



SHIRE OF MENZIES

Minutes

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

31 AUGUST 2023

Commencing at 1.00 pm

**At the Council Chambers,
124 Shenton Street, Menzies**

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

**Rob Stewart
Acting Chief Executive Officer**

Resolution Numbers 112/23 to 133/23

DISCLAIMER

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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 1pm.

2 ANNOUNCEMENT OF VISITORS

Nil

3 MEMBER OF THE PUBLIC PRESENT

There was one member of the public present.

4 RECORD OF ATTENDANCE

Councillors: Cr G Dwyer, Shire President

Cr J Dwyer

Cr P Warner

Cr A Tucker

Cr S Sudhir (left 2.43pm, returned 2.44pm)

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)

Apologies: Cr I Baird, Deputy Shire President

Cr S Baird

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 PUBLIC QUESTION TIME

Asked by: Ms C Poole (Member of the Public)

There is a payment of \$7,989 to Talis Consultants for work related to 50 Shenton Street. What is the purpose of that investigation?

Response from the Acting CEO: Talis Consultants have been engaged by the Shire to conduct soil testing for both Lot 8 and Lot 9 Shenton Street. The inclusion of Lot 9 resulted from a Council Resolution passed during the July Council Meeting.

The payment in question is part of the decontamination process, specifically for testing hydrocarbons and chromium. Bluemar serves as the overall contractor responsible for managing the decontamination process to remove the memorial from the title, while Talis specialises in conducting soil testing.

Asked by: Ms C Poole (Member of the Public)

The second question is about the behind closed-door item regarding the tenancy of the Old Post Office Building. Before you offer any part of the renovated building to a potential tenant, can you advise the community about the proposed end use of this building, and will there be a public consultation regarding its end use?

Response from the Shire President: This matter was discussed in a previous Council Meeting, and we will provide the copy of the minutes for your reference. Based on that discussion, one section will serve as a post office, and another section will be dedicated to the exhibition of Antony Gormley.

Response from Cr S Sudhir: I cannot recall any public consultation taking place in October 2021. During that time, the Council resolved to choose one option.

7 APPROVED LEAVE OF ABSENCE

Nil

8 DISCLOSURES OF INTEREST

| Name | Item No | Nature | Interest |
|-------------|---|--|---|
| Cr G Dwyer | 17.1 | Impartiality | The applicant is a friend of Cr G Dwyer |
| Cr J Dwyer | 17.1 | Impartiality | The applicant is a friend of Cr J Dwyer |
| Cr P Warner | 13.2.3 (August 2023 Ordinary Meeting of the Council) | Proximity (At the last meeting, Cr P Warner did not disclose the interest as he was not aware of it. However, as soon as he became aware, Cr P Warner informed the Acting CEO. The Acting CEO resolved not to take further action, provided that the Councillors are aware of the matter, and it will be brought to the public's attention.) | Live and own the house on 6 Wilson Street |

9 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Item 17.1 Tenancy of Former Post Office: corner Shenton and Brown Streets

10 CONFIRMATION/RECEIVAL OF MINUTES

10.1 Confirmation of Minutes - Ordinary Meeting 27 July 2023

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 112/23 |
|-----------------------------------|---------------|

Moved: Cr J Dwyer

Seconded: Cr P Warner

That the Minutes of the Ordinary Council Meeting held on 27 July 2023 be confirmed as a true and correct record.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

11 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

12 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

SHIRE PRESIDENT'S REPORT – AUGUST 2023

On Sunday 30 July, Cr Jill Dwyer and I travelled to Kalgoorlie to attend the State Government Community Cabinet Meeting. Prior to that meeting, the CEOs, Presidents/Mayors and some elected members from the Shires of Leonora, Laverton, Dundas, Coolgardie and City of Kalgoorlie Boulder met with the new Minister for Local Government, the Hon. David Michael MLA, for a brief meet and greet. We discussed the new regulations and concerns from the Goldfields region.

Those who were invited to attend the Community Cabinet Meeting heard from the Premier Roger Cook MLA and from each Minister of Cabinet regarding their portfolios. An opportunity then arose for the community to ask questions, which were answered by the responsible Ministers. From the North Eastern Goldfields, a question from Laverton President Patrick Hill regarding the hospital in Laverton, and the Health Minister Amber-Jade Sanderson MLA responded that a tender for the construction of the new hospital was being assessed. A wide range of questions was put to the Ministers which also led to the Ministers being available after the session to discuss further with those persons over drinks and snacks.

On 11 August, I chaired the General Meeting of the Golden Quest Discovery Trail Association (GQDTA). We discussed finances and general business, and we set the Annual General Meeting for November, following the Local Government Elections and shires' appointment of delegates for GQDTA.

I responded to a request to do a photo shoot at the Menzies School at 10.30am on Wednesday 9 August, for an article to be featured in the Kalgoorlie Miner newspaper. The children and teachers are embarking on an adventure to the Gold Coast, Queensland, in the last week of August. The Council allocated funds in the 2022/2023 Budget to assist with the program, providing the students with 'a trip of a lifetime'.

At the Midwest Yilgarn Infrastructure Group (MYIG) General Meeting on 16 August, the group received a briefing from Sarah Fletcher of GEDC on the proposed Kalgoorlie Rail Bypass. MYIG had discussed the proposals beforehand. The Aboriginal Cultural Heritage Act generated little discussion considering the Government had withdrawn the new Act. The next meeting will be held on 20 September, following WALGA's Local Government Conference and Exhibition in Perth.

At 6pm Tuesday 22 August 2023, a Memorial Service was held in the Town Hall celebrating the life of Barkley Blizzard, an extremely well-known local identity and loved and respected family member. The service was conducted by Pastor Jarrod

Dimer before an assembly of around 120 people in the Hall and 30 or so outside. Barkley was known for his loud music, mainly Country and Western, in some cases for the extended hours and for its repetitiveness.

On Wednesday 11am, a Funeral Service was conducted by Pastor Jarrod Dimer in the Town Hall. This was followed by a drive by at the rear of Marmion Village, Barkley's home, to the Menzies Cemetery. A large crowd were in attendance at the Menzies Cemetery to pay their respects to Barkley, who will be dearly missed.

The CEO Selection Committee has been meeting with the Consultant from Beilby Downing Teal and progressing with assessments from a list of candidates.

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 113/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner Seconded: Cr S Sudhir

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

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

SUSPENSION OF STANDING ORDERS:

COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 114/23 |
|-----------------------------------|---------------|

Moved: Cr J Dwyer Seconded: Cr P Warner

That Clause 8.8 of the Shire of Menzies Meeting Procedures Local Law 2021, that would otherwise prevent a member from addressing the Council more than once on any motion, be suspended.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

13 REPORTS OF COMMITTEES

| | | |
|--------------------------------|---|--|
| 13.1.1 | Appointment of Council Representative: Golden Quest Discovery Trail | |
| LOCATION | Not Applicable | |
| APPLICANT | Internal | |
| DOCUMENT REF | NAM1156 | |
| DATE OF REPORT | 11 August 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 appoint a Councillor representative to the Golden Quest Discovery Trail.

BACKGROUND:

No official Menzies representative has been appointed to the Golden Quest Discovery Trail (GQDT). Cr Greg Dwyer has been attending meetings of the GQDT. The meetings often coincide with meetings of the Northern Goldfields Working Group (NGWG). Cr Greg Dwyer is the Council's appointed representative to the NGWG.

At its meeting held on 29 June 2023, the Tourism and Economic Development Advisory Committee resolved:

‘That it be a recommendation to the Council:

That Cr J Dwyer be appointed as the Council's representative on the Golden Quest Discovery Trail.’

COMMENT:

From a governance point of view, it is suggested that an appointment to GQDT be made.

CONSULTATION:

Consultation has occurred with the Shire President, Cr G Dwyer.

STATUTORY AUTHORITY:

Local Government Act 1995

Section 2.10 provides that a Councillor represents the interest of electors, ratepayers and residents of the district. To adequately undertake this role, it is necessary for Councillors, from time to time, to be appointed to outside bodies.

POLICY IMPLICATIONS:

Policy 1.1.1 Code of Conduct applies.

Policy 1.5 External Organisations – Council Representatives and Expenses applies.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RISK ASSESSMENT:

Although the Shire President has been attending meetings of the GQDT and can also speak on behalf of the local government [(Section 2.8 (1) (d)) Local Government Act 1995, it is suggested that as a matter of good governance, a representative be ratified, in accordance with the Committee's resolution.

STRATEGIC IMPLICATIONS:

The Shire of Menzies Community Strategic Plan 2021 – 2031 provides at Outcome 4.1 (A strategically focused Council, leading our community) the following Strategies:

4.1.1 Provide strategic leadership and governance

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

Accordingly, the Officer Recommendation aligns with the Strategic Plan.

VOTING REQUIREMENTS:

Simple Majority

COMMITTEE RECOMMENDATION/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 115/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner

Seconded: Cr S Sudhir

That Cr J Dwyer be appointed as the Council's representative on the Golden Quest Discovery Trail.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

14 REPORTS OF OFFICERS

14.1 Finance Reports

| | |
|---------------------------------------|---|
| 14.1.1 | Finance Report - July 2023 |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1157 |
| DATE OF REPORT | 17 August 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. Statement of Financial Activity - Menzies - July 2023 [14.1.1.1 - 27 pages] 2. Financial Information Statement (FIS) - July 2023 [14.1.1.2 - 7 pages] |

SUMMARY:

To consider the Statement of Financial Activity for the period ended 31 July 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/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 116/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner Seconded: Cr J Dwyer

That the Statement of Financial Activity for the period ending 31 July 2023 as attached be received.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil



SHIRE OF MENZIES

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 July 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2023

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 203/24 year is \$25,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

| | % Collected / Completed | Amended Annual Budget | Amended YTD Budget | YTD Actual | Variance (Under)/Over |
|---|-------------------------------|------------------------------------|--------------------------------------|------------|--------------------------|
| Significant Projects | | | | | |
| New 2x1 Staff House - Building (Capital) | 32% | 326,691 | 27,224 | 103,223 | (75,999) |
| New 2x1 Staff House (21-22) | 18% | 570,000 | 47,500 | 103,223 | (55,723) |
| Tjunjuntjara Access Road (R2R 23-24) | 42% | 510,627 | 42,552 | 216,240 | (173,688) |
| Tjunjuntjarra Access Road (Indigenous Community Access Rd) | 60% | 320,000 | 26,666 | 192,222 | (165,556) |
| Tjunjuntjara Access Road (NoRA Supplementary Funding 22/23) | | | | | |
| Expenditure | 4% | 700,000 | 58,333 | 27,830 | 30,503 |
| Financial Position | | | | | |
| | | Prior Year 31 July 2022 | Current Year 31 July 2023 | | |
| Adjusted Net Current Assets | 147% | \$ 3,739,371 | \$ 5,506,310 | | |
| Cash and Equivalent - Unrestricted | 140% | \$ 3,871,172 | \$ 5,435,109 | | |
| Cash and Equivalent - Restricted | 104% | \$ 11,337,423 | \$ 11,788,336 | | |
| Receivables - Rates | 85% | \$ 591,899 | \$ 501,620 | | |
| Receivables - Other | 164% | \$ 319,161 | \$ 523,835 | | |
| Payables | 489% | \$ 145,202 | \$ 710,522 | | |

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2023

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2023
 Prepared by: Kristy Van Kuyl (Chief Financial Officer)
 Reviewed by: CEO

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

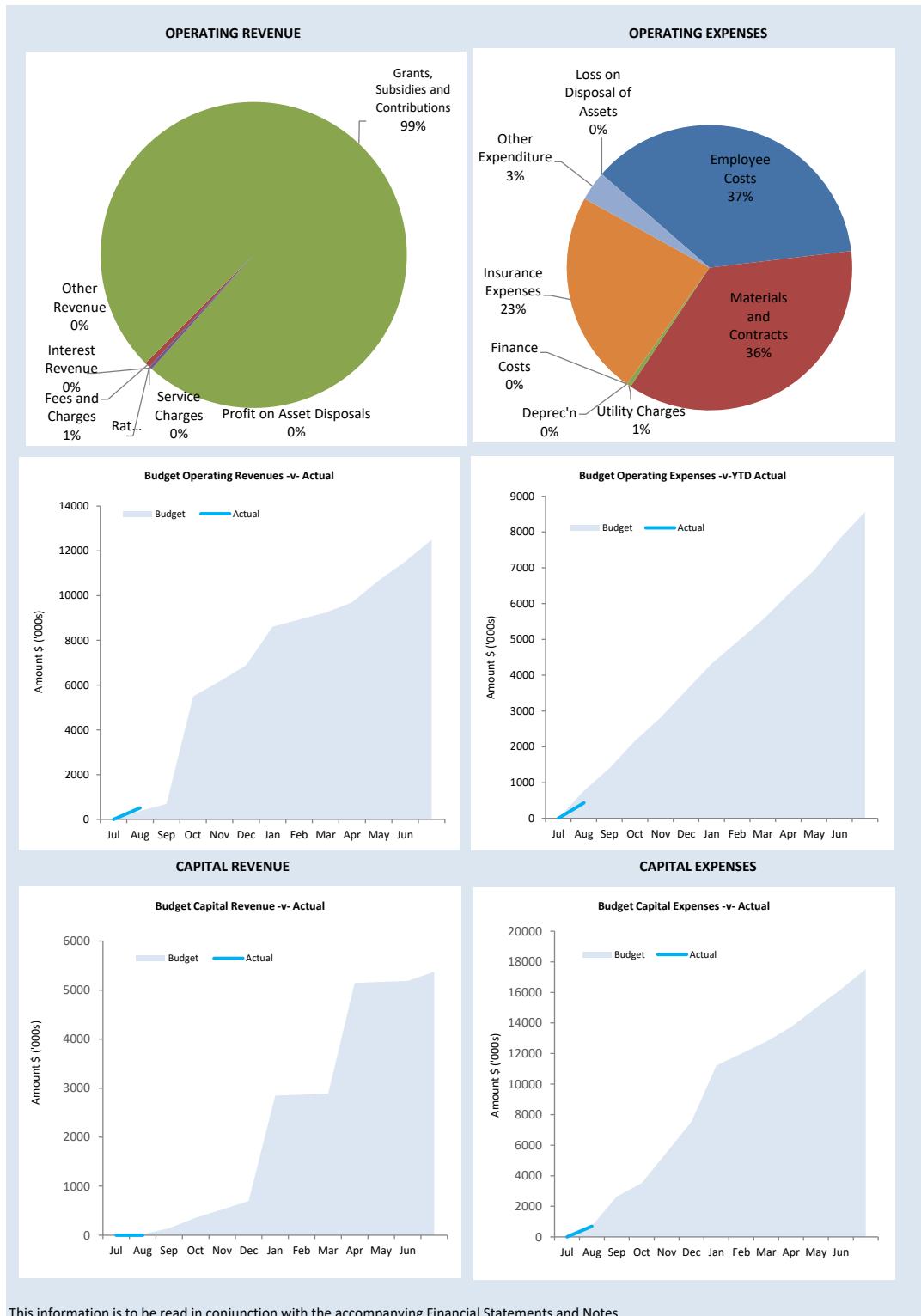
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2023

SUMMARY GRAPHS



SHIRE OF MENZIES**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 JULY 2023****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES**EMPLOYEE COSTS**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

BY NATURE

| Note | Adopted Annual Budget | Amended Annual Budget | Amended YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. ▲▼ | Significant Var. \$ |
|--|-----------------------------|-----------------------------|---------------------------------|----------------------|--------------------|-----------------------|------------|---------------------------|
| | \$ | \$ | \$ | \$ | \$ | % | | |
| OPERATING ACTIVITIES | | | | | | | | |
| Revenue from operating activities | | | | | | | | |
| Rates | 6 | 4,335,810 | 4,335,810 | 0 | 0 | 0 | | |
| Grants, Subsidies and | | | | | | | | |
| Contributions | 12 | 558,417 | 558,417 | 62,618 | 234,157 | 171,539 | 274% | ▲ |
| Fees and Charges | | 240,205 | 240,205 | 26,425 | 34,163 | 7,738 | 29% | ▲ |
| Service Charges | | 0 | 0 | 0 | 0 | 0 | | |
| Interest Revenue | | 301,000 | 301,000 | 20,833 | 20,233 | (600) | (3%) | ▼ |
| Other Revenue | | 30,450 | 30,450 | 2,534 | 10 | (2,524) | (100%) | ▼ |
| Profit on Disposal of Assets | 7 | 43,894 | 43,894 | 8,217 | 0 | (8,217) | (100%) | ▼ |
| Gain FV Valuation of Assets | | 0 | 0 | 0 | 0 | 0 | | |
| | | 5,509,776 | 5,509,776 | 120,627 | 288,563 | | | |
| Expenditure from operating activities | | | | | | | | |
| Employee Costs | | (2,896,464) | (2,896,464) | (221,880) | (158,360.80) | 63,519 | 29% | ▲ |
| Materials and Contracts | | (2,627,425) | (2,627,425) | (255,173) | (155,982.62) | 99,190 | 39% | ▲ |
| Utility Charges | | (110,200) | (110,200) | (9,164) | (2,125) | 7,039 | 77% | ▲ |
| Depreciation | | (2,140,427) | (2,140,427) | (178,362) | 0 | 178,362 | 100% | ▲ |
| Finance Costs | | (26,085) | (26,085) | (5,216) | 0 | 5,216 | 100% | ▲ |
| Insurance Expenses | | (163,583) | (163,583) | (13,605) | (100,048) | (86,443) | (635%) | ▼ |
| Other Expenditure | | (601,711) | (601,711) | (81,138) | (14,485) | 66,653 | 82% | ▲ |
| Loss on Disposal of Assets | 7 | 0 | 0 | 0 | 0 | 0 | | |
| Loss FV Valuation of Assets | | 0 | 0 | 0 | 0 | 0 | | |
| | | (8,565,893) | (8,565,893) | (764,538) | (431,001) | | | |
| Non-cash amounts excluded from operating activities | | | | | | | | |
| Add back Depreciation | | 2,140,427 | 2,140,427 | 178,362 | 0 | (178,362) | (100%) | ▼ |
| Adjust (Profit)/Loss on Asset Disposal | 7 | (43,894) | (43,894) | (8,217) | 0 | 8,217 | (100%) | ▲ |
| Movement in Leave Reserve (Added Back) | | (2,544) | (2,544) | 0 | 242 | 242 | | ▲ |
| Movement in Deferred Pensioner Rates/ESL | | 0 | 0 | 0 | 0 | 0 | | |
| Movement in Employee Benefit Provisions | | 0 | 0 | 0 | 0 | 0 | | |
| Rounding Adjustments | | 0 | 0 | 0 | 0 | 0 | | |
| Movement Due to Changes in Accounting Standards | | 0 | 0 | 0 | 0 | 0 | | |
| Loss on Asset Revaluation | | 0 | 0 | 0 | 0 | 0 | | |
| Adjustment in Fixed Assets | | 0 | 0 | 0 | 0 | 0 | | |
| | | 2,093,989 | 2,093,989 | 170,145 | 242 | | | |
| Amount attributable to operating activities | | (962,129) | (962,129) | (473,766) | (142,196) | | | |
| INVESTING ACTIVITIES | | | | | | | | |
| Inflows from investing activities | | | | | | | | |
| Capital Grants, Subsidies and Contributions | 13 | 6,986,077 | 6,986,077 | 252,750 | 223,330 | (29,420) | (12%) | ▼ |
| Proceeds from Disposal of Assets | 7 | 80,000 | 80,000 | 4,166 | 0 | (4,166) | (100%) | ▼ |
| Proceeds from financial assets at amortised cost - self supporting loans | 9 | 0 | 0 | 0 | 0 | 0 | | |
| | | 7,066,077 | 7,066,077 | 256,916 | 223,330 | | | |
| Outflows from investing activities | | | | | | | | |
| Land Held for Resale | 8 | 0 | 0 | 0 | 0 | 0 | | |
| Land and Buildings | 8 | (4,213,177) | (4,213,177) | (231,395) | (242,077) | (10,682) | (5%) | ▼ |
| Plant and Equipment | 8 | (800,000) | (800,000) | (4,250) | 0 | 4,250 | 100% | ▲ |
| Furniture and Equipment | 8 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure Assets - Roads | 8 | (7,574,541) | (7,574,541) | (441,133) | (436,292) | 4,841 | 1% | ▲ |
| Infrastructure Assets - Footpaths | 8 | (50,000) | (50,000) | (4,166) | 0 | 4,166 | 100% | ▲ |
| Infrastructure Assets - Parks and Ovals | 8 | 0 | 0 | 0 | 0 | 0 | | |
| Infrastructure Assets - Other | 8 | (2,323,287) | (2,323,287) | (21,850) | (3,500) | 18,350 | 84% | ▲ |
| Payments for financial assets at amortised cost - self supporting loans | | 0 | 0 | 0 | 0 | 0 | | |
| | | (14,961,005) | (14,961,005) | (702,794) | (681,868) | | | |
| Amount attributable to investing activities | | (7,894,928) | (7,894,928) | (445,878) | (458,538) | | | |
| FINANCING ACTIVITIES | | | | | | | | |
| Inflows from financing activities | | | | | | | | |
| Proceeds from new borrowings | | 650,000 | 650,000 | 0 | 0 | 0 | | |
| Transfer from Reserves | 10 | 4,640,924 | 4,640,924 | 16,666 | 0 | (16,666) | (100%) | ▼ |
| Transfer from Restricted Cash - Other | | 0 | 0 | 0 | 0 | 0 | | |
| | | 5,290,924 | 5,290,924 | 16,666 | 0 | | | |
| Outflows from financing activities | | | | | | | | |
| Repayment of borrowings | 9 | (53,627) | (53,627) | 0 | 0 | 0 | | |
| Payments for principal portion of lease liabilities | 9 | 0 | 0 | 0 | 0 | 0 | | |
| Transfer to Reserves | 10 | (2,510,699) | (2,510,699) | (18,333) | (13,501) | 4,832 | 26% | ▲ |
| Transfer to Restricted Cash - Other | | 0 | 0 | 0 | 0 | 0 | | |
| | | (2,564,326) | (2,564,326) | (18,333) | (13,501) | | | |
| Amount attributable to financing activities | | 2,726,598 | 2,726,598 | (1,667) | (13,501) | | | |
| MOVEMENT IN SURPLUS OR DEFICIT | | | | | | | | |
| Surplus or deficit at the start of the financial year | 1 | 6,130,460 | 6,120,546 | 6,120,546 | 6,120,546 | 0 | 0% | |
| Amount attributable to operating activities | | (962,129) | (962,129) | (473,766) | (142,196) | | | |
| Amount attributable to investing activities | | (7,894,928) | (7,894,928) | (445,878) | (458,538) | | | |
| Amount attributable to financing activities | | 2,726,598 | 2,726,598 | (1,667) | (13,501) | | | |
| Surplus or deficit at the end of the financial year | 1 | 1 | (9,913) | 5,199,235 | 5,506,310 | | | |

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

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

The material variance adopted by Council for the 2023/24 year is \$25,000 and 10%.

