire recognises and values the significance of trees within the townsite for the many social and environmental benefits they provide.

The Shire of Menzies is committed to protecting, maintaining and increasing its tree population whilst meeting its obligation to provide a safe environment for the community. The Shire will actively protect existing trees, promote the planting of trees and reserves the right to plant street trees on Council verges adjacent to properties where no street trees currently exist.

Tree Planting:

In keeping with good horticultural practices, the Shire will undertake a seasonal tree planting program, ordering in advance to ensure good stock availability.

When planting a tree, the Shire will:

- nominate the species;
- consider the mature species size and shape suitability for the site;
- plant a pot size suitable for the site. Where practicable plant tree species endemic to the area when planting adjacent to natural areas;
- choose a location that considers the:
 - o safety for both pedestrian and vehicles, including restriction to sight lines or impact on road safety;
 - o impact on utilities or underground services;
 - o impact on adjacent infrastructure.
- provide post installation care including watering and maintenance until established;
- position the tree in line with any existing street tree alignment and centrally between property boundaries where practicable.

Tree Pruning, Maintenance and/or Removal:

The Shire is responsible for all pruning, maintenance and removal works on all street and park/reserve trees; this includes trees adjacent to developments. All work shall be undertaken by Shire staff under the supervision of the Manager of Works in consultation with the Chief Executive Officer.

Pruning is undertaken by the Shire of Menzies, as deemed necessary to:

- to clear the canopy or branches from interference with overhead services and/or poles;
- remove overhanging branches considered hazardous to traffic, pedestrian, buildings or structures;
- remove low branches considered hazardous to pedestrians or traffic, or impeding statutory signage;
- remove dead, dying, pest infested or diseased branches or abnormal growth;
- define form, structure or framework of the tree, conducting preventative maintenance; and
- be in accordance with AS 4373 Pruning of Amenity Trees, or as specified by the Shire.

At the Shire of Menzies discretion, a tree will be considered for removal in the following circumstances:

- the tree is an unauthorised planting;
- the tree is dead or in decline;
- the tree is irreparably damaged or structurally unsound;
- the tree has been or will be affected by infrastructure works and cannot be retained;
- the tree has been deemed to be a hazard to persons or property, as assessed by the Shire;
- the tree is deemed, by the Shire, to be inappropriate for that location;
- the tree is causing or potentially causing damage to infrastructure;
- if the street tree impedes development on the adjacent lot and all possible design options have been exhausted by the Shire; and
- the Shire President and the Councillors, with agreement from the Chief Executive Officer, agree that the tree is inappropriate.

The Shire shall investigate and respond to all requests for pruning and/or removal of a tree. However, the following do not provide sufficient or justifiable reasons:

- the tree is disliked;
- the tree is considered to be the wrong species, shape or size;
- the tree is perceived to cause health problems;
- the tree is perceived as a safety concern;
- the tree attracts unwanted fauna;
- the tree causes nuisance by producing natural debris like leaf fall, bark, nuts, flower, or fruit etc.;
- the tree obstructs, partially or fully, views (other than vehicular/pedestrian sightlines);

- the tree shades other features like gardens, lawns, vegetable patches, solar panels, solar hot water systems, satellite dishes etc.;
- the tree restricts access, or is an inconvenience, during development or works.

Where a tree is required to be removed by the Shire, a replacement tree will be planted in the next planting season.

Vandalism

The Shire of Menzies encourages the reporting of vandalism towards the Shire's trees and all reports will be investigated and responded to appropriately.'

be endorsed.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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POLICY – 10.2 – Tree Policy

Relevant Delegation

N/A

Objective

To provide guidance and direction in the management of all the Shire's trees. To develop a Tree Policy for the Town of Menzies to manage and protect vegetation in the Menzies Town Site.

Policy Statement

It is proposed that his policy be developed that will assist administration to understand the importance of vegetation to the Community and to ensure that the direction set by the Council is honoured.

General

All trees are assets of the Shire that contribute to the well-being of the community and to the natural environment. The Shire recognises and values the significance of trees within the townsite for the many social and, environmental benefits they provide.

The Shire of Menzies is committed to protecting, maintaining and increasing its tree population whilst meeting its obligation to provide a safe environment for the community. ~~The Shire is responsible for planting, establishing, maintaining and removing all trees within the Shire.~~ The Shire will actively protect existing trees, promote the planting of trees and reserves the right to plant street trees on Council verges adjacent to properties where no street trees currently exist.

Tree Planting:

~~The Shire is responsible for planting all trees within the Shire of Menzies.~~ In keeping with good horticultural practices, the Shire will undertake a seasonal tree planting program, ordering in advance to ensure good stock availability.

When planting a tree, the Shire will:

- nominate the species~~;~~
- consider the mature species size and shape suitability for the site~~;~~
- plant a pot size suitable for the site. Where practicable plant tree species endemic to the area when planting adjacent to natural areas~~;~~
- choose a location that considers the
 - safety for both pedestrian and vehicles, including restriction to sight lines or impact on road safety~~;~~
 - impact on utilities or underground services~~;~~

- impact on adjacent infrastructure.
- provide post installation care including watering and maintenance until established;
- position the tree in line with any existing street tree alignment and centrally between property boundaries where practicable;

Tree Pruning, Maintenance and/or Removal:

The Shire is responsible for all pruning, maintenance and removal works on all street and park/reserve ~~trees~~; this includes trees adjacent to developments. All work shall be undertaken by Shire staff under the supervision of the Manager of Works ~~Supervisor~~ in consultation with the Chief Executive Officer.

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Vandalism

The Shire of Menzies encourages the reporting of vandalism towards the Shire's trees and all reports will be investigated and responded to appropriately.

– End of Policy

COMMENT

It appears that there have been a number of tree planting programs, undertaken by the Shire, the School and the general community. However, the pressures from other sectors to reduce fire hazard, control pest species, and protect the residents from dangers (both perceived and actual) has seen some trees removed on occasions without proper consideration or consultation.

The development of this policy is to ensure that trees and vegetation planted by one administration will not be wiped out by the next. It recognises the importance of the environment to all the community and ensures that the removal of vegetation and trees will not be undertaken without consultation.

This policy can be used to recognise existing significant trees within the townsite of Menzies, and once identified they can be incorporated into the Town Planning Strategy.

ADOPTED: 30 AUGUST 2018
LAST REVIEWED: 29 JUNE 2023

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15 NEW BUSINESS OF AN URGENT NATURE

16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

17 NEXT MEETING

The next meeting is to be held on 27 July 2023 at the Shire Offices in Menzies commencing at 1.00pm.

18 CLOSURE OF MEETING

The Shire President declared the meeting closed at _____.