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

SHIRE OF MENZIES
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2023

| | 30 June 2023 | 31 July 2023 |
|--------------------------------------|--------------------|--------------------|
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash and cash equivalents | 17,795,820 | 17,223,445 |
| Trade and other receivables | 415,660 | 648,393 |
| Other financial assets | 0 | 0 |
| Inventories | 16,438 | 16,438 |
| Contract assets | 813,398 | 813,398 |
| Other assets | 0 | 0 |
| Assets classified as held for sale | 0 | 0 |
| TOTAL CURRENT ASSETS | 19,041,316 | 18,701,673 |
| NON-CURRENT ASSETS | | |
| Trade and other receivables | 0 | 0 |
| Other financial assets | 19,451 | 19,451 |
| Inventories | 0 | 0 |
| Investment in associate | 0 | 0 |
| Property, plant and equipment | 12,077,928 | 12,320,005 |
| Infrastructure | 173,846,812 | 174,286,604 |
| Right-of-use assets | 0 | 0 |
| Investment property | 0 | 0 |
| Intangible assets | 0 | 0 |
| TOTAL NON-CURRENT ASSETS | 185,944,191 | 186,626,059 |
| TOTAL ASSETS | 204,985,507 | 205,327,733 |
| CURRENT LIABILITIES | | |
| Trade and other payables | 279,982 | 728,827 |
| Other liabilities | 868,495 | 680,985 |
| Lease liabilities | 0 | 0 |
| Borrowings | 0 | 0 |
| Employee related provisions | 207,824 | 207,824 |
| Other provisions | 0 | 0 |
| TOTAL CURRENT LIABILITIES | 1,356,302 | 1,617,636 |
| NON-CURRENT LIABILITIES | | |
| Other liabilities | 0 | 0 |
| Lease liabilities | 0 | 0 |
| Borrowings | 0 | 0 |
| Employee related provisions | 24,014 | 24,014 |
| Other provisions | 0 | 0 |
| TOTAL NON-CURRENT LIABILITIES | 24,014 | 24,014 |
| TOTAL LIABILITIES | 1,380,315 | 1,641,649 |
| NET ASSETS | 203,605,192 | 203,686,083 |
| EQUITY | | |
| Retained surplus | 26,869,435 | 26,936,827 |
| Reserve accounts | 11,774,836 | 11,788,336 |
| Revaluation surplus | 164,960,920 | 164,960,920 |
| TOTAL EQUITY | 203,605,192 | 203,686,083 |

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

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

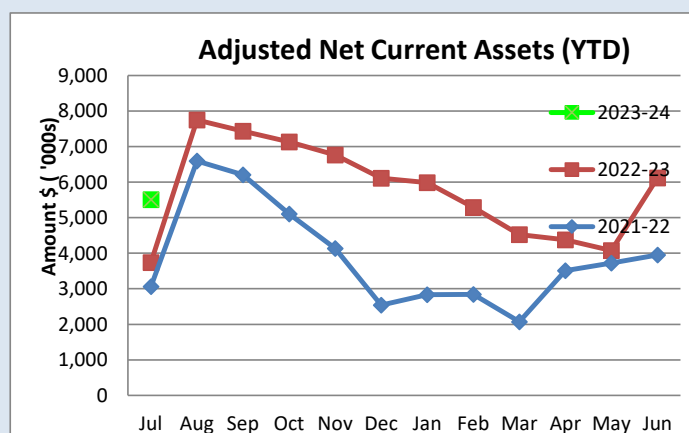
| Adjusted Net Current Assets | Note | Last Years Closing 30/06/2023 | This Time Last Year 31/07/2022 | Year to Date Actual 31/07/2023 |
|---|------|-------------------------------------|--------------------------------------|--------------------------------------|
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Cash Unrestricted | 2 | 6,020,984 | 3,871,172 | 5,435,109 |
| Cash Restricted - Reserves | 2 | 11,774,836 | 11,337,423 | 11,788,336 |
| Cash Restricted - Bonds & Deposits | 2 | 0 | 0 | 0 |
| Receivables - Rates | 3 | 519,498 | 591,899 | 501,620 |
| Receivables - Other | 3 | 273,224 | 319,161 | 523,835 |
| Impairment of Receivables | 3 | (377,062) | (377,062) | (377,062) |
| Other Assets Other Than Inventories | 4 | 813,398 | 335,625 | 813,398 |
| Inventories | 4 | 16,438 | 16,438 | 16,438 |
| | | 19,041,316 | 16,094,657 | 18,701,673 |
| Less: Current Liabilities | | | | |
| Payables | 5 | (264,937) | (145,202) | (710,522) |
| Contract Liabilities | 11 | (868,495) | (853,086) | (680,985) |
| Bonds & Deposits | 14 | (15,046) | (17,886) | (18,305) |
| Loan and Lease Liability | 9 | 0 | 0 | 0 |
| Provisions | 11 | (207,824) | (207,824) | (207,824) |
| | | (1,356,302) | (1,223,998) | (1,617,636) |
| Less: Cash Reserves | 10 | (11,774,836) | (11,337,423) | (11,788,336) |
| Add Back: Component of Leave Liability not Required to be funded | | 210,368 | 206,136 | 210,609 |
| Add Back: Loan and Lease Liability | | 0 | 0 | 0 |
| Less : Loan Receivable - clubs/institutions | | 0 | 0 | 0 |
| Net Current Funding Position | | 6,120,546 | 3,739,371 | 5,506,310 |

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$5.51 M

Last Year YTD

Surplus(Deficit)

\$3.74 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES

NOTE 2

CASH AND FINANCIAL ASSETS

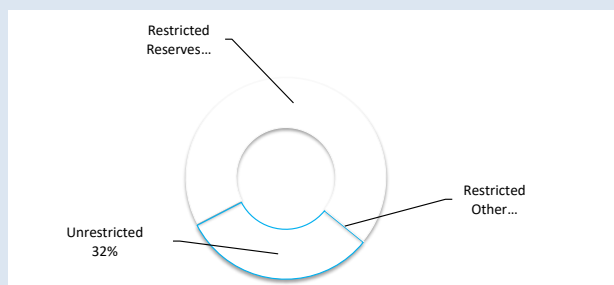
| | Unrestricted | Restricted Reserves | Restricted Muni | Total Amount | Institution | Interest Rate | Maturity Date |
|--|------------------|---------------------|-----------------|-------------------|--------------|---------------|---------------|
| | \$ | \$ | \$ | \$ | | | |
| Cash on Hand | | | | | | | |
| Cash On Hand - Admin | 830 | 0 | 0 | 830 | Cash on Hand | Nil | On Hand |
| At Call Deposits | | | | | | | |
| Municipal Bank Account | 2,389,924 | 0 | 0 | 2,389,924 | NAB | 1.350% | Ongoing |
| Reserve Bank Account | | 11,788,336 | | 11,788,336 | NAB | 1.350% | Ongoing |
| Trust Cash at Bank | | | 0 | 0 | NAB | | |
| Term Deposits | | | | | | | |
| Municipal Maximiser Investment Account | 3,044,355 | 0 | 0 | 3,044,355 | NAB | 1.350% | Ongoing |
| Investments | | | | | | | |
| Total | 5,435,109 | 11,788,336 | 0 | 17,223,445 | | | |

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



| Total Cash | Unrestricted |
|------------------|------------------|
| \$17.22 M | \$11.79 M |

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

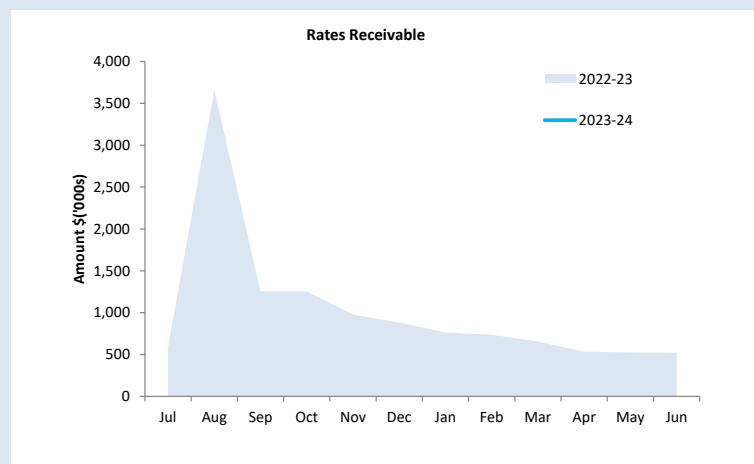
OPERATING ACTIVITIES

NOTE 3
RECEIVABLES

| Receivables - Rates & Rubbish | 30 June 2023 | 31 Jul 23 |
|--------------------------------|----------------|----------------|
| | \$ | \$ |
| Opening Arrears Previous Years | 594,451 | 519,498 |
| Levied this year | 4,191,359 | 0 |
| Less Collections to date | (4,266,313) | (17,878) |
| Equals Current Outstanding | 519,498 | 501,620 |
| Net Rates Collectable | 519,498 | 501,620 |
| % Collected | 89.15% | 3.44% |

KEY INFORMATION

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

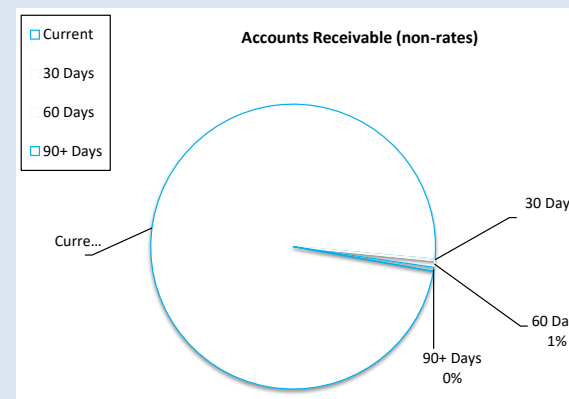


| Collected | Rates Due |
|-----------|------------------|
| 3% | \$501,620 |

| Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ |
| Receivables - General | 234,349 | 400 | 1,814 | 1,058 | 237,621 |
| Percentage | 99% | 0% | 1% | 0% | |
| Balance per Trial Balance | | | | | |
| Sundry Debtors | | | | | 237,596 |
| Impairment of Receivables | | | | | (377,062) |
| Receivables - Other | | | | | 286,239 |
| Total Receivables General Outstanding | | | | | 146,773 |
| Amounts shown above include GST (where applicable) | | | | | |

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due

\$146,773

Over 30 Days

1%

Over 90 Days

0%

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES

NOTE 4

OTHER CURRENT ASSETS

| | Opening Balance 1 Jul 2023 | Asset Increase | Asset Reduction | Closing Balance 31 Jul 2023 |
|--|----------------------------------|-------------------|--------------------|-----------------------------------|
| Other Current Assets | \$ | \$ | \$ | \$ |
| Inventory | | | | |
| Fuel, Oil & Materials on hand | 16,438 | 0 | 0 | 16,438 |
| Contract assets | | | | |
| Contract assets | 813,398 | 0 | 0 | 813,398 |
| Total Other Current assets | | | | 829,836 |
| Amounts shown above include GST (where applicable) | | | | |

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

CONTRACT ASSETS

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

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES

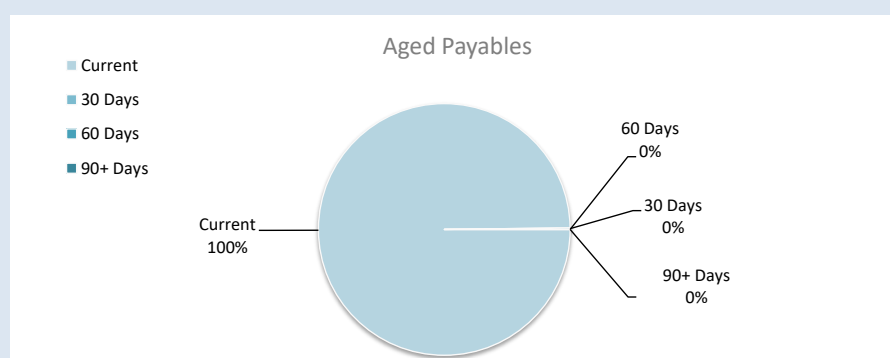
NOTE 5

Payables

| Payables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ |
| Payables (Sundry Creditors) - General | 561,217 | 1,136 | 0 | 0 | 562,353 |
| Percentage | 99.8% | 0.2% | 0% | 0% | |
| Balance per Trial Balance | | | | | |
| Sundry creditors - General | | | | | 562,353 |
| ATO liabilities | | | | | 124,416 |
| Other accruals/payables | | | | | (4,379) |
| Prepaid rates | | | | | 28,131 |
| Total Payables General Outstanding | | | | | 710,522 |
| Amounts shown above include GST (where applicable) | | | | | |

KEY INFORMATION

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



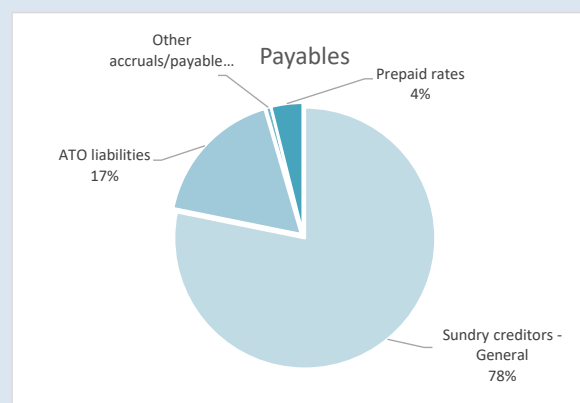
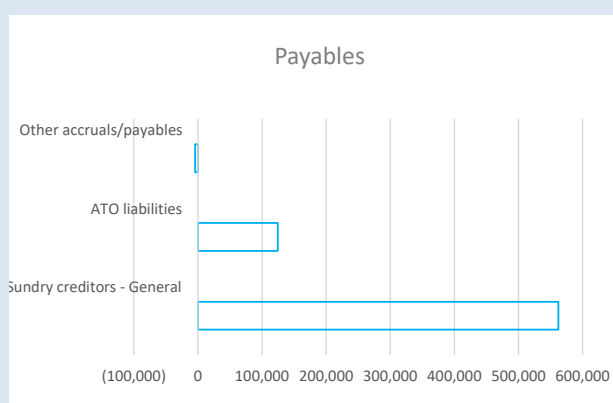
Creditors Due

\$710,522

Over 30 Days

0%

Over 90 Days

0%

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

| | | | Budget | | | | | YTD Actual | | | |
|-----------------------------|------------|----------------------|----------------|--------------|--------------|-----------|---------------|--------------|---------------|------------|---------------|
| RATE TYPE | Rate in | Number of Properties | Rateable Value | Rate Revenue | Interim Rate | Back Rate | Total Revenue | Rate Revenue | Interim Rates | Back Rates | Total Revenue |
| | \$ | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Differential General Rate | | | | | | | | | | | |
| Gross rental valuations | | | | | | | | | | | |
| Vacant and improved | 0.089400 | 36 | 1,716,320.00 | 153,439.00 | 0.00 | 0.00 | 153,439.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unimproved valuations | | | | | | | | | | | |
| Mining | 0.163934 | 231 | 18,903,738.00 | 3,098,965.00 | 0.00 | 0.00 | 3,098,965.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Exploration and Prospecting | 0.147548 | 557 | 5,449,383.00 | 804,046.00 | 0.00 | 0.00 | 804,046.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pastoral and Other | 0.085300 | 85 | 999,953.00 | 85,296.00 | 0.00 | 0.00 | 85,296.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Non-Rateable | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub-Totals | | 909 | 27,069,394.00 | 4,141,746.00 | 0.00 | 0.00 | 4,141,746.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Minimum Payment | Minimum \$ | | | | | | | | | | |
| Gross rental valuations | | | | | | | | | | | |
| Vacant and improved | 200 | 211 | 48,774.00 | 42,200.00 | 0.00 | 0.00 | 42,200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unimproved valuations | | | | | | | | | | | |
| Mining | 328 | 59 | 56,615.00 | 19,352.00 | 0.00 | 0.00 | 19,352.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Exploration and Prospecting | 328 | 394 | 465,000.00 | 129,232.00 | 0.00 | 0.00 | 129,232.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pastoral and Other | 328 | 10 | 18,965.00 | 3,280.00 | 0.00 | 0.00 | 3,280.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub-Totals | | 674 | 589,354.00 | 194,064.00 | 0.00 | 0.00 | 194,064.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 1,583 | 27,658,748.00 | 4,335,810.00 | 0.00 | 0.00 | 4,335,810.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amount from General Rates | | | | | | | | | | | |
| | | | | | | | 4,335,810.00 | | | | 0.00 |
| Ex-Gratia Rates | | | | | | | 0.00 | | | | 0.00 |
| Total Rates | | | | | | | 4,335,810.00 | | | | 0.00 |

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

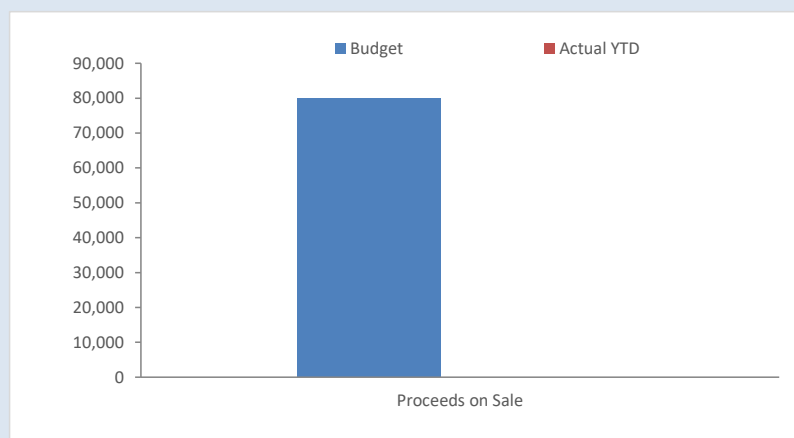
OPERATING ACTIVITIES

NOTE 7

DISPOSAL OF ASSETS

| Asset Number | Asset Description | Amended Budget | | | | YTD Actual | | | |
|----------------------------|---|----------------|---------------|---------------|----------|----------------|----------|----------|----------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Plant and Equipment | | | | | | | | | |
| 83 | Toyota Prado Dsl Wagon 1Mn, P0230 | 8,912 | 50,000 | 41,088 | | 0 | 0 | | |
| 515 | P0207 Hino 300 Series 816 Medium Auto Rubbish Truck - Mn963 | 27,194 | 30,000 | 2,806 | | 0 | 0 | | |
| | | 36,106 | 80,000 | 43,894 | 0 | 0 | 0 | 0 | 0 |

KEY INFORMATION



| Proceeds on Sale | | |
|------------------|------------|-----------|
| Budget | YTD Actual | % |
| \$80,000 | \$0 | 0% |

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023


INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

| Capital Acquisitions | Annual | Amended Budget | | Total | Variance |
|---|-------------------|----------------|-------------------|----------------|-----------------|
| | \$ | \$ | \$ | \$ | \$ |
| Land Held for Resale | 0 | 0 | 0 | 0 | 0 |
| Land and Buildings | 4,213,177 | 231,395 | 4,213,177 | 242,077 | 10,682 |
| Equipment on Reserves | 0 | 0 | 0 | 0 | 0 |
| Plant and Equipment | 800,000 | 4,250 | 800,000 | 0 | (4,250) |
| Motor Vehicles | 0 | 0 | 0 | 0 | 0 |
| Furniture and Equipment | 0 | 0 | 0 | 0 | 0 |
| Infrastructure Assets - Roads | 7,574,541 | 441,133 | 7,574,541 | 436,292 | (4,841) |
| Infrastructure Assets - Footpaths | 50,000 | 4,166 | 50,000 | 0 | (4,166) |
| Infrastructure Assets - Parks and Ovals | 0 | 0 | 0 | 0 | 0 |
| Infrastructure Assets - Other | 2,323,287 | 21,850 | 2,323,287 | 3,500 | (18,350) |
| Capital Expenditure Totals | 14,961,005 | 702,794 | 14,961,005 | 681,868 | (20,926) |
| Capital acquisitions funded by: | | | | | |
| | \$ | \$ | \$ | \$ | \$ |
| Capital Grants and Contributions | 6,986,077 | 252,750 | 6,986,077 | 223,330 | (29,420) |
| Borrowings | 650,000 | 0 | 650,000 | 0 | 0 |
| Other (Disposals & C/Fwd) | 80,000 | 4,166 | 80,000 | 0 | (4,166) |
| Council contribution - Cash Backed Reserves | | | | | |
| Various Reserves | 4,640,924 | 16,666 | 4,640,924 | 0 | (16,666) |
| Council contribution - operations | 2,604,004 | 429,212 | 2,604,004 | 458,538 | 29,326 |
| Capital Funding Total | 14,961,005 | 702,794 | 14,961,005 | 681,868 | (20,926) |

SIGNIFICANT ACCOUNTING POLICIES

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

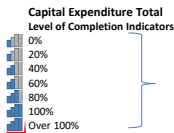
KEY INFORMATION


 Annual Budget

| Acquisitions | Annual Budget | YTD Actual | % Spent |
|---------------|------------------|-----------------|------------|
| | \$14.96 M | \$0.68 M | 5% |
| Capital Grant | Annual Budget | YTD Actual | % Received |
| | \$6.99 M | \$0.22 M | 3% |

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



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

| Completion | | Level of completion indicator, please see table at the top of this note for further detail. | | | | Adopted | | Amended | | | |
|--|--|---|------------------------|------------|---------------|---------------|-------------|-----------|-----------------------|-----------|--|
| Assets | | Account Number | Balance Sheet Category | Job Number | Annual Budget | Annual Budget | YTD Budget | Total YTD | Variance (Under)/Over | | |
| | | | | | \$ | \$ | \$ | \$ | \$ | | |
| Land | | | | | | | | | | | |
| Economic Services | | | | | | | | | | | |
| 0.00 | | Lot 500-502 (56) Wilson St - Land (Capital) | 4130809 | 508 | LC001 | (64,000) | (64,000) | (21,333) | 0 | 21,333 | |
| 0.00 | | Lot 9 (54) Shenton Street - Land (Capital) | 4130809 | 508 | LC002 | (12,000) | (12,000) | (4,000) | 0 | 4,000 | |
| Total - Economic Services | | | | | (76,000) | (76,000) | (25,333) | 0 | 25,333 | | |
| 0.00 | | Total - Land | | | (76,000) | (76,000) | (25,333) | 0 | 25,333 | | |
| Buildings | | | | | | | | | | | |
| Education & Welfare | | | | | | | | | | | |
| 0.00 | | Community Shed | 4080410 | 510 | BC060A | (300,000) | (300,000) | 0 | 0 | 0 | |
| Total - Education & Welfare | | | | | (300,000) | (300,000) | 0 | 0 | 0 | | |
| Housing | | | | | | | | | | | |
| 0.32 | | New 2x1 Staff House - Building (Capital) | 4090110 | 510 | BC010 | (326,691) | (326,691) | (27,224) | (103,223) | (75,999) | |
| 0.18 | | New 2x1 Staff House (21-22) | 4090110 | 510 | BC011 | (570,000) | (570,000) | (47,500) | (103,223) | (55,723) | |
| 0.00 | | Old Post Office House Lot 102 (33) Walsh St - Building (Capital) | 4090210 | 510 | BC020 | (894,000) | (894,000) | 0 | 0 | 0 | |
| 0.03 | | GROH House 4x2 | 4090210 | 510 | BC023 | (700,000) | (700,000) | 0 | (17,815) | (17,815) | |
| 0.03 | | GROH House 2x1 | 4090210 | 510 | BC024 | (550,000) | (550,000) | 0 | (17,815) | (17,815) | |
| Total - Housing | | | | | (3,040,691) | (3,040,691) | (74,724) | (242,077) | (167,353) | | |
| Recreation And Culture | | | | | | | | | | | |
| 0.00 | | Town Hall (Hall) - Building (Capital) | 4110110 | 510 | BC026 | (100,000) | (100,000) | (8,333) | 0 | 8,333 | |
| Total - Recreation And Culture | | | | | (100,000) | (100,000) | (8,333) | 0 | 8,333 | | |
| Economic Services | | | | | | | | | | | |
| 0.00 | | Building not specified | 4130210 | 510 | BC000 | (100,000) | (100,000) | (8,333) | 0 | 8,333 | |
| 0.00 | | Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital) | 4130210 | 510 | BC028 | (496,486) | (496,486) | (82,747) | 0 | 82,747 | |
| Total - Economic Services | | | | | (596,486) | (596,486) | (91,080) | 0 | 91,080 | | |
| Other Property & Services | | | | | | | | | | | |
| 0.00 | | Town Hall (Admin) - Building (Capital) | 4140210 | 510 | BC027 | (100,000) | (100,000) | (31,925) | 0 | 31,925 | |
| 0.00 | | Total - Other Property & Services | | | (100,000) | (100,000) | (31,925) | 0 | 31,925 | | |
| 0.06 | | Total - Buildings | | | (4,137,177) | (4,137,177) | (206,062) | (242,077) | (36,015) | | |
| Plant & Equipment | | | | | | | | | | | |
| Governance | | | | | | | | | | | |
| 0.00 | | Administration Communications Equipment | 4040230 | 530 | C0141 | (15,000) | (15,000) | (1,250) | 0 | 1,250 | |
| 0.00 | | Software and IT Systems | 4040230 | 530 | C0142 | (100,000) | (100,000) | 0 | 0 | 0 | |
| 0.00 | | Vehicle Replacement CEO | 4040230 | 530 | CP001 | (80,000) | (80,000) | 0 | 0 | 0 | |
| Total - Governance | | | | | (195,000) | (195,000) | (1,250) | 0 | 1,250 | | |
| Other Law, Order & Public Safety | | | | | | | | | | | |
| 0.00 | | LRCI Menzies CCTV Expenditure | 4050330 | 530 | LRC0118 | (90,000) | (90,000) | 0 | 0 | 0 | |
| Total - Other Law, Order & Public Safety | | | | | (90,000) | (90,000) | 0 | 0 | 0 | | |
| Transport | | | | | | | | | | | |
| 0.00 | | Minor Plant Purchases | 4120330 | 530 | C0127 | (15,000) | (15,000) | (3,000) | 0 | 3,000 | |
| 0.00 | | Rubbish Truck with Compactor | 4120330 | 530 | CP006 | (340,000) | (340,000) | 0 | 0 | 0 | |
| 0.00 | | Trailer for Accomodation (23/24) | 4120330 | 530 | C1220 | (160,000) | (160,000) | 0 | 0 | 0 | |
| Total - Transport | | | | | (515,000) | (515,000) | (3,000) | 0 | 3,000 | | |
| 0.00 | | Total - Plant & Equipment | | | (800,000) | (800,000) | (4,250) | 0 | 4,250 | | |
| Infrastructure - Roads | | | | | | | | | | | |
| Transport | | | | | | | | | | | |
| 0.00 | | Program Reseal | 4120140 | 540 | C1213 | (250,000) | (250,000) | (20,833) | 0 | 20,833 | |
| 0.00 | | Grids Capital | 4120140 | 540 | GRIDCAP | (100,000) | (100,000) | (8,333) | 0 | 8,333 | |
| 0.00 | | Niagara Dam Rd (Capital) | 4120141 | 540 | RC059 | (200,000) | (200,000) | 0 | 0 | 0 | |
| 0.00 | | Kookynie Malcom Rd (Capital) | 4120142 | 540 | RC038 | (300,000) | (300,000) | 0 | 0 | 0 | |
| 0.00 | | Tjuntjunjarra Access Rd (Capital) | 4120142 | 540 | RC049 | (300,000) | (300,000) | (25,000) | 0 | 25,000 | |
| 0.00 | | Tjuntjunjarra Internal Roads Program (20-21) | 4120142 | 540 | RC249 | (250,000) | (250,000) | 0 | 0 | 0 | |
| 0.42 | | Tjuntjunjarra Access Road (R2R 23-24) | 4120146 | 540 | R2R049D | (510,627) | (510,627) | (42,552) | (216,240) | (173,688) | |
| 0.00 | | Yarri Road (RRG 21-22) | 4120150 | 540 | RRG039A | (38,000) | (38,000) | 0 | 0 | 0 | |
| 0.00 | | Tjuntjunjarra Access Rd (RRG) | 4120150 | 540 | RRG049 | (80,000) | (80,000) | (6,666) | 0 | 6,666 | |
| 0.00 | | Menzies North West (RRG 23/24) | 4120151 | 540 | RRG007F | (624,000) | (624,000) | 0 | 0 | 0 | |
| 0.00 | | Evanston - Menzies Road (RRG 23/24) | 4120151 | 540 | RRG008B | (81,000) | (81,000) | 0 | 0 | 0 | |
| 0.00 | | Riverina - Snake Hill Road (RRG 23/24) | 4120151 | 540 | RRG013A | (490,000) | (490,000) | 0 | 0 | 0 | |
| 0.00 | | Kookynie - Malcolm Road (RRG 23/24) | 4120151 | 540 | RRG038A | (297,914) | (297,914) | 0 | 0 | 0 | |
| 0.60 | | Tjuntjunjarra Access Road (Indigenous Community Access Rd) | 4120164 | 540 | ICA049 | (320,000) | (320,000) | (26,666) | (192,222) | (165,556) | |
| 0.00 | | Cutline Road Expenditure CKB | 4120164 | 540 | ICA050 | (3,033,000) | (3,033,000) | (252,750) | 0 | 252,750 | |
| 0.04 | | Tjuntjunjarra Access Road (NoRA Supplementary Funding 22/23) | 4120164 | 540 | NORA049 | (700,000) | (700,000) | (58,333) | (27,830) | 30,503 | |
| Total - Transport | | | | | (7,574,541) | (7,574,541) | (441,133) | (436,292) | 4,841 | | |
| 0.06 | | Total - Infrastructure - Roads | | | (7,574,541) | (7,574,541) | (441,133) | (436,292) | 4,841 | | |
| Infrastructure - Footpaths | | | | | | | | | | | |
| Transport | | | | | | | | | | | |
| 0.00 | | Footpath Construction General (Budgeting Only) | 4120170 | 560 | FC000 | (50,000) | (50,000) | (4,166) | 0 | 4,166 | |

17

Capital Expenditure Total
Level of Completion Indicators

% of Completion  *Level of completion indicator, please see table at the top of this note for further detail.*

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SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

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

| Particulars/Purpose | 01 Jul 2023 | New Loans | | | Principal Repayments | | | Principal Outstanding | | | Interest & Guarantee Fee Repayments | | |
|-----------------------------|-------------|-----------|----------------|----------------|----------------------|----------------|----------------|-----------------------|----------------|----------------|-------------------------------------|----------------|----------------|
| | | Actual | Amended Budget | Adopted Budget | Actual | Amended Budget | Adopted Budget | Actual | Amended Budget | Adopted Budget | Actual | Amended Budget | Adopted Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Housing | | | | | | | | | | | | | |
| GROH House Construction x 2 | 0 | 0 | 650,000 | 650,000 | 0 | 53,627 | 53,627 | 0 | 596,373 | 596,373 | 0 | 26,085 | 26,085 |
| Total | 0 | 0 | 650,000 | 650,000 | 0 | 53,627 | 53,627 | 0 | 596,373 | 596,373 | 0 | 26,085 | 26,085 |
| Current loan borrowings | 0 | | | | | | | 0 | | | | | |
| Non-current loan borrowings | 0 | | | | | | | 0 | | | | | |
| | 0 | | | | | | | 0 | | | | | |

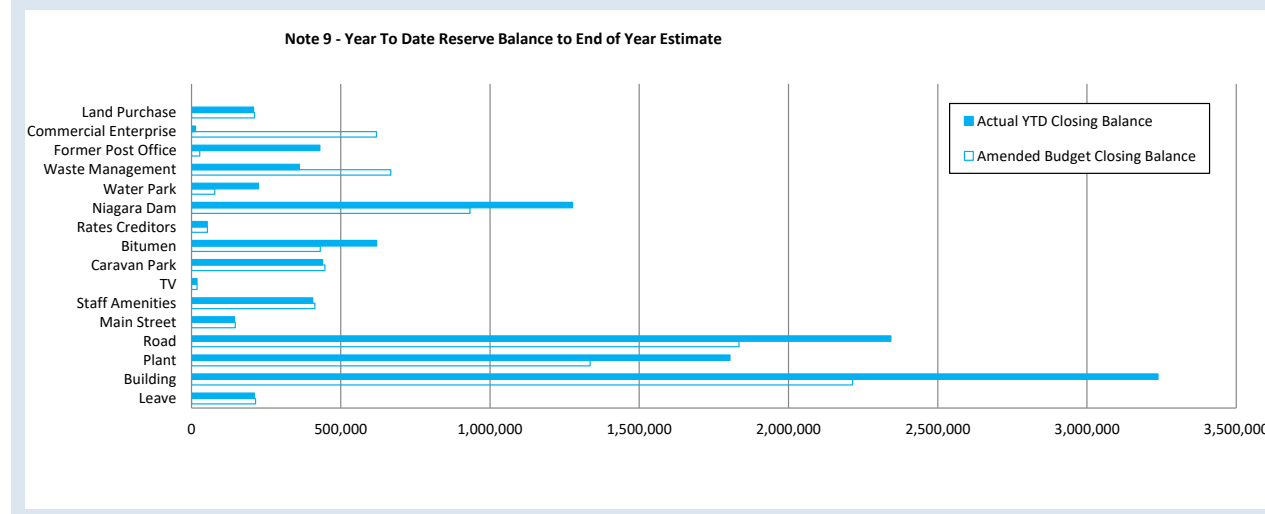
SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESEVES

Cash Backed Reserve

| Reserve Name | Opening Balance | Amended Budget Interest Earned | Actual Interest Earned | Amended Budget Transfers In (+) | Actual Transfers In (+) | Amended Budget Transfers Out (-) | Actual Transfers Out (-) | Amended Budget Closing Balance | Actual YTD Closing Balance |
|-----------------------|-----------------|--------------------------------|------------------------|---------------------------------|-------------------------|----------------------------------|--------------------------|--------------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Leave | 210,368 | 3,930 | 242 | 0 | 0 | 0 | 0 | 214,298 | 210,609 |
| Building | 3,234,402 | 60,431 | 3,707 | 900,000 | 0 | (1,980,162) | 0 | 2,214,671 | 3,238,110 |
| Plant | 1,801,730 | 33,663 | 2,066 | 0 | 0 | (500,000) | 0 | 1,335,393 | 1,803,795 |
| Road | 2,340,514 | 43,730 | 2,684 | 0 | 0 | (550,000) | 0 | 1,834,244 | 2,343,198 |
| Main Street | 144,086 | 2,692 | 165 | 0 | 0 | 0 | 0 | 146,778 | 144,251 |
| Staff Amenities | 405,535 | 7,577 | 464 | 0 | 0 | 0 | 0 | 413,112 | 406,000 |
| TV | 18,354 | 343 | 22 | 0 | 0 | 0 | 0 | 18,697 | 18,376 |
| Caravan Park | 438,455 | 8,192 | 502 | 0 | 0 | 0 | 0 | 446,647 | 438,957 |
| Bitumen | 619,404 | 11,573 | 710 | 0 | 0 | (200,000) | 0 | 430,977 | 620,114 |
| Rates Creditors | 52,454 | 980 | 61 | 0 | 0 | 0 | 0 | 53,434 | 52,515 |
| Niagara Dam | 1,274,702 | 23,816 | 1,462 | 484,750 | 0 | (850,762) | 0 | 932,506 | 1,276,164 |
| Water Park | 223,733 | 4,180 | 257 | 0 | 0 | (150,000) | 0 | 77,913 | 223,990 |
| Waste Management | 361,054 | 6,746 | 414 | 300,000 | 0 | 0 | 0 | 667,800 | 361,469 |
| Former Post Office | 429,193 | 8,019 | 493 | 0 | 0 | (410,000) | 0 | 27,212 | 429,686 |
| Commercial Enterprise | 13,221 | 247 | 15 | 605,949 | 0 | 0 | 0 | 619,417 | 13,236 |
| Land Purchase | 207,630 | 3,881 | 238 | 0 | 0 | 0 | 0 | 211,511 | 207,868 |
| | 11,774,836 | 220,000 | 13,501 | 2,290,699 | 0 | (4,640,924) | 0 | 9,644,611 | 11,788,336 |

KEY INFORMATION



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES

NOTE 11

OTHER CURRENT LIABILITIES

| Other Current Liabilities | Note | Opening Balance 1 Jul 2023 | Liability Increase | Liability Reduction | Closing Balance 31 Jul 2023 |
|--|------|----------------------------------|-----------------------|------------------------|-----------------------------------|
| | | \$ | \$ | \$ | \$ |
| Other Liabilities | | | | | |
| - Contract liabilities | 12 | 75,501 | 39,734 | (3,914) | 111,321 |
| - Capital grant/contribution liabilities | 13 | 792,994 | 0 | (223,330) | 569,664 |
| Total other liabilities | | 868,495 | 39,734 | (227,244) | 680,985 |
| Employee Related Provisions | | | | | |
| Annual leave | | 125,744 | 0 | 0 | 125,744 |
| Long service leave | | 82,080 | 0 | 0 | 82,080 |
| Total Provisions | | 207,824 | 0 | 0 | 207,824 |
| Total Other Current Liabilities | | | | | 888,809 |
| Amounts shown above include GST (where applicable) | | | | | |

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE RELATED PROVISIONS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed

CAPITAL GRANT/CONTRIBUTION LIABILITIES

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

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

NOTE 12

GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider | Unspent Grant, Subsidies and Contributions Liability | | | | | Grants, Subsidies and Contributions Revenue | | | |
|--|--|-----------------------------|--|--------------------------|-------------------------------------|---|-----------------------------|--------------------------|--------------------------|
| | Liability 1 Jul 2023 | Increase in Liability | Liability Reduction (As revenue) | Liability 31 Jul 2023 | Current Liability 31 Jul 2023 | Adopted Budget Revenue | Amended Annual Budget | Amended YTD Budget | YTD Actual Revenue |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Grants and Subsidies | | | | | | | | | |
| General purpose funding | | | | | | | | | |
| Grants Commission - General (WALGGC) | 0 | 0 | 0 | 0 | 0 | 87,722 | 87,722 | 0 | 0 |
| Grants Commission - Roads (WALGGC) | 0 | 0 | 0 | 0 | 0 | 46,788 | 46,788 | 0 | 0 |
| Law, order, public safety | | | | | | | | | |
| DFES Grant - Operating Bush Fire Brigade | 3,369 | 0 | (1,625) | 1,744 | 1,744 | 8,000 | 8,000 | 666 | 1,625 |
| Transport | | | | | | | | | |
| Direct Grant (MRWA) | 0 | 0 | 0 | 0 | 0 | 190,000 | 190,000 | 15,833 | 230,243 |
| Street Lighting Subsidy (MRWA) | 0 | 0 | 0 | 0 | 0 | 1,713 | 1,713 | 142 | 0 |
| LRCIP Grant - Menzies Town Greening | 46,460 | 0 | 0 | 46,460 | 46,460 | 96,460 | 96,460 | 0 | 0 |
| Economic services | | | | | | | | | |
| WACRN Community Resource Centre Grant | 0 | 0 | 0 | 0 | 0 | 80,000 | 80,000 | 40,000 | 0 |
| DSS Community Hub Grant | 4,376 | 39,734 | (2,289) | 41,820 | 41,820 | 39,734 | 39,734 | 3,311 | 2,289 |
| | 54,205 | 39,734 | (3,914) | 90,025 | 90,025 | 550,417 | 550,417 | 59,952 | 234,157 |
| Contributions | | | | | | | | | |
| Recreation and culture | | | | | | | | | |
| Menzies Discovery Day Contributions | 0 | 0 | 0 | 0 | 0 | 8,000 | 8,000 | 2,666 | 0 |
| Economic services | | | | | | | | | |
| INDUE Cashless Debit Card Contribution | 21,296 | 0 | 0 | 21,296 | 21,296 | 0 | 0 | 0 | 0 |
| | 21,296 | 0 | 0 | 21,296 | 21,296 | 8,000 | 8,000 | 2,666 | 0 |
| TOTALS | 75,501 | 39,734 | (3,914) | 111,321 | 111,321 | 558,417 | 558,417 | 62,618 | 234,157 |

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

NOTE 13
CAPITAL GRANTS AND CONTRIBUTIONS

| Provider | Unspent Capital Grants, Subsidies and Contributions Liability | | | | | Capital Grants, Subsidies and Contributions Revenue | | | |
|--|---|----------|------------------|----------------|----------------|---|------------------|----------------|----------------|
| | Liability | Increase | Liability | Liability | Current | Adopted | Amended | Amended | YTD |
| | 1 Jul 2023 | in | Reduction | 31 Jul 2023 | Liability | Budget | Annual | YTD | Actual |
| | \$ | \$ | (As revenue) | \$ | \$ | \$ | \$ | \$ | \$ |
| Capital Grants and Subsidies | | | | | | | | | |
| General purpose funding | | | | | | | | | |
| LRCIP Grant - Phase 4 - Budgeting Purposes Only | 0 | 0 | 0 | 0 | 0 | 863,223 | 863,223 | 0 | 0 |
| Law, order, public safety | | | | | | | | | |
| LRCIP Grant - Menzies CCTV | 38,988 | 0 | 0 | 38,988 | 38,988 | 90,000 | 90,000 | 0 | 0 |
| Community amenities | | | | | | | | | |
| LRCIP Grant - Sealing of Parking Menzies Public Toilets | 68,350 | 0 | (3,500) | 64,850 | 64,850 | 150,000 | 150,000 | 0 | 3,500 |
| LRCIP Grant - Marmion Village Reserve Improvements | 14,604 | 0 | 0 | 14,604 | 14,604 | 0 | 0 | 0 | 0 |
| Transport | | | | | | | | | |
| RTR Grant Funded - Tjunjuntjara Access Road | 0 | 0 | 0 | 0 | 0 | 510,627 | 510,627 | 0 | 0 |
| RRG Grant Funded -Menzies North West Road | 227,048 | 0 | 0 | 227,048 | 227,048 | 0 | 0 | 0 | 0 |
| RRG Grant Funded -Menzies North West Road - 23/24 | 0 | 0 | 0 | 0 | 0 | 416,000 | 416,000 | 0 | 0 |
| RRG Grant Funded -Evanston Menzies Road (RRG 23- | 0 | 0 | 0 | 0 | 0 | 54,000 | 54,000 | 0 | 0 |
| RRG Grant Funded -Riverina - Snake Hill Road (RRG | 0 | 0 | 0 | 0 | 0 | 326,666 | 326,666 | 0 | 0 |
| RRG Grant Funded 20/21 -Tjuntjunjarra Access Rd | 32,000 | 0 | (32,000) | 0 | 0 | 80,000 | 80,000 | 0 | 32,000 |
| RRG Grant Funded -Kookynie - Malcolm Road (RRG | 0 | 0 | 0 | 0 | 0 | 198,609 | 198,609 | 0 | 0 |
| RRG Grant Funded -Yarri Road (RRG 21-22) | 0 | 0 | 0 | 0 | 0 | 38,000 | 38,000 | 0 | 0 |
| WALGGC Special Road Grant - Tjuntjunjarra Access | 160,000 | 0 | (160,000) | 0 | 0 | 320,000 | 320,000 | 0 | 160,000 |
| NORA Supplementry Funding Grant - Tjuntjunjarra | 80,000 | 0 | (27,830) | 52,170 | 52,170 | 700,000 | 700,000 | 0 | 27,830 |
| City Kalgoorlie Boulder Cutline Road Expenditure | 72,004 | 0 | 0 | 72,004 | 72,004 | 3,033,000 | 3,033,000 | 252,750 | 0 |
| Economic services | | | | | | | | | |
| LRCIP Grant - Tourism Signage (district wide) | 100,000 | 0 | 0 | 100,000 | 100,000 | 205,952 | 205,952 | 0 | 0 |
| | 792,994 | 0 | (223,330) | 569,664 | 569,664 | 6,986,077 | 6,986,077 | 252,750 | 223,330 |
| Total Capital grants, subsidies and contributions | 792,994 | 0 | (223,330) | 569,664 | 569,664 | 6,986,077 | 6,986,077 | 252,750 | 223,330 |

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

NOTE 14

BONDS & DEPOSITS AND TRUST FUNDS

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

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

| Description | Opening Balance 01 Jul 2023 | Amount Received | Amount Paid | Closing Balance 31 Jul 2023 |
|---|-----------------------------------|--------------------|----------------|--------------------------------|
| | \$ | \$ | \$ | \$ |
| Restricted Cash - Bonds and Deposits | | | | |
| Pet Bonds | 302.50 | 0.00 | 0.00 | 302.50 |
| Staff Housing Bonds | 3,617.00 | 0.00 | 0.00 | 3,617.00 |
| BCITF | (591.75) | 1,200.00 | 0.00 | 608.25 |
| Building Levy | 37.95 | 2,058.90 | 0.00 | 2,096.85 |
| Nomination Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| Unclaimed Moines | 400.00 | 0.00 | 0.00 | 400.00 |
| Hall Hire Bond | 100.00 | 0.00 | 0.00 | 100.00 |
| Other Housing Bond | 0.00 | 0.00 | 0.00 | 0.00 |
| Community Bus Bond | 200.00 | 0.00 | 0.00 | 200.00 |
| Retention Bonds & Liabilities | 10,979.98 | 0.00 | 0.00 | 10,979.98 |
| Sub-Total | 15,045.68 | 3,258.90 | 0.00 | 18,304.58 |
| Trust Funds | | | | |
| Nil | | | | |
| Sub-Total | 0.00 | 0.00 | 0.00 | 0.00 |
| | 15,045.68 | 3,258.90 | 0.00 | 18,304.58 |

KEY INFORMATION

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2023/24 year is \$25,000 and 10%.

| Reporting Program | Var. \$ | Var. % | var. ▲▼ | Significant Var. | Timing/ Permanent | Explanation of Variance |
|--|------------|--------|------------|---------------------|----------------------|--|
| Revenue from operating activities | | | | | | |
| Transport | \$ 214,227 | 1338% | ▲ | S | Timing | Positive variance due to Main Roads WA Direct Grant higher than budgeted and budget phased over 12 months. |
| Economic Services | (29,748) | (53%) | ▼ | S | Timing | Negative variance due to WACRN CRC Grant phased for July 23, Grant not yet received. |
| Expenditure from operating activities | | | | | | |
| Governance | 26,894 | 17% | ▲ | S | Timing | Timing - allocation expenditure budget FY 23/24 |
| General Purpose Funding | 60,367 | 79% | ▲ | S | Timing | Timing - allocation of Rates Write Off expenditure budget FY 23/24 |
| Recreation and Culture | 38,564 | 49% | ▲ | S | Timing | Timing - allocation expenditure budget FY 23/24 |
| Transport | 158,857 | 69% | ▲ | S | Timing | Timing - Positive variance due Depreciation not being processed in 23-24. |
| Economic Services | 62,896 | 44% | ▲ | S | Timing | Timing - Positive variance due Depreciation not being processed in 23-24 and Admin Allocations tracking lower than budgeted. |
| Other Property and Services | (49,942) | 1017% | ▼ | | Timing | Timing - allocation expenditure budget FY 23/24 |
| INVESTING ACTIVITIES | | | | | | |
| Capital Grants, Subsidies and Contributions | (29,420) | (12%) | ▼ | S | Timing | Budget Allocations for completed projects which are grant related in this FY are ahead of actuals. |

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 JULY 2023

NOTE 16
 BUDGET AMENDMENTS

| GL Code | Job # | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|-------|----------------------------|--------------------|---------------------------|------------------------|-------------------------------|-------------------------------|--------------------------------------|
| | | Budget Adoption | | Closing Surplus/(Deficit) | \$ | \$ | \$ 0 | \$ 0 |
| | | Opening surplus adjustment | | Opening Surplus(Deficit) | | | (9,914) | (9,914) |
| | | | | | | | (9,914) | (9,914) |
| | | | | | 0 | 0 | (9,914) | (9,914) |

SHIRE OF MENZIES FINANCIAL INFORMATION SCHEDULE AS AT 31 JULY 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.

| 31/07/2023 | COA | Description | Budget 23/24 | YTD Budget 31/07/2023 | YTD Actual 31/07/2023 | Variance (\$) | Variance (%) |
|------------|-----|--|------------------------|-----------------------|-----------------------|---------------------|-----------------|
| | | General Purpose Funding | | | | | |
| | | Rates | | | | | |
| | | Operating Income | | | | | |
| | | 3030120 RATES - Instalment Admin Fee Received | \$-7,000.00 | \$-7,000.00 | \$0.00 | \$7,000.00 | -100.00% |
| | | 3030121 RATES - Account Enquiry Charges | \$-100.00 | \$-8.00 | \$0.00 | \$8.00 | -100.00% |
| | | 3030122 RATES - Reimbursement of Debt Collection Costs | \$3,000.00 | \$250.00 | \$0.00 | \$250.00 | -100.00% |
| | | 3030130 RATES - Rates Levied - Synergy | \$4,335,809.96 | \$0.00 | \$0.00 | \$0.00 | |
| | | 3030145 RATES - Penalty Interest Received | \$40,000.00 | \$0.00 | \$-168.55 | \$-168.55 | |
| | | 3030146 RATES - Instalment Interest Received | \$-7,000.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | Total Operating Income | \$-4,392,909.96 | \$-7,258.00 | \$-168.55 | \$7,089.45 | -97.68% |
| | | Other General Purpose Funding | | | | | |
| | | Operating Income | | | | | |
| | | 3030201 GEN PUR - Reimbursements | \$-100.00 | \$-8.00 | \$0.00 | \$8.00 | -100.00% |
| | | 3030210 GEN PUR - Financial Assistance Grant - General | \$-87,722.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 3030211 GEN PUR - Financial Assistance Grant - Roads | \$46,788.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 3030214 GEN PUR - Grant Funding | \$-863,223.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 3030220 GEN PUR - Charges - Photocopying / Faxing | \$205.00 | \$-17.00 | \$0.00 | \$17.00 | -100.00% |
| | | 3030235 GEN PUR - Other Income | \$0.00 | \$0.00 | \$-995.32 | \$-995.32 | |
| | | 3030245 GEN PUR - Interest Earned - Reserve Funds | \$-220,000.00 | \$-18,333.00 | \$-13,500.73 | \$4,832.27 | -26.36% |
| | | 3030246 GEN PUR - Interest Earned - Municipal Funds | \$-30,000.00 | \$-2,500.00 | \$-6,557.29 | \$4,057.29 | 162.29% |
| | | Total Operating Income | \$-1,248,038.00 | \$-20,858.00 | \$-21,053.34 | \$-195.34 | 0.94% |
| | | Rates | | | | | |
| | | Operating Expenditure | | | | | |
| | | 2030100 RATES - Employee Costs | \$146,133.90 | \$11,239.00 | \$7,062.38 | \$4,176.62 | -37.16% |
| | | 2030104 RATES - Training & Development | \$2,500.00 | \$500.00 | \$146.40 | \$353.60 | -70.72% |
| | | 2030109 RATES - Travel & Accommodation | \$2,000.00 | \$166.00 | \$235.91 | \$69.91 | 42.11% |
| | | 2030112 RATES - Valuation Expenses | \$15,000.00 | \$1,250.00 | \$76.50 | \$-1,173.50 | -93.88% |
| | | 2030113 RATES - Title/Company Searches | \$500.00 | \$100.00 | \$0.00 | \$-100.00 | -100.00% |
| | | 2030114 RATES - Debt Collection Expenses | \$17,000.00 | \$1,416.00 | \$0.00 | \$-1,416.00 | -100.00% |
| | | 2030116 RATES - Postage and Freight | \$2,000.00 | \$166.00 | \$0.00 | \$-166.00 | -100.00% |
| | | 2030118 RATES - Rates Write Off | \$240,000.00 | \$48,000.00 | \$0.00 | \$48,000.00 | -100.00% |
| | | 2030119 RATES - Seizure of Land | \$10,000.00 | \$2,000.00 | \$429.00 | \$-1,571.00 | -78.55% |
| | | 2030152 RATES - Consultants | \$20,000.00 | \$4,000.00 | \$0.00 | \$4,000.00 | -100.00% |
| | | 2030187 RATES - Other Expenses Relating To Rates | \$500.00 | \$41.00 | \$0.00 | \$41.00 | -100.00% |
| | | 2030199 RATES - Administration Allocated | \$50,347.00 | \$4,195.00 | \$4,747.55 | \$552.55 | 13.17% |
| | | Total Operating Expenditure | \$505,980.90 | \$73,073.00 | \$12,697.74 | \$-60,375.26 | -82.62% |
| | | Other General Purpose Funding | | | | | |
| | | Operating Expenditure | | | | | |
| | | 2030211 GEN PUR - Bank Fees & Charges | \$7,000.00 | \$583.00 | \$223.55 | \$359.45 | -61.66% |
| | | 2030214 GEN PUR - Rounding | \$10.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 2030299 GEN PUR - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$40,574.00 | \$3,380.00 | \$3,388.58 | \$8.58 | 0.25% |
| | | Total Operating Income | \$-5,640,947.96 | \$-28,116.00 | \$-21,221.89 | \$6,894.11 | -24.52% |
| | | Total Operating Expenditure | \$546,554.90 | \$76,453.00 | \$16,086.32 | \$-60,366.68 | -78.96% |
| | | Governance | | | | | |
| | | Other Governance | | | | | |
| | | Operating Income | | | | | |
| | | 3040290 OTH GOV - Profit on Disposal of Assets | \$-41,088.00 | \$-8,217.00 | \$0.00 | \$8,217.00 | -100.00% |
| | | Total Operating Income | \$-41,088.00 | \$-8,217.00 | \$0.00 | \$8,217.00 | -100.00% |
| | | Members Of Council | | | | | |
| | | Operating Expenditure | | | | | |
| | | 2040104 MEMBERS - Training & Development | \$30,000.00 | \$2,500.00 | \$413.64 | \$2,086.36 | -83.45% |
| | | 2040109 MEMBERS - Members Travel and Accommodation | \$70,000.00 | \$5,833.00 | \$7,163.09 | \$1,330.09 | 22.80% |
| | | 2040111 MEMBERS - Mayors/Presidents Allowance | \$20,666.00 | \$1,722.00 | \$1,722.17 | \$0.17 | 0.01% |
| | | 2040112 MEMBERS - Deputy Mayors/Presidents Allowance | \$5,167.00 | \$430.00 | \$430.58 | \$0.58 | 0.13% |
| | | 2040113 MEMBERS - Members Sitting Fees | \$78,868.00 | \$6,572.00 | \$6,572.29 | \$0.29 | 0.00% |
| | | 2040114 MEMBERS - Communications Allowance | \$7,700.00 | \$641.00 | \$641.69 | \$0.69 | 0.11% |
| | | 2040115 MEMBERS - Printing and Stationery | \$400.00 | \$33.00 | \$0.00 | \$-33.00 | -100.00% |
| | | 2040116 MEMBERS - Election Expenses | \$22,000.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 2040121 MEMBERS - Information Systems | \$3,000.00 | \$250.00 | \$0.00 | \$250.00 | -100.00% |
| | | 2040129 MEMBERS - Donations to Community Groups | \$30,000.00 | \$6,000.00 | \$0.00 | \$6,000.00 | -100.00% |
| | | 2040130 MEMBERS - Insurance Expenses | \$11,959.00 | \$996.00 | \$5,979.49 | \$4,983.49 | 500.35% |
| | | 2040186 MEMBERS - Expensed Minor Asset Purchases | \$5,000.00 | \$416.00 | \$0.00 | \$416.00 | -100.00% |
| | | 2040199 MEMBERS - Administration Allocated | \$335,648.00 | \$27,970.00 | \$31,650.26 | \$3,680.26 | 13.16% |
| | | Total Operating Expenditure | \$620,408.00 | \$53,363.00 | \$54,573.21 | \$1,210.21 | 2.27% |
| | | Other Governance | | | | | |
| | | Operating Expenditure | | | | | |
| | | 2040200 OTH GOV - Employee Costs | \$513,607.53 | \$39,507.00 | \$33,345.38 | \$6,161.62 | -15.60% |
| | | 2040204 OTH GOV - Training & Development | \$15,000.00 | \$3,000.00 | \$1,262.99 | \$1,737.01 | -57.90% |
| | | 2040205 OTH GOV - Recruitment | \$25,000.00 | \$25,000.00 | \$5,745.89 | \$-19,254.11 | -77.02% |
| | | 2040209 OTH GOV - Travel and Accommodation | \$10,000.00 | \$833.00 | \$398.86 | \$434.14 | -52.12% |
| | | 2040210 OTH GOV - Motor Vehicle Expenses | \$17,103.00 | \$1,424.00 | \$462.51 | \$961.49 | -67.52% |
| | | 2040211 OTH GOV - Civic Functions, Refreshments & Receptions | \$5,000.00 | \$416.00 | \$100.15 | \$315.85 | -75.93% |
| | | 2040215 OTH GOV - Printing and Stationery | \$500.00 | \$41.00 | \$0.00 | \$41.00 | -100.00% |
| | | 2040216 OTH GOV - Postage and Freight | \$500.00 | \$41.00 | \$0.00 | \$41.00 | -100.00% |
| | | 2040221 OTH GOV - Information Systems | \$5,000.00 | \$416.00 | \$0.00 | \$416.00 | -100.00% |
| | | 2040240 OTH GOV - Advertising & Promotion | \$2,000.00 | \$166.00 | \$394.36 | \$228.36 | 137.57% |
| | | 2040241 OTH GOV - Subscriptions & Memberships | \$90,000.00 | \$18,000.00 | \$28,393.69 | \$10,393.69 | 57.74% |
| | | 2040250 OTH GOV - Consultancy - Statutory | \$11,000.00 | \$2,200.00 | \$0.00 | \$2,200.00 | -100.00% |
| | | 2040251 OTH GOV - Consultancy - Strategic | \$26,000.00 | \$5,200.00 | \$0.00 | \$5,200.00 | -100.00% |
| | | 2040252 OTH GOV - Other Consultancy | \$8,000.00 | \$666.00 | \$0.00 | \$666.00 | -100.00% |
| | | 2040285 OTH GOV - Legal Expenses | \$15,000.00 | \$1,250.00 | \$0.00 | \$1,250.00 | -100.00% |
| | | 2040286 OTH GOV - Expensed Minor Asset Purchases | \$5,000.00 | \$416.00 | \$0.00 | \$416.00 | -100.00% |
| | | 2040298 OTH GOV - Staff Housing Allocated | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 2040299 OTH GOV - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$782,274.53 | \$101,373.00 | \$73,268.86 | \$-28,104.14 | -27.72% |

| 31/07/2023 | COA | Description | Budget 23/24 | YTD Budget 31/07/2023 | YTD Actual 31/07/2023 | Variance (\$) | Variance (%) |
|------------|---------|---|-----------------------|-----------------------|-----------------------|---------------------|-----------------|
| | | Total Operating Income | -\$41,088.00 | -\$8,217.00 | \$0.00 | \$8,217.00 | -100.00% |
| | | Total Operating Expenditure | \$1,402,682.53 | \$154,736.00 | \$127,842.07 | -\$26,893.93 | -17.38% |
| | | Law, Order & Public Safety | | | | | |
| | | Animal Control, Law, Order & Public Safety | | | | | |
| | | Operating Income | | | | | |
| | 3050220 | ANIMAL - Pound Fees | -\$50.00 | -\$4.00 | \$0.00 | \$4.00 | -100.00% |
| | 3050221 | ANIMAL - Animal Registration Fees | -\$100.00 | -\$8.00 | \$0.00 | \$8.00 | -100.00% |
| | 3050310 | OLOPS - Grants | -\$90,000.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | Total Operating Income | -\$90,150.00 | -\$12.00 | \$0.00 | \$12.00 | -100.00% |
| | | Emergency Services Levy - Bush Fire Brigade | | | | | |
| | | Operating Income | | | | | |
| | 3050502 | ESL BFB - Admin Fee/Commission | -\$4,000.00 | -\$333.00 | \$0.00 | \$333.00 | -100.00% |
| | 3050510 | ESL BFB - Operating Grant | -\$8,000.00 | -\$666.00 | -\$1,625.00 | -\$959.00 | 143.99% |
| | 3050545 | ESL BFB - Non-Payment Penalty Interest | -\$4,000.00 | \$0.00 | -\$6.04 | -\$6.04 | |
| | | Total Operating Income | -\$16,000.00 | -\$999.00 | -\$1,631.04 | -\$632.04 | 63.27% |
| | | Fire Prevention | | | | | |
| | | Operating Expenditure | | | | | |
| | 2050110 | FIRE - Motor Vehicle Expenses | \$0.00 | \$0.00 | \$3.99 | \$3.99 | |
| | 2050113 | FIRE - Fire Prevention and Planning | \$500.00 | \$41.00 | \$0.00 | -\$41.00 | -100.00% |
| | 2050188 | FIRE - Building Operations | \$3,665.00 | \$286.00 | \$136.29 | -\$149.71 | -52.35% |
| | 2050189 | FIRE - Building Maintenance | \$998.00 | \$81.00 | \$0.00 | -\$81.00 | -100.00% |
| | 2050192 | FIRE - Depreciation | \$3,250.00 | \$270.00 | \$0.00 | -\$270.00 | -100.00% |
| | | Total Operating Expenditure | \$8,413.00 | \$678.00 | \$140.28 | -\$537.72 | -79.31% |
| | | Animal Control | | | | | |
| | | Operating Expenditure | | | | | |
| | 2050253 | ANIMAL - Contract Services | \$30,000.00 | \$2,500.00 | \$3,300.00 | \$800.00 | 32.00% |
| | 2050265 | ANIMAL - Animal Care Day Menzies | \$5,000.00 | \$416.00 | \$0.00 | -\$416.00 | -100.00% |
| | 2050288 | ANIMAL - Animal Pound Operations | \$100.00 | \$8.00 | \$91.70 | \$83.70 | 1046.25% |
| | 2050289 | ANIMAL - Animal Pound Maintenance | \$100.00 | \$8.00 | \$0.00 | -\$8.00 | -100.00% |
| | 2050292 | ANIMAL - Depreciation | \$1,252.00 | \$104.00 | \$0.00 | -\$104.00 | -100.00% |
| | 2050299 | ANIMAL - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$70,016.00 | \$5,833.00 | \$6,556.73 | \$723.73 | 12.41% |
| | | Other Law, Order & Public Safety | | | | | |
| | | Operating Expenditure | | | | | |
| | 2050311 | OLOPS - CCTV Maintenance | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | 2050312 | OLOPS - LEMC Support | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | 2050313 | OLOPS - Community Emergency Services | \$4,000.00 | \$326.00 | \$0.00 | -\$326.00 | -100.00% |
| | 2050392 | OLOPS - Depreciation | \$26,592.00 | \$2,216.00 | \$0.00 | -\$2,216.00 | -100.00% |
| | 2050399 | OLOPS - Administration Allocated | \$8,391.00 | \$699.00 | \$791.26 | \$92.26 | 13.20% |
| | | Total Operating Expenditure | \$40,983.00 | \$3,407.00 | \$791.26 | -\$2,615.74 | -76.78% |
| | | Emergency Services Levy - Bush Fire Brigade | | | | | |
| | | Operating Expenditure | | | | | |
| | 2050530 | ESL BFB - Insurance Expenses | \$3,250.00 | \$270.00 | \$1,625.00 | \$1,355.00 | 501.85% |
| | 2050565 | ESL BFB - Maintenance Plant & Equipment | \$8,671.50 | \$722.00 | \$582.52 | -\$139.48 | -19.32% |
| | 2050589 | ESL BFB - Maintenance Land & Buildings | \$5,545.00 | \$450.00 | \$0.00 | -\$450.00 | -100.00% |
| | 2050599 | ESL BFB - Administration Allocated | \$8,391.00 | \$699.00 | \$791.26 | \$92.26 | 13.20% |
| | | Total Operating Expenditure | \$25,857.50 | \$2,141.00 | \$2,998.78 | \$857.78 | 40.06% |
| | | Total Operating Income | -\$106,150.00 | -\$1,011.00 | -\$1,631.04 | -\$620.04 | 61.33% |
| | | Total Operating Expenditure | \$145,269.50 | \$12,059.00 | \$10,487.05 | -\$1,571.95 | -13.04% |
| | | Health | | | | | |
| | | Preventative Services - Inspection/Admin | | | | | |
| | | Operating Income | | | | | |
| | 3070420 | HEALTH - Health Regulatory Fees & Charges | -\$300.00 | -\$25.00 | \$0.00 | \$25.00 | -100.00% |
| | | Total Operating Income | -\$300.00 | -\$25.00 | \$0.00 | \$25.00 | -100.00% |
| | | Preventative Services - Inspection/Admin | | | | | |
| | | Operating Expenditure | | | | | |
| | 2070411 | HEALTH - Contract EHO | \$40,000.00 | \$3,333.00 | \$0.00 | -\$3,333.00 | -100.00% |
| | 2070412 | HEALTH - Analytical Expenses | \$400.00 | \$33.00 | \$360.00 | \$327.00 | 990.91% |
| | 2070485 | HEALTH - Legal Expenses | \$3,000.00 | \$250.00 | \$0.00 | -\$250.00 | -100.00% |
| | 2070499 | HEALTH - Administration Allocated | \$8,391.00 | \$699.00 | \$791.26 | \$92.26 | 13.20% |
| | 2070553 | PEST - Pest Control Programs | \$5,000.00 | \$1,000.00 | \$0.00 | -\$1,000.00 | -100.00% |
| | | Total Operating Expenditure | \$56,791.00 | \$5,315.00 | \$1,151.26 | -\$4,163.74 | -78.34% |
| | | Other Health | | | | | |
| | | Operating Expenditure | | | | | |
| | 2070750 | OTH HEALTH - Nurse Expenses | \$3,000.00 | \$250.00 | \$0.00 | -\$250.00 | -100.00% |
| | | Total Operating Expenditure | \$3,000.00 | \$250.00 | \$0.00 | -\$250.00 | -100.00% |
| | | Total Operating Income | -\$300.00 | -\$25.00 | \$0.00 | \$25.00 | -100.00% |
| | | Total Operating Expenditure | \$59,791.00 | \$5,565.00 | \$1,151.26 | -\$4,413.74 | -79.31% |
| | | Community Amenities | | | | | |
| | | Other Welfare | | | | | |
| | | Operating Expenditure | | | | | |
| | 2080700 | WELFARE - Employee Costs | \$49,437.89 | \$3,801.00 | \$256.84 | -\$3,544.16 | -93.24% |
| | 2080712 | WELFARE - Youth Services | \$4,000.00 | \$332.00 | \$0.00 | -\$332.00 | -100.00% |
| | | Total Operating Expenditure | \$53,437.89 | \$4,133.00 | \$256.84 | -\$3,876.16 | -93.79% |
| | | Total Operating Expenditure | \$53,437.89 | \$4,133.00 | \$256.84 | -\$3,876.16 | -93.79% |
| | | Housing | | | | | |
| | | Staff and Other Housing | | | | | |
| | | Operating Income | | | | | |
| | 3090101 | STF HOUSE - Staff Rental Reimbursements | -\$25,000.00 | -\$2,083.00 | -\$2,378.00 | -\$295.00 | 14.16% |

| 31/07/2023 | COA | Description | Budget 23/24 | YTD Budget 31/07/2023 | YTD Actual 31/07/2023 | Variance (\$) | Variance (%) |
|------------|---------|---|----------------------|-----------------------|-----------------------|---------------------|-----------------|
| | 3090220 | OTH HOUSE - Fees & Charges | -\$24,300.00 | -\$2,025.00 | -\$3,205.13 | -\$1,180.13 | 58.28% |
| | 3090235 | OTH HOUSE - Other Income | -\$200.00 | -\$16.00 | \$0.00 | \$16.00 | -100.00% |
| | | Total Operating Income | -\$49,500.00 | -\$4,124.00 | -\$5,583.13 | -\$1,459.13 | 35.38% |
| | | Staff Housing | | | | | |
| | | Operating Expenditure | | | | | |
| | 2090186 | STF HOUSE - Expensed Minor Asset Purchases | \$10,000.00 | \$833.00 | \$0.00 | -\$833.00 | -100.00% |
| | 2090188 | STF HOUSE - Staff Housing Building Operations | \$24,451.00 | \$2,028.00 | \$5,478.54 | \$3,450.54 | 170.14% |
| | 2090189 | STF HOUSE - Staff Housing Building Maintenance | \$104,670.00 | \$8,649.00 | \$11.65 | -\$8,637.35 | -99.87% |
| | 2090192 | STF HOUSE - Depreciation | \$65,878.00 | \$5,489.00 | \$0.00 | -\$5,489.00 | -100.00% |
| | 2090198 | STF HOUSE - Staff Housing Costs Recovered | -\$129,121.00 | -\$10,760.00 | -\$5,152.17 | \$5,607.83 | -52.12% |
| | 2090199 | STF HOUSE - Administration Allocated | \$33,564.00 | \$2,797.00 | \$0.00 | -\$2,797.00 | -100.00% |
| | | Total Operating Expenditure | \$109,442.00 | \$9,036.00 | \$338.02 | | -96.26% |
| | | Other Housing | | | | | |
| | | Operating Expenditure | | | | | |
| | 2090270 | OTH HOUSE - Loan Interest Repayments | \$26,084.59 | \$5,216.00 | \$0.00 | -\$5,216.00 | -100.00% |
| | 2090285 | OTH HOUSE - Legal Expenses | \$4,000.00 | \$333.00 | \$0.00 | -\$333.00 | -100.00% |
| | 2090288 | OTH HOUSE - Building Operations | \$16,630.00 | \$1,377.00 | \$3,699.30 | \$2,322.30 | 168.65% |
| | 2090289 | OTH HOUSE - Building Maintenance | \$65,942.00 | \$5,446.00 | \$1,197.33 | -\$4,248.67 | -78.01% |
| | 2090292 | OTH HOUSE - Depreciation | \$36,929.00 | \$3,077.00 | \$0.00 | -\$3,077.00 | -100.00% |
| | 2090298 | OTH HOUSE - Staff Housing Costs Recovered | -\$44,313.00 | -\$3,692.00 | -\$2,192.28 | \$1,499.72 | -40.62% |
| | 2090299 | OTH HOUSE - Administration Allocated | \$33,564.00 | \$2,797.00 | \$6,330.07 | \$3,533.07 | 126.32% |
| | | Total Operating Expenditure | \$138,836.59 | \$14,554.00 | \$9,034.42 | -\$5,519.58 | -37.92% |
| | | Total Operating Income | -\$49,500.00 | -\$4,124.00 | -\$5,583.13 | -\$1,459.13 | 35.38% |
| | | Total Operating Expenditure | \$248,278.59 | \$23,590.00 | \$9,372.44 | -\$5,519.58 | -60.27% |
| | | Community Amenities | | | | | |
| | | Community Amenities | | | | | |
| | | Operating Income | | | | | |
| | 3100120 | SAN - Domestic Refuse Collection Charges | -\$10,000.00 | -\$833.00 | \$0.00 | \$833.00 | -100.00% |
| | 3100200 | SAN OTH - Commercial Collection Charge | -\$5,000.00 | -\$416.00 | \$0.00 | \$416.00 | -100.00% |
| | 3100321 | SEW - Septic Tank Inspection Fees | -\$700.00 | -\$58.00 | \$0.00 | \$58.00 | -100.00% |
| | 3100335 | SEW - Other Income | -\$1,000.00 | -\$83.00 | \$0.00 | \$83.00 | -100.00% |
| | 3100620 | PLAN - Planning Application Fees | -\$500.00 | -\$41.00 | \$0.00 | \$41.00 | -100.00% |
| | 3100710 | COM AMEN - Grants | -\$150,000.00 | \$0.00 | -\$3,500.00 | -\$3,500.00 | -100.00% |
| | | Total Operating Income | -\$167,200.00 | -\$1,431.00 | -\$3,500.00 | -\$2,069.00 | 144.58% |
| | | Sanitation - General | | | | | |
| | | Operating Expenditure | | | | | |
| | 2100111 | SAN - Waste Collection | \$99,023.00 | \$8,122.00 | \$6,280.04 | -\$1,841.96 | -22.68% |
| | 2100117 | SAN - General Tip Maintenance | \$78,934.00 | \$6,522.00 | \$2,038.35 | -\$4,483.65 | -68.75% |
| | 2100118 | SAN - Purchase of Bins (Sulo and Other) | \$2,000.00 | \$166.00 | \$0.00 | -\$166.00 | -100.00% |
| | 2100119 | SAN - Landfill Closure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -100.00% |
| | 2100192 | SAN - Depreciation | \$8,625.00 | \$718.00 | \$0.00 | -\$718.00 | -100.00% |
| | 2100199 | SAN - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$222,146.00 | \$18,325.00 | \$11,483.42 | -\$6,841.58 | -37.33% |
| | | Sanitation - Other | | | | | |
| | | Operating Expenditure | | | | | |
| | 2100212 | SAN OTH - Waste Disposal | \$1,300.00 | \$1,300.00 | \$0.00 | -\$1,300.00 | -100.00% |
| | 2100214 | SAN OTH - Purchase of Street Bins | \$500.00 | \$500.00 | \$0.00 | -\$500.00 | -100.00% |
| | | Total Operating Expenditure | \$1,800.00 | \$1,800.00 | \$0.00 | -\$1,800.00 | -100.00% |
| | | Sewerage | | | | | |
| | | Operating Expenditure | | | | | |
| | 2100365 | SEW - Maintenance/Operations | \$7,142.00 | \$580.00 | \$0.00 | -\$580.00 | -100.00% |
| | 2100399 | SEW - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$40,706.00 | \$3,377.00 | \$3,165.03 | -\$211.97 | -6.28% |
| | | Town Planning & Regional Development | | | | | |
| | | Operating Expenditure | | | | | |
| | 2100615 | PLAN - Printing and Stationery | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | 2100640 | PLAN - Advertising & Promotion | \$5,000.00 | \$416.00 | \$903.43 | \$487.43 | 117.17% |
| | 2100650 | PLAN - Contract Town Planning | \$2,880.00 | \$240.00 | \$0.00 | -\$240.00 | -100.00% |
| | 2100652 | PLAN - Consultants | \$40,000.00 | \$3,333.00 | \$0.00 | -\$3,333.00 | -100.00% |
| | 2100653 | PLAN - Scheme Amendments | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | 2100699 | PLAN - Administration Allocated | \$8,391.00 | \$699.00 | \$791.26 | \$92.26 | 13.20% |
| | | Total Operating Expenditure | \$58,271.00 | \$4,854.00 | \$1,694.69 | -\$3,159.31 | -65.09% |
| | | Other Community Amenities | | | | | |
| | | Operating Expenditure | | | | | |
| | 2100711 | COM AMEN - Cemetery Maintenance/Operations | \$12,695.00 | \$1,047.00 | \$1,018.43 | -\$28.57 | -2.73% |
| | 2100788 | COM AMEN - Public Conveniences Operations | \$95,056.00 | \$7,721.00 | \$10,584.91 | \$2,863.91 | 37.09% |
| | 2100789 | COM AMEN - Public Conveniences Maintenance | \$55,142.00 | \$4,531.00 | \$2,949.10 | -\$1,581.90 | -34.91% |
| | 2100792 | COM AMEN - Depreciation | \$13,880.00 | \$1,156.00 | \$0.00 | -\$1,156.00 | -100.00% |
| | 2100799 | COM AMEN - Administration Allocated | \$8,391.00 | \$699.00 | \$791.26 | \$92.26 | 13.20% |
| | | Total Operating Expenditure | \$185,164.00 | \$15,154.00 | \$15,343.70 | \$189.70 | 1.25% |
| | | Total Operating Income | -\$167,200.00 | -\$1,431.00 | -\$3,500.00 | -\$2,069.00 | 144.58% |
| | | Total Operating Expenditure | \$508,087.00 | \$43,510.00 | \$31,686.84 | -\$11,823.16 | -27.17% |
| | | Recreation & Culture | | | | | |
| | | Recreation & Culture | | | | | |
| | | Operating Income | | | | | |
| | 3110120 | HALLS - Town Hall Hire | -\$200.00 | -\$16.00 | \$0.00 | \$16.00 | -100.00% |
| | 3110135 | HALLS - Other Income | -\$100.00 | -\$8.00 | \$0.00 | \$8.00 | -100.00% |
| | 3110320 | REC - Fees & Charges | -\$100.00 | -\$8.00 | \$0.00 | \$8.00 | -100.00% |
| | 3110335 | REC - Other Income | -\$100.00 | -\$8.00 | \$0.00 | \$8.00 | -100.00% |
| | 3110501 | LIBRARY - Reimbursements Lost Books | \$100.00 | \$8.00 | \$0.00 | -\$8.00 | -100.00% |
| | 3110540 | LIBRARY - Fines & Penalties | -\$100.00 | -\$8.00 | \$0.00 | \$8.00 | -100.00% |
| | 3110700 | OTH CUL - Contributions & Donations - Other Culture | -\$8,000.00 | -\$2,666.00 | \$0.00 | \$2,666.00 | -100.00% |
| | 3110720 | OTH CUL - Fees & Charges | -\$100.00 | -\$8.00 | \$0.00 | \$8.00 | -100.00% |

| 31/07/2023 | COA | Description | Budget 23/24 | YTD Budget 31/07/2023 | YTD Actual 31/07/2023 | Variance (\$) | Variance (%) |
|------------|---------|---|------------------------|--------------------------|--------------------------|----------------------|-----------------|
| | 3110735 | OTH CUL - Other Income | \$-100.00 | \$-8.00 | \$0.00 | \$8.00 | -100.00% |
| | | Total Operating Income | \$-8,700.00 | \$-2,722.00 | \$0.00 | \$2,722.00 | -100.00% |
| | | Public Halls And Civic Centres | | | | | |
| | | Operating Expenditure | | | | | |
| | 2110186 | HALLS - Expensed Minor Asset Purchases | \$5,000.00 | \$416.00 | \$0.00 | -\$416.00 | -100.00% |
| | 2110188 | HALLS - Town Halls and Public Bldg Operations | \$10,000.00 | \$833.00 | \$0.00 | -\$833.00 | -100.00% |
| | 2110189 | HALLS - Town Halls and Public Bldg Maintenance | \$10,305.00 | \$846.00 | \$0.00 | -\$846.00 | -100.00% |
| | 2110199 | HALLS - Administration Allocated | \$50,347.00 | \$4,195.00 | \$7,912.57 | \$3,717.57 | 88.62% |
| | | Total Operating Expenditure | \$75,652.00 | \$6,290.00 | \$7,912.57 | \$1,622.57 | 25.80% |
| | | Other Recreation And Sport | | | | | |
| | | Operating Expenditure | | | | | |
| | 2110353 | REC - Sports Courts Maintenance/Operations | \$16,349.00 | \$1,293.00 | \$508.36 | -\$784.64 | -60.68% |
| | 2110355 | REC - Water Park Maintenance/Operations | \$55,403.00 | \$4,302.00 | \$1,632.24 | -\$2,669.76 | -62.06% |
| | 2110365 | REC - Parks & Gardens Maintenance/Operations | \$162,636.00 | \$13,047.00 | \$5,810.82 | -\$7,236.18 | -55.46% |
| | 2110366 | REC - Town Sports Oval Maintenance/Operations | \$16,799.00 | \$1,305.00 | \$277.42 | -\$1,027.58 | -78.74% |
| | 2110367 | REC - Rodeo Grounds Maintenance/Operations | \$1,396.00 | \$106.00 | \$0.00 | -\$106.00 | -100.00% |
| | 2110368 | REC - Playground Equipment Mtce | \$7,261.00 | \$558.00 | \$325.67 | -\$232.33 | -41.64% |
| | 2110386 | REC - Expensed Minor Asset Purchases | \$10,000.00 | \$833.00 | \$0.00 | -\$833.00 | -100.00% |
| | 2110388 | REC - Youth Centre Building Operations | \$7,299.00 | \$595.00 | \$496.65 | -\$98.35 | -16.53% |
| | 2110389 | REC - Youth Centre Building Maintenance | \$8,261.00 | \$673.00 | \$9.34 | -\$663.66 | -98.61% |
| | 2110392 | REC - Depreciation | \$69,796.00 | \$5,816.00 | \$0.00 | -\$5,816.00 | -100.00% |
| | 2110399 | REC - Administration Allocated | \$83,911.00 | \$6,992.00 | \$12,660.10 | \$5,668.10 | 81.07% |
| | | Total Operating Expenditure | \$439,111.00 | \$35,520.00 | \$21,720.60 | -\$13,799.40 | -38.85% |
| | | Tv And Radio Re-Broadcasting | | | | | |
| | | Operating Expenditure | | | | | |
| | 2110465 | TV RADIO - Re-Broadcasting Maintenance/Operations | \$8,074.00 | \$672.00 | \$36.89 | -\$635.11 | -94.51% |
| | 2110492 | TV RADIO - Depreciation | \$42,500.00 | \$3,541.00 | \$0.00 | -\$3,541.00 | -100.00% |
| | 2110499 | TV RADIO - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$84,138.00 | \$7,010.00 | \$3,201.92 | -\$3,808.08 | -54.32% |
| | | Libraries | | | | | |
| | | Operating Expenditure | | | | | |
| | 2110512 | LIBRARY - Book Purchases | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | 2110516 | LIBRARY - Postage and Freight | \$400.00 | \$32.00 | \$0.00 | -\$32.00 | -100.00% |
| | 2110541 | LIBRARY - Subscriptions & Memberships | \$1,460.00 | \$121.00 | \$0.00 | -\$121.00 | -100.00% |
| | 2110586 | LIBRARY - Expensed Minor Asset Purchases | \$2,000.00 | \$166.00 | \$0.00 | -\$166.00 | -100.00% |
| | 2110588 | LIBRARY - Library Building Operations | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | 2110599 | LIBRARY - Administration Allocated | \$8,391.00 | \$699.00 | \$791.26 | \$92.26 | 13.20% |
| | | Total Operating Expenditure | \$14,251.00 | \$1,184.00 | \$791.26 | -\$952.74 | -33.17% |
| | | Heritage | | | | | |
| | | Operating Expenditure | | | | | |
| | 2110688 | HERITAGE - Building Operations | \$3,470.00 | \$288.00 | \$1,034.98 | \$746.98 | 259.37% |
| | 2110689 | HERITAGE - Building Maintenance | \$17,723.00 | \$1,440.00 | \$124.20 | -\$1,315.80 | -91.38% |
| | | Total Operating Expenditure | \$21,193.00 | \$1,728.00 | \$1,159.18 | -\$568.82 | -32.92% |
| | | Other Culture | | | | | |
| | | Operating Expenditure | | | | | |
| | 2110711 | OTH CUL - Australia Day | \$2,117.00 | \$173.00 | \$0.00 | -\$173.00 | -100.00% |
| | 2110712 | OTH CUL - ANZAC Day | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | 2110714 | OTH CUL - Christmas Events | \$7,000.00 | \$583.00 | \$0.00 | -\$583.00 | -100.00% |
| | 2110716 | OTH CUL - Postage and Freight | \$50.00 | \$4.00 | \$0.00 | -\$4.00 | -100.00% |
| | 2110717 | OTH CUL - Community Arts | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | -100.00% |
| | 2110719 | OTH CUL - Menzies School Programs | \$20,000.00 | \$1,666.00 | \$0.00 | -\$1,666.00 | -100.00% |
| | 2110723 | OTH CUL - Outback Graves | \$25,000.00 | \$2,083.00 | \$0.00 | -\$2,083.00 | -100.00% |
| | 2110725 | OTH CUL - Festival & Events | \$22,959.00 | \$6,908.00 | \$1,704.55 | -\$5,203.45 | -75.32% |
| | 2110743 | OTH CUL - Other Festival Events | \$5,000.00 | \$1,000.00 | \$0.00 | -\$1,000.00 | -100.00% |
| | 2110760 | OTH CUL - Tjuntjuntjara Community Programs & Events | \$134,300.00 | \$11,190.00 | \$0.00 | -\$11,190.00 | -100.00% |
| | 2110799 | OTH CUL - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$270,990.00 | \$26,487.00 | \$4,869.58 | -\$21,617.42 | -81.62% |
| | | Total Operating Income | \$-8,700.00 | \$-2,722.00 | \$0.00 | \$2,722.00 | -100.00% |
| | | Total Operating Expenditure | \$905,335.00 | \$78,219.00 | \$39,655.11 | -\$38,563.89 | -49.30% |
| | | Transport | | | | | |
| | | Transport | | | | | |
| | | Operating Income | | | | | |
| | 3120110 | ROADC - Regional Road Group Grants (MRWA) | \$-1,113,275.00 | \$0.00 | -\$31,999.80 | -\$31,999.80 | -100.00% |
| | 3120111 | ROADC - Roads to Recovery Grant | \$510,627.00 | \$0.00 | \$0.00 | \$0.00 | -100.00% |
| | 3120117 | ROADC - Other Grants - Aboriginal Roads | \$-1,020,000.00 | \$0.00 | -\$187,830.00 | -\$187,830.00 | -100.00% |
| | 3120133 | ROADC - Other Contrib & Donations - Roads/Streets | \$-3,033,000.00 | -\$252,750.00 | \$0.00 | \$252,750.00 | -100.00% |
| | 3120200 | ROADM - Street Lighting Subsidy | \$-1,713.00 | -\$142.00 | \$0.00 | \$142.00 | -100.00% |
| | 3120210 | ROADM - Direct Road Grant (MRWA) | \$-190,000.00 | -\$15,833.00 | -\$230,243.00 | -\$214,410.00 | 1354.20% |
| | 3120211 | ROADM - Other Grants | -\$96,460.00 | \$0.00 | \$0.00 | \$0.00 | -100.00% |
| | 3120235 | ROADM - Other Income | -\$500.00 | -\$41.00 | \$0.00 | \$41.00 | -100.00% |
| | 3120390 | PLANT - Profit on Disposal of Assets | -\$2,806.00 | \$0.00 | \$0.00 | \$0.00 | -100.00% |
| | | Total Operating Income | -\$5,968,381.00 | -\$268,766.00 | -\$450,072.80 | -\$181,306.80 | 67.46% |
| | | Maintenance - Streets, Roads, Bridges & Depots | | | | | |
| | | Operating Expenditure | | | | | |
| | 2120211 | ROADM - Road Maintenance - Built Up Areas | \$179,191.00 | \$14,927.00 | \$3,163.18 | -\$11,763.82 | -78.81% |
| | 2120212 | ROADM - Road Maintenance - Sealed Outside BUA | \$12,535.00 | \$1,044.00 | \$0.00 | -\$1,044.00 | -100.00% |
| | 2120213 | ROADM - Road Maintenance - Gravel Outside BUA | \$406,074.00 | \$33,478.00 | \$0.00 | -\$33,478.00 | -100.00% |
| | 2120214 | ROADM - Road Maintenance - Formed Outside BUA | \$423,180.00 | \$34,719.00 | \$45,560.11 | \$10,841.11 | 31.23% |
| | 2120217 | ROADM - Ancillary Maintenance - Built Up Areas | \$331,358.00 | \$10,971.00 | \$11,687.16 | \$716.16 | 6.53% |
| | 2120232 | ROADM - Crossover Council Contribution | \$2,896.00 | \$240.00 | \$0.00 | -\$240.00 | -100.00% |
| | 2120234 | ROADM - Street Lighting | \$10,200.00 | \$850.00 | \$898.06 | \$48.06 | 5.65% |
| | 2120235 | ROADM - Traffic Signs/Equipment (Safety) | \$500.00 | \$41.00 | \$0.00 | -\$41.00 | -100.00% |
| | 2120236 | ROADM - Bores for Roadworks Maintenance/Operations | \$1,396.00 | \$112.00 | \$0.00 | -\$112.00 | -100.00% |
| | 2120237 | ROADM - Road Grids Maintenance | \$22,924.00 | \$1,875.00 | \$0.00 | -\$1,875.00 | -100.00% |

SHIRE OF MENZIES
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as at 31/07/2023

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| 31/07/2023 | COA | Description | Budget 23/24 | YTD Budget 31/07/2023 | YTD Actual 31/07/2023 | Variance (\$) | Variance (%) |
|------------|---------|--|------------------------|--------------------------|--------------------------|----------------------|-----------------|
| | 2120252 | ROADM - Consultants | \$100,000.00 | \$8,333.00 | \$0.00 | -\$8,333.00 | -100.00% |
| | 2120285 | ROADM - Legal Expenses | \$5,000.00 | \$416.00 | \$0.00 | -\$416.00 | -100.00% |
| | 2120286 | ROADM - Workshop/Depot Expensed Equipment | \$15,000.00 | \$1,250.00 | \$0.00 | -\$1,250.00 | -100.00% |
| | 2120288 | ROADM - Depot Building Operations | \$60,254.00 | \$4,910.00 | \$2,635.53 | -\$2,274.47 | -46.32% |
| | 2120289 | ROADM - Depot Building Maintenance | \$29,713.00 | \$2,423.00 | \$0.00 | -\$2,423.00 | -100.00% |
| | 2120292 | ROADM - Depreciation | \$1,254,629.00 | \$104,552.00 | \$0.00 | -\$104,552.00 | -100.00% |
| | 2120299 | ROADM - Administration Allocated | \$67,129.00 | \$5,594.00 | \$6,330.07 | \$736.07 | 13.16% |
| | | Total Operating Expenditure | \$2,921,979.00 | \$225,735.00 | \$70,274.11 | -\$155,460.89 | -68.87% |
| | | Aerodromes | | | | | |
| | | Operating Expenditure | | | | | |
| | 2120665 | AERO - Airstrip & Grounds Maintenance/Operations | \$16,440.00 | \$1,361.00 | \$0.00 | -\$1,361.00 | -100.00% |
| | 2120765 | WATER - Town Dam Maintenance/Operations | \$26,812.00 | \$2,225.00 | \$190.31 | -\$2,034.69 | -91.45% |
| | | Total Operating Expenditure | \$43,252.00 | \$3,586.00 | \$190.31 | -\$3,395.69 | -94.69% |
| | | Total Operating Income | -\$5,968,381.00 | -\$268,766.00 | -\$450,072.80 | -\$181,306.80 | 67.46% |
| | | Total Operating Expenditure | \$2,965,231.00 | \$229,321.00 | \$70,464.42 | -\$158,856.58 | -69.27% |
| | | Economic Services | | | | | |
| | | Economic Services | | | | | |
| | | Operating Income | | | | | |
| | 3130202 | TOUR - Commission | -\$500.00 | -\$41.00 | \$0.00 | \$41.00 | -100.00% |
| | 3130210 | TOUR - Grants | -\$205,952.00 | \$0.00 | \$0.00 | \$0.00 | |
| | 3130221 | TOUR - Caravan Park Fees | -\$100,000.00 | -\$8,333.00 | -\$15,388.82 | -\$7,055.82 | 84.67% |
| | 3130222 | TOUR - Caravan Park Laundry Fees | -\$4,500.00 | -\$375.00 | -\$760.00 | -\$385.00 | 102.67% |
| | 3130225 | TOUR - Visitors Centre Lady Shenton Income | -\$25,000.00 | -\$2,083.00 | -\$2,931.84 | -\$848.84 | 40.75% |
| | 3130235 | TOUR - Other Income Relating to Tourism & Area Promotion | -\$500.00 | -\$41.00 | -\$32.73 | \$8.27 | -20.17% |
| | 3130302 | BUILD - Commission - BSL & CTF | -\$150.00 | -\$12.00 | -\$10.00 | \$2.00 | -16.67% |
| | 3130320 | BUILD - Fees & Charges (including Licences) | -\$18,000.00 | -\$1,500.00 | -\$3,649.28 | -\$2,149.28 | 143.29% |
| | 3130821 | OTH ECON - Standpipe Income | -\$2,000.00 | -\$166.00 | -\$169.40 | -\$3.40 | 2.05% |
| | 3130824 | OTH ECON - Community Resource Centre Grants | -\$119,734.02 | -\$43,311.00 | -\$2,289.49 | \$41,021.51 | -94.71% |
| | 3130826 | OTH ECON - Post Office Income | -\$9,000.00 | -\$750.00 | -\$1,632.89 | -\$882.89 | 117.72% |
| | | Total Operating Income | -\$485,336.02 | -\$56,612.00 | -\$26,864.45 | \$29,747.55 | -52.55% |
| | | Rural Services | | | | | |
| | | Operating Expenditure | | | | | |
| | 2130111 | RURAL - Noxious Weed Control | \$42,589.00 | \$1,310.00 | \$0.00 | -\$1,310.00 | -100.00% |
| | 2130160 | RURAL - Dog Health Program Tjuntjunjara | \$20,000.00 | \$1,666.00 | \$0.00 | -\$1,666.00 | -100.00% |
| | 2130165 | RURAL - Maintenance/Operations | \$30,000.00 | \$2,500.00 | \$0.00 | -\$2,500.00 | -100.00% |
| | | Total Operating Expenditure | \$92,589.00 | \$5,476.00 | \$0.00 | -\$5,476.00 | -100.00% |
| | | Tourism And Area Promotion | | | | | |
| | | Operating Expenditure | | | | | |
| | 2130200 | TOUR - Employee Costs | \$70,120.81 | \$5,466.00 | \$5,553.26 | \$87.26 | 1.60% |
| | 2130205 | TOUR - Recruitment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | 2130211 | TOUR - Visitor Centre Operations | \$86,130.08 | \$6,793.00 | \$5,099.88 | -\$1,693.12 | -24.92% |
| | 2130215 | TOUR - Printing and Stationery | \$1,000.00 | \$83.00 | \$150.34 | \$67.34 | 81.13% |
| | 2130230 | TOUR - Insurance Expenses | \$52.00 | \$4.00 | \$25.96 | \$21.96 | 549.00% |
| | 2130235 | TOUR - Signage | \$7,000.00 | \$583.00 | \$0.00 | -\$583.00 | -100.00% |
| | 2130236 | TOUR - Tour Guide | \$100.00 | \$8.00 | \$0.00 | -\$8.00 | -100.00% |
| | 2130240 | TOUR - Public Relations & Area Promotion | \$8,500.00 | \$707.00 | \$0.00 | -\$707.00 | -100.00% |
| | 2130241 | TOUR - Subscriptions & Memberships | \$12,900.00 | \$4,300.00 | \$168.18 | -\$4,131.82 | -96.09% |
| | 2130242 | TOUR - Events Other | \$6,000.00 | \$0.00 | \$0.00 | \$0.00 | |
| | 2130243 | TOUR - Cyclistic Event | \$90,000.00 | \$0.00 | \$0.00 | \$0.00 | |
| | 2130258 | TOUR - Kookynie Townsite and Info Bay Maintenance/Operations | \$3,094.00 | \$252.00 | \$0.00 | -\$252.00 | -100.00% |
| | 2130259 | TOUR - Goongarrie Cottages Maintenance/Operations | \$29,938.00 | \$2,442.00 | \$2,267.25 | -\$174.75 | -7.16% |
| | 2130260 | TOUR - Niagara Dam Maintenance/Operations | \$7,776.00 | \$635.00 | \$0.00 | -\$635.00 | -100.00% |
| | 2130261 | TOUR - Golden Quest Trail Maintenance/Operations | \$6,396.00 | \$528.00 | \$0.00 | -\$528.00 | -100.00% |
| | 2130265 | TOUR - Lake Ballard Maintenance/Operations | \$7,912.00 | \$648.00 | \$81.42 | -\$566.58 | -87.44% |
| | 2130266 | TOUR - Caravan Park General Maintenance/Operations | \$375,538.03 | \$30,342.00 | \$22,693.25 | -\$7,648.75 | -25.21% |
| | 2130286 | TOUR - Expensed Minor Asset Purchases | \$5,000.00 | \$416.00 | \$0.00 | -\$416.00 | -100.00% |
| | 2130288 | TOUR - Building Operations | \$55,322.00 | \$4,537.00 | \$6,169.28 | \$1,632.28 | 35.98% |
| | 2130289 | TOUR - Building Maintenance | \$67,708.00 | \$5,566.00 | \$527.56 | -\$5,038.44 | -90.52% |
| | 2130292 | TOUR - Depreciation | \$191,065.00 | \$15,922.00 | \$0.00 | -\$15,922.00 | -100.00% |
| | 2130299 | TOUR - Administration Allocated | \$243,342.00 | \$20,278.00 | \$15,033.89 | -\$5,244.11 | -25.86% |
| | | Total Operating Expenditure | \$1,274,893.92 | \$99,510.00 | \$57,770.27 | -\$41,739.73 | -41.95% |
| | | Building Control | | | | | |
| | | Operating Expenditure | | | | | |
| | 2130350 | BUILD - Contract Building Services | \$20,000.00 | \$1,666.00 | \$0.00 | -\$1,666.00 | -100.00% |
| | 2130385 | BUILD - Legal Expenses | \$5,000.00 | \$416.00 | \$0.00 | -\$416.00 | -100.00% |
| | 2130399 | BUILD - Administration Allocated | \$33,564.00 | \$2,797.00 | \$3,165.03 | \$368.03 | 13.16% |
| | | Total Operating Expenditure | \$58,564.00 | \$4,879.00 | \$3,165.03 | -\$1,713.97 | -35.13% |
| | | Economic Development | | | | | |
| | | Operating Expenditure | | | | | |
| | 2130630 | ECON DEV - Insurance Expenses | \$1,476.00 | \$123.00 | \$738.00 | \$615.00 | 500.00% |
| | 2130641 | ECON DEV - Subscriptions & Memberships | \$33,000.00 | \$11,000.00 | \$0.00 | -\$11,000.00 | -100.00% |
| | | Total Operating Expenditure | \$34,476.00 | \$11,123.00 | \$738.00 | -\$10,385.00 | -93.37% |
| | | Other Economic Services | | | | | |
| | | Operating Expenditure | | | | | |
| | 2130855 | OTH ECON - Community Bus | \$5,759.00 | \$479.00 | \$185.45 | -\$293.55 | -61.28% |
| | 2130860 | OTH ECON - Community Resource Centre Operations | \$224,384.89 | \$17,573.00 | \$14,753.78 | -\$2,819.22 | -16.04% |
| | 2130863 | OTH ECON - Post Office Operations | \$10,340.43 | \$804.00 | \$598.29 | -\$205.71 | -25.59% |
| | 2130886 | OTH ECON - Expensed Minor Asset Purchases | \$4,000.00 | \$333.00 | \$0.00 | -\$333.00 | -100.00% |
| | 2130888 | OTH ECON - Building Operations | \$3,432.00 | \$285.00 | \$965.98 | \$680.98 | 238.94% |
| | 2130889 | OTH ECON - Building Maintenance | \$8,584.00 | \$703.00 | \$0.00 | -\$703.00 | -100.00% |
| | 2130899 | OTH ECON - Administration Allocated | \$8,391.00 | \$699.00 | \$791.26 | \$92.26 | 13.20% |
| | | Total Operating Expenditure | \$264,891.32 | \$20,876.00 | \$17,294.76 | -\$3,581.24 | -17.15% |
| | | Total Operating Income | -\$485,336.02 | -\$56,612.00 | -\$26,864.45 | \$29,747.55 | -52.55% |
| | | Total Operating Expenditure | \$1,725,414.24 | \$141,864.00 | \$78,968.06 | -\$62,895.94 | -44.34% |

| 31/07/2023 | COA | Description | Budget 23/24 | YTD Budget 31/07/2023 | YTD Actual 31/07/2023 | Variance (\$) | Variance (%) |
|------------|-----|--|------------------|--------------------------|--------------------------|---------------|--------------|
| | | Other Property & Services | | | | | |
| | | Other Property & Services | | | | | |
| | | Operating Income | | | | | |
| | | 3140120 PRIVATE - Private Works Income | -\$3,000.00 | -\$250.00 | -\$3,019.40 | -\$2,769.40 | 1107.76% |
| | | 3140220 ADMIN - Fees & Charges | -\$250.00 | -\$20.00 | \$0.00 | \$20.00 | -100.00% |
| | | 3140410 POC - Fuel Tax Credits Grant Scheme | -\$25,000.00 | -\$2,083.00 | \$0.00 | \$2,083.00 | -100.00% |
| | | Total Operating Income | -\$28,250.00 | -\$2,353.00 | -\$3,019.40 | -\$666.40 | 28.32% |
| | | Private Works and General Administration Overheads | | | | | |
| | | Operating Expenditure | | | | | |
| | | 2140187 PRIVATE - Private Works Expenses | \$5,805.00 | \$471.00 | \$0.00 | -\$471.00 | -100.00% |
| | | 2140200 ADMIN - Employee Costs | \$596,726.38 | \$46,047.00 | \$29,817.05 | -\$16,229.95 | -35.25% |
| | | 2140203 ADMIN - Uniforms | \$6,800.00 | \$566.00 | \$0.00 | -\$566.00 | -100.00% |
| | | 2140204 ADMIN - Training & Development | \$17,100.00 | \$1,425.00 | \$1,346.94 | -\$78.06 | -5.48% |
| | | 2140205 ADMIN - Recruitment | \$9,000.00 | \$717.00 | \$730.00 | \$13.00 | 1.81% |
| | | 2140206 ADMIN - Fringe Benefits Tax (FBT) | \$9,656.00 | \$742.00 | \$0.00 | -\$742.00 | -100.00% |
| | | 2140208 ADMIN - Other Employee Expenses | \$5,000.00 | \$409.00 | \$16.50 | -\$392.50 | -95.97% |
| | | 2140209 ADMIN - Travel & Accommodation | \$12,000.00 | \$2,400.00 | \$0.00 | -\$2,400.00 | -100.00% |
| | | 2140210 ADMIN - Motor Vehicle Expenses | \$29,308.00 | \$2,442.00 | \$761.39 | -\$1,680.61 | -68.82% |
| | | 2140215 ADMIN - Printing and Stationery | \$50,000.00 | \$4,166.00 | \$3,992.26 | -\$173.74 | -4.17% |
| | | 2140216 ADMIN - Postage and Freight | \$2,500.00 | \$208.00 | \$18.40 | -\$189.60 | -91.15% |
| | | 2140220 ADMIN - Communication Expenses | \$48,000.00 | \$4,000.00 | \$3,232.52 | -\$767.48 | -19.19% |
| | | 2140221 ADMIN - Information Technology | \$50,000.00 | \$4,166.00 | \$1,487.89 | -\$2,678.11 | -64.28% |
| | | 2140226 ADMIN - Office Equipment Mtce | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | | 2140227 ADMIN - Records Management | \$2,600.00 | \$216.00 | \$0.00 | -\$216.00 | -100.00% |
| | | 2140230 ADMIN - Insurance Expenses (Other than Bld and W/Comp) | \$45,801.16 | \$3,816.00 | \$36,536.39 | \$32,720.39 | 857.45% |
| | | 2140240 ADMIN - Advertising and Promotion | \$15,000.00 | \$1,250.00 | \$0.00 | -\$1,250.00 | -100.00% |
| | | 2140241 ADMIN - Subscriptions and Memberships | \$7,000.00 | \$583.00 | \$725.45 | \$142.45 | 24.43% |
| | | 2140252 ADMIN - Consultants | \$150,000.00 | \$12,500.00 | \$31,075.00 | \$18,575.00 | 148.60% |
| | | 2140265 ADMIN - Software Licences/Upgrades | \$100,000.00 | \$8,333.00 | \$41,456.67 | \$33,123.67 | 397.50% |
| | | 2140284 ADMIN - Audit Fees | \$70,000.00 | \$5,833.00 | \$0.00 | -\$5,833.00 | -100.00% |
| | | 2140285 ADMIN - Legal Expenses | \$20,000.00 | \$1,666.00 | \$0.00 | -\$1,666.00 | -100.00% |
| | | 2140286 ADMIN - Expensed Minor Asset Purchases | \$15,000.00 | \$1,250.00 | \$1,853.17 | \$603.17 | 48.25% |
| | | 2140287 ADMIN - Other Expenses | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | | 2140288 ADMIN - Building Operations | \$94,185.00 | \$7,696.00 | \$9,072.12 | \$1,376.12 | 17.88% |
| | | 2140289 ADMIN - Building Maintenance | \$24,309.00 | \$2,000.00 | \$0.00 | -\$2,000.00 | -100.00% |
| | | 2140292 ADMIN - Depreciation | \$148,737.00 | \$12,394.00 | \$0.00 | -\$12,394.00 | -100.00% |
| | | 2140298 ADMIN - Admin Staff Housing Costs Allocated | \$147,498.00 | \$12,291.00 | \$3,994.61 | -\$8,296.39 | -67.50% |
| | | 2140299 ADMIN - Administration Overheads Recovered | -\$1,678,221.00 | -\$139,851.00 | -\$158,251.36 | -\$18,400.36 | 13.16% |
| | | Total Operating Expenditure | \$5,804.54 | -\$2,098.00 | \$7,865.00 | \$9,963.00 | -474.88% |
| | | Public Works Overheads | | | | | |
| | | Operating Expenditure | | | | | |
| | | 2140300 PWO - Employee Costs | \$267,164.75 | \$20,550.00 | \$62,088.64 | \$41,538.64 | 202.13% |
| | | 2140303 PWO - Uniforms | \$7,500.00 | \$625.00 | \$0.00 | -\$625.00 | -100.00% |
| | | 2140304 PWO - Training & Development | \$10,000.00 | \$833.00 | \$1,091.00 | \$258.00 | 30.97% |
| | | 2140305 PWO - Recruitment | \$5,000.00 | \$416.00 | \$44.50 | -\$371.50 | -89.30% |
| | | 2140307 PWO - Protective Clothing | \$2,000.00 | \$166.00 | \$0.00 | -\$166.00 | -100.00% |
| | | 2140308 PWO - Other Employee Expenses | \$750.00 | \$57.00 | \$0.00 | -\$57.00 | -100.00% |
| | | 2140310 PWO - Motor Vehicle Expenses | \$77,595.50 | \$6,466.00 | \$1,091.72 | -\$5,374.28 | -83.12% |
| | | 2140316 PWO - Postage and Freight | \$2,000.00 | \$166.00 | \$1,022.95 | \$856.95 | 516.23% |
| | | 2140320 PWO - Communication Expenses | \$8,000.00 | \$666.00 | \$444.69 | -\$221.31 | -33.23% |
| | | 2140321 PWO - Information Technology | \$8,000.00 | \$666.00 | \$0.00 | -\$666.00 | -100.00% |
| | | 2140323 PWO - Sick Pay | \$28,059.00 | \$2,158.00 | \$1,708.89 | -\$449.11 | -20.81% |
| | | 2140324 PWO - Annual Leave | \$65,936.00 | \$5,072.00 | \$3,861.95 | -\$1,210.05 | -23.86% |
| | | 2140325 PWO - Public Holidays | \$37,003.00 | \$2,846.00 | \$0.00 | -\$2,846.00 | -100.00% |
| | | 2140329 PWO - Insurance Expenses (Except Workers Comp) | \$19,566.00 | \$1,630.00 | \$9,782.73 | \$8,152.73 | 500.17% |
| | | 2140330 PWO - OHS and Toolbox Meetings | \$45,337.00 | \$5,333.00 | \$12,052.14 | \$6,719.14 | 125.99% |
| | | 2140352 PWO - Consultants | \$10,000.00 | \$833.00 | \$0.00 | -\$833.00 | -100.00% |
| | | 2140361 PWO - Engineering & Technical Support | \$50,000.00 | \$4,166.00 | \$0.00 | -\$4,166.00 | -100.00% |
| | | 2140365 PWO - Maintenance/Operations | \$117,960.00 | \$9,374.00 | \$9,915.87 | \$541.87 | 5.78% |
| | | 2140371 PWO Bldg Mtce - Employee Costs | \$47,772.00 | \$3,674.00 | \$1,049.66 | -\$2,624.34 | -71.43% |
| | | 2140372 PWO Bldg Mtce - Uniforms | \$500.00 | \$38.00 | \$0.00 | -\$38.00 | -100.00% |
| | | 2140373 PWO Bldg Mtce - Training & Development | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | | 2140374 PWO Bldg Mtce - Recruitment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 2140376 PWO Bldg Mtce - Protective Clothing | \$1,000.00 | \$76.00 | \$0.00 | -\$76.00 | -100.00% |
| | | 2140380 PWO Bldg Mtce - Expendable Tools | \$1,000.00 | \$83.00 | \$0.00 | -\$83.00 | -100.00% |
| | | 2140381 PWO Bldg Mtce - Minor Expenses | \$500.00 | \$41.00 | \$0.00 | -\$41.00 | -100.00% |
| | | 2140386 PWO - Expensed Minor Asset Purchases | \$20,000.00 | \$1,666.00 | \$0.00 | -\$1,666.00 | -100.00% |
| | | 2140392 PWO - Depreciation | \$16,013.00 | \$1,334.00 | \$0.00 | -\$1,334.00 | -100.00% |
| | | 2140393 PWO - LESS Allocated to Works (PWO's) | -\$1,328,705.00 | -\$110,725.00 | -\$97,365.76 | \$13,359.24 | -12.07% |
| | | 2140398 PWO - Staff Housing Costs Allocated | \$25,936.00 | \$2,161.00 | \$3,349.84 | \$1,188.84 | 55.01% |
| | | 2140399 PWO - Administration Allocated | \$453,120.00 | \$37,760.00 | \$42,727.79 | \$4,967.79 | 13.16% |
| | | 2140400 POC - Internal Plant Repairs - Wages & O/Head | \$217,106.00 | \$17,642.00 | \$2,257.68 | -\$15,384.32 | -87.20% |
| | | 2140411 POC - External Parts & Repairs | \$78,960.00 | \$6,580.00 | \$1,827.57 | -\$4,752.43 | -72.23% |
| | | 2140412 POC - Fuels and Oils | \$163,181.25 | \$13,598.00 | \$513.73 | -\$13,084.27 | -96.22% |
| | | 2140413 POC - Tyres and Tubes | \$29,400.00 | \$2,450.00 | \$0.00 | -\$2,450.00 | -100.00% |
| | | 2140416 POC - Licences/Registrations | \$6,929.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | 2140417 POC - Insurance Expenses | \$21,366.00 | \$1,780.00 | \$10,682.00 | \$8,902.00 | 500.11% |
| | | 2140492 POC - Depreciation | \$261,280.50 | \$21,773.00 | \$0.00 | -\$21,773.00 | -100.00% |
| | | 2140494 POC - LESS Plant Operation Costs Allocated to Works | -\$778,222.75 | -\$64,851.00 | -\$30,982.13 | \$33,868.87 | -52.23% |
| | | Total Operating Expenditure | \$7.25 | -\$2,814.00 | \$37,165.46 | \$39,979.46 | -1420.73% |
| | | Salaries And Wages | | | | | |
| | | Operating Expenditure | | | | | |
| | | 2140500 SAL - Gross Salary and Wages | \$2,441,406.57 | \$187,800.00 | \$139,279.36 | -\$48,520.64 | -25.84% |
| | | 2140501 SAL - LESS Salaries & Wages Allocated | -\$2,441,406.57 | -\$187,800.00 | -\$139,279.36 | \$48,520.64 | -25.84% |
| | | Total Operating Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | Total Operating Income | -\$28,250.00 | -\$2,353.00 | -\$3,019.40 | -\$666.40 | 28.32% |
| | | Total Operating Expenditure | \$5,811.79 | -\$4,912.00 | \$45,030.46 | \$49,942.46 | -1016.74% |
| | | Total Operating Income | -\$12,495,852.98 | -\$373,377.00 | -\$511,892.71 | -\$137,895.67 | 37.10% |
| | | Total Operating Expenditure | \$8,565,893.44 | \$764,538.00 | \$431,000.87 | -\$324,839.15 | -43.63% |

| | |
|---------------------------------------|---|
| 14.1.2 | List of Monthly Payments - July 2023 |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1158 |
| DATE OF REPORT | 17 August 2023 |
| AUTHOR | Chief Financial Officer, Kristy Van Kuyl |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | 1. List of Payments for Council - July 2023 [14.1.2.1 - 7 pages] |

SUMMARY:

To receive the list of payments made for the month of July 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 July 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 \$765,786.94 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/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 117/23 |
|-----------------------------------|---------------|

Moved: Cr J Dwyer

Seconded: Cr P Warner

That the list of payments for the month of July 2023 totalling \$765,786.94 being:

- 1. Electronic Funds Transfer from EFT8227 to EFT8315, payments from Municipal Fund totalling \$613,123.45**
- 2. Direct Debit payments from the Municipal Fund totalling \$42,230.37**
- 3. Payroll payments from the Municipal Fund totalling \$96,988.99**
- 4. Credit Card payments for the Statement Month of June 2023 from the Municipal Fund totalling \$12,444.13**

be received.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

| Shire of Menzies Payments for the Month of July 2023 | | | |
|---|---------------------|-------------|----------------------|
| Date | Name | Description | Amount |
| | Cheque | | |
| | EFT | | 613,123.45 |
| | Direct Debit | | 43,230.37 |
| | Credit Card Payment | | 12,444.13 |
| | Payroll | | 96,988.99 |
| Total Payments | | | \$ 765,786.94 |

Shire of Menzies
Payments for the Month of July 2023

| EFT | Date | Name | Description | Amount |
|---------|------------|--|--|-----------|
| EFT8227 | 10/07/2023 | LEONORA PHARMACY | PHARMACY ITEMS SOLD ON CONSIGNMENT FOR THE MONTH OF JUNE 2023 | 520.20 |
| EFT8228 | 10/07/2023 | 3E ADVANTAGE | COPIER USAGE ADMIN AND CRC JUNE 2023 | 3,377.77 |
| EFT8229 | 10/07/2023 | URBIS PTY LTD | LOCAL PLANNING SCHEME AND STRATEGY - FINALISATION | 8,473.44 |
| EFT8230 | 10/07/2023 | MARKET CREATIONS | WEBSITE COUNCIL REGISTERS-7 MODULES | 3,041.50 |
| EFT8231 | 10/07/2023 | AMPAC DEBT RECOVERY (WA) PTY LTD | AMPACT DEBT RECOVERY FY 22/23 | 110.00 |
| EFT8232 | 10/07/2023 | SHIRE OF CHAPMAN VALLEY | PLANNING CONSULTANCY SERVICER FROM APRIL 2023 TO JUNE 2023 | 321.75 |
| EFT8233 | 10/07/2023 | BEILBY DOWNING TEAL PTY LTD | CEO RECRUITMENT PROCESS - MAY 2023 | 4,537.50 |
| EFT8234 | 10/07/2023 | BRIAN JOINER | DAYS IN LIEU BACK PAY FY 22/23 | 241.73 |
| EFT8235 | 10/07/2023 | SPARTAN FIRST PTY LTD | BUILDING MAINTENANCE OFFICER - PRE EMPLOYMENT MEDICAL AND DRUG AND ALCOHOL SCREEN (STANDARD SOM PPW) | 326.70 |
| EFT8236 | 10/07/2023 | BOB WADDELL & ASSOCIATES PTY LTD | FINANCE ASSISTANCE CASH BUDGET 23/24 AND VALUATION OF ASSETS | 453.75 |
| EFT8237 | 10/07/2023 | RARE EARTHS M&C PTY LTD T/A AS MENZIES HOTEL | REFRESHMENTS - COUNCIL MEETING - JUNE 2023 | 212.30 |
| EFT8238 | 10/07/2023 | TEAM GLOBAL EXPRESS PTY LTD | ADMIN FREIGHT - STATIONERIES | 20.63 |
| EFT8239 | 10/07/2023 | GRACE REMOVALS (AUSTRALIA) PTY LTD | REMOVAL, PACKING AND TRANSIT FROM TOM PRICE TO MENZIES - BUILDING MAINTENANCE OFFICER | 10,527.86 |
| EFT8240 | 10/07/2023 | TALIS CONSULTANTS | PRELIMINARY SITE INVESTIGATION - 50 SHENTON STREET | 7,986.96 |
| EFT8241 | 10/07/2023 | AIR LIQUIDE AUSTRALIA LTD | RENTAL ON OXYGEN CYLINDERS FOR JUNE 2023 | 28.16 |
| EFT8242 | 10/07/2023 | CENTRAL REGIONAL TAFE | WHS TRAINING - MICHAEL PETERSON, DEBRA PIANO AND RAYMOND WARNER | 2,915.00 |
| EFT8243 | 10/07/2023 | CORE BUSINESS AUSTRALIA PTY LTD | WORKS REGARDING FLOOD DAMAGE FROM 3/03/2022 TO 24/05/2023 | 18,353.34 |
| EFT8244 | 10/07/2023 | EAGLE PETROLEUM (W.A) PTY LTD | BULK FUEL DELIVERY - 7002L | 12,546.89 |
| EFT8245 | 10/07/2023 | ECOWATER SERVICES | BIOMAX SERVICE AND MATERIALS | 986.02 |
| EFT8246 | 10/07/2023 | HORIZON POWER | ELECTRICITY - 358590 - 1 SHENTON STREET, MENZIES (CARAVAN PARK) - USAGE FROM 25/04/2023 TO 21/06/2023 | 10,821.24 |
| EFT8247 | 10/07/2023 | IT VISION | RECOVER PURGED PO'S 07/06/2023 - 1 HOUR | 277.20 |
| EFT8248 | 10/07/2023 | KLEENHEAT GAS | YEARLY EQUIPMENT SERVICE CHANGE FOR 45KG VAP CYL | 93.50 |
| EFT8249 | 10/07/2023 | MARKETFORCE - DO NOT USE | KAL MINER ADVERT - CELEBRATION OF MINING SPECIAL PUBLICATION | 1,676.73 |
| EFT8250 | 10/07/2023 | NETLOGIC INFORMATION TECHNOLOGY | INSTALLING CPE EQUIPMENT TO STAFF HOUSE, PERFORMING WIRELESS PENETRATION TESTING AT EACH HOUSE, CARAVAN PARK, ADMIN, DEPOT UPDGRADE WIRELESS NETWORK, ONSITE VISIT FROM 23/06/2023 TO 23/06/2023 | 13,886.75 |
| EFT8251 | 10/07/2023 | SHIRE OF LEONORA | JUNE 2023 HEALTH/BUILDING SERVICES | 3,285.60 |
| EFT8252 | 10/07/2023 | TAPS INDUSTRIES | SORRY CAMP - PUMP OUT PORTABLE TOILET | 569.80 |
| EFT8253 | 10/07/2023 | MOORE AUSTRALIA | COMPLIANCE AUDIT RETURN/REGISTERS AND RECORDS/RISK MANAGEMENT SUPPORT SERVICES FOR 2022 | 18,470.47 |
| EFT8254 | 13/07/2023 | CHILD SUPPORT | PAYROLL DEDUCTIONS PPE 11/07/2023 | 123.88 |
| EFT8255 | 13/07/2023 | O'SHAUGHNESSY T/AS WILUNATIC PRESS | CRC RESALE BOOKS - FIGURES ON THE LAKE | 587.50 |

Shire of Menzies
Payments for the Month of July 2023

| EFT | Date | Name | Description | Amount |
|---------|------------|---|--|------------|
| EFT8256 | 13/07/2023 | JOHN WARNER | SURRENDER FEE FOR CATS TO CITY OF KALGOORLIE RANGER | 91.70 |
| EFT8257 | 13/07/2023 | KRISTY VAN KUYL | REIMBURSEMENT FOR STAFF BREAKFAST 06/07/2023 | 16.50 |
| EFT8258 | 13/07/2023 | WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES | RFQ 01/22 DESIGN AND CONSTRUCT STAFF ACCOMMODATION CM-324 - 29A REID STREET AND 29B REID STREET SLAB AND MATERIALS DELIVERED TO YARD | 187,896.61 |
| EFT8259 | 13/07/2023 | ROBERT JOHN STEWART | TRAVEL TO PERTH - TO GET INFORMATION ABOUT NIAGARA DAM AT J.S.BATTYE LIBRARY | 398.86 |
| EFT8261 | 13/07/2023 | AUSTRALIA'S GOLDEN OUTBACK (AGO) | SILVER ANNUAL SUBSCRIPTION TO AUSTRALIA'S GOLDEN OUTBACK FOR SEAN MCGAY | 185.00 |
| EFT8262 | 13/07/2023 | SHIRE OF MENZIES SOCIAL CLUB | PAYROLL DEDUCTIONS PPE 11/07/2023 | 160.00 |
| EFT8263 | 13/07/2023 | MENZIES ABORIGINAL CORPORATION | PAYROLL DEDUCTIONS PPE 11/07/2023 | 360.00 |
| EFT8264 | 21/07/2023 | CANINE CONTROL | RANGER SERVICES FOR 5 JULY 2023 | 1,815.00 |
| EFT8265 | 21/07/2023 | IT VISION USER GROUP INC | IT VISION USER GROUP MEMBERSHIP SUBSCRIPTION 2023-2024 | 770.00 |
| EFT8266 | 21/07/2023 | XSTRA GLOBAL IT AND COMMUNICATION SOLUTIONS | CHARGES FOR PABX SYSTEM FOR JUNE 2023 PLUS RECURRING FOR AUGUST 2024 | 328.91 |
| EFT8267 | 21/07/2023 | SEEK | COMMUNITY ENGAGEMENT OFFICER ADVERT ON SEEK | 401.50 |
| EFT8268 | 21/07/2023 | COOLGARDIE TYRE SERVICE | P0242 - TOYOTA HILUX 2022 - 3MN RIM AND TYRE, WHEEL BALANCE, WHEEL ALIGNMENT | 594.00 |
| EFT8269 | 21/07/2023 | LGISWA | INSURANCE ANNUAL CONTRIBUTION - 2023 TO 2024 | 91,248.92 |
| EFT8270 | 21/07/2023 | JLT RISK SOLUTIONS PTY LTD (LGIS) | PERSONAL ACCIDENT & SICKNESS RENEWAL INSURANCE - 30 JUNE 2023 TO 30 JUNE 2024 | 29,998.28 |
| EFT8271 | 21/07/2023 | BOB WADDELL & ASSOCIATES PTY LTD | FINANCIAL ASSISTANCE WITH 2023/24 CASH BUDGET, 2022/23 ASSESTS - 3 JULY 2023 | 3,135.00 |
| EFT8272 | 21/07/2023 | CABCHARGE PAYMENTS PTY LTD | ALGA CONFERENCE - CABCHARGE | 360.92 |
| EFT8273 | 21/07/2023 | JB AUOTO ELECTRICS | P0230 - 1MN REPLACE BATTERY AND RECALIBRATE STEERING ANGLE SENSOR | 260.00 |
| EFT8274 | 21/07/2023 | TRUE CIVIL CONSULTING WA | SUPPLY AND LAY WATER MAIN 21-29 REID STREET AND 22-26 MERCER STREET | 78,387.58 |
| EFT8275 | 21/07/2023 | TIEN TRAN | REIMBURSEMENT OF TAXI FARE FOR WALGA RATES TRAINING IN PERTH - TIEN TRAN | 146.40 |
| EFT8276 | 21/07/2023 | TEAM GLOBAL EXPRESS PTY LTD | FREIGHT FOR RC/LIBRARY FURNITURE 14 JUNE 2023 TO 19 JUNE 2023 | 690.55 |
| EFT8277 | 21/07/2023 | SOLSTICE MINERALS LIMITED | RATES REFUND FOR ASSESSMENT A5760 E31/01178 MINING TENEMENT | 298.33 |
| EFT8278 | 21/07/2023 | STRETTLE PTY LTD | ADVISOR FOR LAND SEIZURE - TRANSFER OF LAND FOR NON-PAYMENT OF RATES | 328.90 |
| EFT8279 | 21/07/2023 | PROMOTIONAL EXPOSURE | 1 X 50% DEPOSIT FOR STAND UP COMEDY WORKSHOP AND GRADUATION PERFORMANCE ON FRIDAY 22ND SEPT IN MENZIES | 1,375.00 |
| EFT8280 | 21/07/2023 | AUSTRALASIAN PERFORMING RIGHT ASSOCIATION | COUNCILS MUSIC - RURAL - 1 JULY 2023 TO 30 JUNE 2024 | 364.00 |
| EFT8281 | 21/07/2023 | BOC LIMITED | OXYGEN ANNUAL FEE 2023-2024 | 140.89 |
| EFT8282 | 21/07/2023 | WESTFARMERS LTD T/AS BUNNINGS | PLANTS, CEMENT MIXER, FORMWORK PROP | 1,541.68 |
| EFT8283 | 21/07/2023 | CYBERSECURE | BACKUP SUBSCRIPTION, CLOUD STORAGE AND MS365 USERS | 549.18 |

Shire of Menzies
Payments for the Month of July 2023

| EFT | Date | Name | Description | Amount |
|---------|------------|---|--|-----------|
| EFT8284 | 21/07/2023 | HORIZON POWER | 36 MERCER STREET - ELECTRICITY FROM 29 APRIL TO 13 JULY 2023 | 509.32 |
| EFT8285 | 21/07/2023 | IT VISION | ANNUAL LICENCE FEE - SYNERGYSOFT - FY 2023/2024 | 45,010.83 |
| EFT8286 | 21/07/2023 | KALGOORLIE-BOULDER CHAMBER OF COMMERCE & INDUSTRY INC (KBCCI) | MEMBERSHIP OF CHAMBER OF COMMERCE & INDUSTRY JULY 2023 TO JUNE 2024 | 407.00 |
| EFT8287 | 21/07/2023 | LANDGATE | MINING TENEMENT SCHEDULES JUNE 2023 | 76.50 |
| EFT8288 | 21/07/2023 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | 2023 - 2024 FULL MEMBERSHIP DUES - KRISTY VAN KUYL, MAUREN MERTYN, SEAN MCGAY | 1,593.00 |
| EFT8289 | 21/07/2023 | NETLOGIC INFORMATION TECHNOLOGY | SOFTWARE CONSULTING LABOUR 30 JUNE 2023 TO 5 JULY 2023 | 591.50 |
| EFT8290 | 21/07/2023 | OFFICE NATIONAL | ADMIN STATIONERY - PAPER,CALCULATOR,KEYBOARD AND MOUSE, INK CARTRIDGE AND FILLING MATERIALS. | 1,391.19 |
| EFT8291 | 21/07/2023 | PAUPIYALA TJARUTJA ABORIGINAL CORPORATION | FLIGHT TO MELBOURNE-ALGA CONFERENCE-CR IAN BAIRD | 455.00 |
| EFT8292 | 21/07/2023 | VERLINDEN'S ELECTRICAL SERVICE | 57 WALSH ST - REPLACE TAILS FROM MAIN SWITCH TO ALL SUB CIRCUITS - 10/07/2023 | 1,006.50 |
| EFT8293 | 27/07/2023 | CHILD SUPPORT | PAYROLL DEDUCTIONS PPE 25/07/2023 | 123.88 |
| EFT8294 | 27/07/2023 | BATTERIES N MORE | BATTERY FOR CAR - PO236 (009MN) | 320.00 |
| EFT8295 | 27/07/2023 | SGS AUSTRALIA PTY LTD | SOIL TEST AT REID STREET | 385.00 |
| EFT8296 | 27/07/2023 | THE AM & AA SPRIGG TRUST & THE DURAQUIP TRUSTT/AS REBUS RESTROOMS | 2X - HEAVY DUTY 2.5MM STAINLESS STEEL TOILET ROLL HOLDER | 1,732.50 |
| EFT8297 | 27/07/2023 | BEILBY DOWNING TEAL PTY LTD | ADVERTISEMENT OF CEO RECRUITMENT | 6,320.48 |
| EFT8298 | 27/07/2023 | ROHAN S BAIRD | OCM JUNE 2023 - TRAVEL CLAIM CR. ROHAN BAIRD | 769.00 |
| EFT8299 | 27/07/2023 | SPECTRUM SURVEYS PTY LTD | PEGS FOR FENCE 91 SHENTON STREET | 140.00 |
| EFT8300 | 27/07/2023 | BOB WADDELL & ASSOCIATES PTY LTD | ASSISTANCE WITH 23/24 BUDGET AND REVALUATION OF ASSETS | 1,815.00 |
| EFT8301 | 27/07/2023 | KAL ENGINEERING CONSULTANTS | SURVEY AND ENGINEERING DESIGN FOR A PARK ADJACENT TO THE PUBLIC TOILETS SOUTH OF THE TOWN | 3,850.00 |
| EFT8302 | 27/07/2023 | TEAM GLOBAL EXPRESS PTY LTD | FREIGHT CHARGE FOR UNIFORM & PRINTER FOR CRC/LIBRARY (DSS GRANT) | 164.84 |
| EFT8303 | 27/07/2023 | JOEL ASHLEY BONE | POLICE CHECK REIMBURSEMENT - BUILDING MAINTENANCE OFFICER | 44.50 |
| EFT8304 | 27/07/2023 | IAN BAIRD | OCM JUNE 2023 -TRAVEL CLAIM CR. IAN BAIRD | 953.26 |
| EFT8305 | 27/07/2023 | WESTFARMERS LTD T/AS BUNNINGS | DEPOT CONSUMABLES - ASPHALT, BOLTS, LIGHTS BULBS, QUICK SET, PLANTS | 1,054.52 |
| EFT8306 | 27/07/2023 | CORE BUSINESS AUSTRALIA PTY LTD | WORK HEALTH SAFETY MONITOR SUBSCRIPTION - 23/06/2023 TO 23/06/2024 | 12,626.24 |
| EFT8307 | 27/07/2023 | ROVAR PTY LTD T/AS GOLDLINE DISTRIBUTORS | PUBLIC TOILET, TRUCK BAY AND CARAVAN PARK CLEANING SUPPLIES | 1,526.83 |
| EFT8308 | 27/07/2023 | GOLDFIELDS TOYOTA | PO242 TOYOTA HILUX 2022 3MN - 24 MONTH CAR SERVICE | 836.33 |
| EFT8309 | 27/07/2023 | HORIZON POWER | ELECTRICITY - 560335 - UNIT A/55 WALSH STREET - USAGE FROM 03/06/2023 TO 28/06/2023 | 79.49 |

Shire of Menzies
Payments for the Month of July 2023

| EFT | Date | Name | Description | Amount |
|------------------|-------------|---|--|---------------------|
| EFT8310 | 27/07/2023 | LOCAL HEALTH AUTHORITIES ANALITICAL COMMITTEE | ANALYTICAL SERVICES ANNUAL FEE FY 23/24 MA2023 078 | 396.00 |
| EFT8311 | 27/07/2023 | CAROL MCALLAN | FUEL REIMBURSEMENT FROM RAVENSTHORPE TO MENZIES RETURN - SITE VISIT 05/07/2023 TO 12/07/2023 | 235.91 |
| EFT8312 | 27/07/2023 | SHIRE OF MENZIES SOCIAL CLUB | PAYROLL DEDUCTIONS PPE 25/07/2023 | 900.00 |
| EFT8313 | 27/07/2023 | MENZIES ABORIGINAL CORPORATION | PAYROLL DEDUCTIONS PPE 25/07/2023 | 360.00 |
| EFT8314 | 27/07/2023 | OFFICE NATIONAL | ADMIN - 6 X DESKTOP DOCUMENT HOLDERS | 630.95 |
| EFT8315 | 27/07/2023 | PAUPIYALA TJARUTJA ABORIGINAL CORPORATION | ACCOMMODATION FOR JUNE 2023 COUNCIL MEETING - CR I BAIRD | 200.00 |
| TOTAL EFT | | | | \$613,123.45 |

Shire of Menzies
Payments for the Month of July 2023

| Direct Debit | Date | Name | Description | Amount |
|--------------|------------|---|--|----------|
| DD5705.1 | 03/07/2023 | WESTNET | CRC PUBLIC INTERNET - JUNE 2023 | 54.99 |
| DD5714.1 | 07/07/2023 | POWER ICT PTY LTD | MESSAGES ON HOLD - JUNE 2023 | 75.90 |
| DD5721.1 | 10/07/2023 | TELSTRA | OFFICE PHONE AND INTERNET JUNE 2023 TO JULY 2023 | 3,133.28 |
| DD5722.1 | 10/07/2023 | TELSTRA | PHONE USAGE JUNE 2022 TO JULY 2023 | 223.00 |
| DD5724.1 | 11/07/2023 | AWARE SUPER PTY LTD | SUPERANNUATION CONTRIBUTIONS PPE 11/07/2023 | 9,177.94 |
| DD5724.2 | 11/07/2023 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS PPE 11/07/2023 | 1,293.57 |
| DD5724.3 | 11/07/2023 | AUSTRALIAN RETIREMENT TRUST | SUPERANNUATION CONTRIBUTIONS PPE 11/07/2023 | 563.75 |
| DD5724.4 | 11/07/2023 | TWU SUPER FUND | SUPERANNUATION CONTRIBUTIONS PPE 11/07/2023 | 549.80 |
| DD5724.5 | 11/07/2023 | MASTER SUPERANNUATION FUND SERIES2 - SIMPLE CHOICE | SUPERANNUATION CONTRIBUTIONS PPE 11/07/2023 | 344.22 |
| DD5724.6 | 11/07/2023 | CBUS | SUPERANNUATION CONTRIBUTIONS PPE 11/07/2023 | 402.17 |
| DD5728.1 | 12/07/2023 | TELSTRA | OFFICE INTERNET AND PHONE PHONE USAGE 23 MAY TO 22 JUNE 2023 | 2,604.65 |
| DD5735.1 | 17/07/2023 | HORIZON POWER | ELECTRICITY - 510117 - UNIT B/29 SHENTON STREET - USAGE FROM 29 APRIL 2023 TO 28 JUNE 2023 | 196.22 |
| DD5736.1 | 17/07/2023 | HORIZON POWER | ELECTRICITY - 396846 - 39 MERCER STREET - USAGE FROM 29 APRIL 2023 TO 28 JUNE 2023 | 209.13 |
| DD5737.1 | 17/07/2023 | HORIZON POWER | ELECTRICITY - 396007 - 25 ONSLOW STREET - USAGE FROM 29 APRIL 2023 TO 28 JUNE 2023 | 408.43 |
| DD5742.1 | 18/07/2023 | PIVOTEL SATELLITE PTY LTD | TRAK - SPOT TRACKING CHARGE ACCOUNT 40063522 JUNE 2023 | 31.00 |
| DD5743.1 | 18/07/2023 | THE WEST AUSTRALIAN | SUBSCRIPTION TO NEWSPAPER ONLINE 18 JULY 2023 | 28.00 |
| DD5744.1 | 18/07/2023 | HORIZON POWER | ELECTRICITY - 161515 - STREET LIGHT - USAGE FROM 1 JUNE 2023 TO 30 JUNE 2023 | 987.87 |
| DD5751.1 | 25/07/2023 | AWARE SUPER PTY LTD | SUPERANNUATION CONTRIBUTIONS PPE 25/07/2023 | 9,521.58 |
| DD5751.2 | 25/07/2023 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS PPE 25/07/2023 | 1,313.56 |
| DD5751.3 | 25/07/2023 | AUSTRALIAN RETIREMENT TRUST | SUPERANNUATION CONTRIBUTIONS PPE 25/07/2023 | 563.75 |
| DD5751.4 | 25/07/2023 | TWU SUPER FUND | SUPERANNUATION CONTRIBUTIONS PPE 25/07/2023 | 588.88 |
| DD5751.5 | 25/07/2023 | GROSVENOR PIRIE MASTER SUPERANNUATION FUND SERIES2 - SIMPLE CHOICE | SUPERANNUATION CONTRIBUTIONS PPE 25/07/2023 | 380.07 |
| DD5751.6 | 25/07/2023 | CBUS | SUPERANNUATION CONTRIBUTIONS PPE 25/07/2023 | 402.17 |
| DD5755.1 | 26/07/2023 | GREGORY DWYER | CR. GREG DWYER SITTING FEE JULY 2023 | 3,490.67 |
| DD5757.1 | 26/07/2023 | IAN BAIRD | CR. IAN BAIRD SITTING FEE JULY 2023 | 1,338.16 |
| DD5759.1 | 26/07/2023 | JILLIAN DWYER | CR. JILL DWYER SITTING FEE JULY 2023 | 907.58 |
| DD5761.1 | 26/07/2023 | ROHAN S BAIRD | CR. ROHAN S BAIRD SITTING FEE JULY 2023 | 907.58 |
| DD5763.1 | 26/07/2023 | ANDREW TUCKER | CR. ANDREW TUCKER SITTING FEE JULY 2023 | 907.58 |
| DD5765.1 | 26/07/2023 | SUDHIR | CR. SUDHIR SITTING FEE JULY 2023 | 907.58 |
| DD5767.1 | 26/07/2023 | PAUL WARNER | CR. PAUL WARNER SITTING FEE JULY 2023 | 907.58 |
| DD5771.1 | 31/07/2023 | WRIGHT EXPRESS AUSTRALIA PTY LTD | MANAGERS' VEHICLE FUEL USAGE JULY 2023 | 565.10 |
| DD5773.1 | 31/07/2023 | NAB | BPAY FEES JULY 2023 | 17.60 |
| DD5775.1 | 31/07/2023 | NAB | ACCOUNT FEES A.K.F JULY 2023 | 13.00 |
| DD5777.1 | 31/07/2023 | NAB | MERCHANT FEE 6854150 - EFTPOS MACHINE - JULY 2023 | 214.01 |

TOTAL DIRECT DEBIT \$43,230.37

Shire of Menzies
Payments for the Month of July 2023

| Date | Name | Description | Amount |
|------------------------------|---------------------------|---|--------------------|
| CEO CARD NO: **** * 2547 | | | |
| 01/06/2023 | VIRGIN AUSTRALIA | FLIGHT ADJUSTMENT TO ALGA - CR. JILL DWYER | 2.63 |
| 01/06/2023 | VIRGIN AUSTRALIA | ADJUSTMENT OF FLIGHT TO PERTH - ROBERT STEWART | 77.63 |
| 01/06/2023 | QANTAS | RETURN FLIGHT TO PERTH MEETING AT J.S.BATTYE LIBRARY - CR GREG | 734.35 |
| 06/06/2023 | QANTAS | RETURN FLIGHT TO CANBERRA TO ATTEND ALGA - CR IAN BAIRD | 1,573.39 |
| 08/06/2023 | AUZI CAB SERVICES | TAXI FROM AIRPORT TO SUBIACO - ROB AND CR. GREG | 49.67 |
| 09/06/2023 | AVENUE NORTHBOURNE | ACCOMMODATION AT ALGA - CR. PAUL WARNER | 1,180.00 |
| 12/06/2023 | TOM'S PROVIDORE PERTH | LUNCH - RESEARCH AT THE STATE LIBRARY | 48.50 |
| 12/06/2023 | HARVEY NORMAN | STEAM IRON FOR STAFF HOUSING 39 MERCER STREET | 39.00 |
| 12/06/2023 | REVENTS ACADEMY | TOURISM ONLINE EVENT - SEAN MCGAY AND DEBBIE PIANTO | 167.80 |
| 14/06/2023 | MANTRA NORTHBOURNE | ACCOMMODATION ALGA CONFERENCE - ROB STEWART, CR. SUDHIR, CR G.DWYER, CR J.DWYER, CR I.BAIRD | 5,286.54 |
| 15/06/2023 | CLASSIC INDIAN RESTAURANT | MEAL ALGA CONFERENCE - ROB, SUDHIR AND PAUL AND CREDIT CARD FEE | 164.64 |
| 28/06/2023 | NAB | MONTHLY CARD FEE - JUNE 2023 | 9.00 |
| TOTAL CEO CREDIT CARD | | | \$9,333.15 |
| CFO CARD NO: **** * 6310 | | | |
| 01/06/2023 | VANESSA | JEWELLERY FOR RESALE - CRC | 776.55 |
| 08/06/2023 | VIRGIN AUSTRALIA | FLIGHT ADJUSTMENT - CR G.DWYER, CR J DWYER | 521.60 |
| 19/06/2023 | LEONORA MOTOR INN | GVROC MEETING ACCOMMODATION - CR. JILL | 147.18 |
| 20/06/2023 | HARVEY NORMAN | PHONE ACCESSORIES FOR BMO & CFO COMPUTER | 83.90 |
| 22/06/2023 | WOOLWORTHS | COFFEE PODS | 88.00 |
| 23/06/2023 | ADOBE | ADOBE SUBSCRIPTION - 21 JUNE TO 21 JULY 2023 | 594.85 |
| 26/06/2023 | REVENTS ACADEMY | REGIONAL EVENT MANAGEMENT TRAINING - SEAN MCGAY | 889.90 |
| 28/06/2023 | NAB | MONTHLY CARD FEE - JUNE 2023 | 9.00 |
| TOTAL CFO CREDIT CARD | | | \$3,110.98 |
| TOTAL CREDIT CARD | | | \$12,444.13 |
| 12/07/2023 | | PAYROLL PAYMENT PPE 11/07/2023 | 47,859.03 |
| 26/07/2023 | | PAYROLL PAYMENT PPE 25/07/2023 | 49,129.96 |
| TOTAL PAYROL | | | \$96,988.99 |

14.2 Administration Reports

| | |
|---------------------------------------|---|
| 14.2.1 | Shenton Street Menzies - Introduction of 50km/hr speed limit |
| LOCATION | Shenton Street Menzies |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1159 |
| DATE OF REPORT | 18 July 2023 |
| AUTHOR | Acting CEO, Rob Stewart |
| RESPONSIBLE OFFICER | Acting CEO, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | Nil |

SUMMARY:

To consider recommending a 50 kilometres per hour speed limit in Shenton Street Menzies.

BACKGROUND:

At least anecdotally, vehicles appear to be driving in Menzies on Shenton Street at speeds exceeding the posted speed limit of 60 kilometres per hour.

Further, speed limits (unless otherwise signed) are set at 50 kilometres per hour in built-up areas.

Although a local government authority has no power to impose regulated speed limits, a local government authority can recommend, via Main Roads WA, for a speed limit to be changed.

COMMENT:

Should the speed limit in Shenton Street Menzies be reduced to 50 kilometres per hour, this would be consistent with other jurisdiction in the Goldfields.

Further, as businesses in Shenton Street increase in activity, more pedestrians need to cross Shenton Street.

Also, the Shire offices are split such that employees going to and from the Tourist Bureau/Post Office/Community Resource Centre and the Administration Centre must cross Shenton Street.

It is also understood that a reduction in the speed limit in the area could not be considered until such time as traffic works (nibs/median islands/tree removal) were completed.

CONSULTATION:

The matter has been raised verbally with the Main Roads Regional Manager of the Goldfields-Esperance Region.

The matter of speeding vehicles has also been raised with Leonora Police, who, from time to time, enforce speed limits. Minimal if any infringements have been issued as a result.

STATUTORY AUTHORITY:

Road Traffic Act 1974

POLICY IMPLICATIONS:

None

FINANCIAL IMPLICATIONS:

None

RISK ASSESSMENT:

| Risk Statement | Level of Risk | Risk Mitigation Strategy |
|--|----------------------|---------------------------------|
| Higher speeds of motor vehicles increase the likelihood and severity of traffic accidents. | Low | Decrease speed of vehicles. |

STRATEGIC IMPLICATIONS:

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

Outcome:

4.1 A Strategically focused Council, leading our community.

Strategy:

4.1.1 Provide strategic leadership and governance

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 118/23 |
|-----------------------------------|---------------|

Moved: Cr J Dwyer

Seconded: Cr P Warner

That the Regional Manager Goldfields-Esperance Region Main Roads WA be requested to begin the process to reduce the speed limit in Shenton Street Menzies from 60 kilometres per hour to 50 kilometres per hour.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir

Against: Nil

| | | | |
|---------------------------------------|---|--|--|
| 14.2.2 | AGO Goldfields Tourism Development Proposal | | |
| LOCATION | Shire of Menzies | | |
| APPLICANT | External | | |
| DOCUMENT REF | NAM1160 | | |
| DATE OF REPORT | 17 August 2023 | | |
| AUTHOR | Community Development Manager, Sean McGay | | |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart | | |
| OFFICER DISCLOSURE OF INTEREST | Nil | | |
| ATTACHMENT | <ol style="list-style-type: none"> 1. Goldfields tourism development proposal summary update September 2022 [14.2.2.1 - 3 pages] 2. Goldfields Tourism Development Manager (GTDM) Priority Projects Nov 22 [14.2.2.2 - 2 pages] | | |

SUMMARY:

To provide a proposal to the Council from Australia's Golden Outback (AGO) for Goldfields tourism development funding.

BACKGROUND:

Australia's Golden Outback (AGO) is the recognised marketing organisation under the umbrella of Tourism Western Australia (TWA) (formerly the Western Australia Tourism Commission) and has the specific task of marketing and undertaking promotional activities that will establish the region as a highly desirable tourism destination for intrastate, interstate and international visitors.

In 2022, AGO presented a proposal to Goldfields-Esperance shires and the City of Kalgoorlie-Boulder to recruit and manage a Goldfields Tourism Development Manager (GTDM). The GTDM has been hired and their primary objective is to facilitate the implementation of agreed destination development initiatives across the aforementioned shires and city. Such initiatives come from existing and new local or regional tourism strategies, as well as agreed initiatives that come from the AGO Tourism Destination Management Plan (TDMP), developed by Tourism WA. A component of the TDMP is a regional tourism development strategy for the Goldfields.

The Shire of Menzies did not contribute to funding the GTDM, and was only one of two shires not to do so (Shire of Dundas being the other). The contribution sought from each local authority was \$32,314 + GST.

This Financial Year 2023/24, AGO is again asking for Goldfields-Esperance shires to contribute to the operational expenses of the GTDM (see attached 'Goldfields tourism

development proposal summary – update September 2022 for proposal details, update and budget breakdown).

COMMENT:

Donna Malec was appointed as the Goldfields Tourism Development Manager (GTDM) for Australia's Golden Outback (AGO) in 2022, and is based in Kalgoorlie-Boulder.

Despite the lack of financial support from the Shire of Menzies for Financial Year 2022/23, Ms Malec has been of great value to the Shire, assisting especially the Community unit in tourism initiatives, marketing and regional networking.

Ms Malec's knowledge of not only regional and local contacts, but of associated legislation and appropriate peak bodies has been of great use and has saved Shire of Menzies staff considerable time and effort in research.

Finally, her considerable experience in events management would be most welcome for future events to be held around the Shire of Menzies.

For a list of priority projects for the GTDM from November 2022, please see attached 'GTDM Priority Projects – Nov22'.

CONSULTATION:

Australia's Golden Outback
Tourism WA

STATUTORY AUTHORITY:

Local Government Act 1995
Western Australian Tourism Commission Act 1983

POLICY IMPLICATIONS:

Policy 1.3 – Shire Logos. Logos are permitted on tourism brochures, which the Goldfields Tourism Development Manager could provide input in creation of such material.

FINANCIAL IMPLICATIONS:

At its Ordinary Meeting held on 30 June 2022, the Council resolved to reject the AGO Goldfields tourism development proposal. The reason for the Council's decision was the money saved from not funding the Goldfields Tourism Development Manager (GTDM) position for Australia's Golden Outback could be used to hire a local Tourism Officer (this initiative never eventuated).

The time, effort and training it would take for Community staff at Shire of Menzies to match the skills and experience of the GTDM would be financially onerous to the Shire.

RISK ASSESSMENT:

| Risk Statement | Level of Risk | Risk Mitigation Strategy |
|---|----------------------|---|
| Separately funding a Tourism Officer for more than \$32,314 + GST | Medium | Train Community staff in marketing and tourism specialties or contribute to the operational budget of the Goldfields Tourism Development Manager (GTDM) |
| Training and time for select Community staff to be specialists in marketing and tourism | Medium | Contribute to the operational budget of the Goldfields GTDM |

STRATEGIC IMPLICATIONS:

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

Outcome:

1.1 An engaged and inclusive community.

Strategy:

1.1.3 Provide, maintain and improve community facilities.

Outcome:

2.1 An innovative, diverse and prosperous economy.

Strategies:

2.1.1 Support local business and encourage further investment in the district.

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

Outcome:

2.2 An attractive destination for visitors.

Strategies:

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

2.2.2 Maintain and enhance our local attractions.

2.2.3 Continue to provide and maintain visitor support services.

Outcome:

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

Strategy:

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

Outcome:

4.1 A strategically focused Council, leading our community.

Strategy:

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

Outcome:

4.2 An efficient and effective organisation.

Strategy:

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/ COUNCIL DECISION:

| | |
|----------------------------------|---------------|
| Council Resolution Number | 119/23 |
|----------------------------------|---------------|

Moved: Cr P Warner

Seconded: Cr S Sudhir

That a contribution of \$32,314 (plus GST) towards the funding of the Goldfields Tourism Development Manager be endorsed and be charged to account Economic Development (Subscription and Membership) 121306410.2100.

| | |
|----------------|------------|
| Carried | 3/2 |
|----------------|------------|

For: Cr P Warner, Cr A Tucker and Cr S Sudhir

Against: Cr G Dwyer and Cr J Dwyer

The discussion on Item 14.2.2 AGO Goldfields Tourism Development Proposal was interrupted by a fire drill from 2.06pm to 2.11pm.

The meeting continued after the fire drill, with the following in attendance:

Councillors: Cr G Dwyer, Shire President

Cr J Dwyer

Cr P Warner

Cr A Tucker

Cr S Sudhir (left 2.43pm, returned 2.44pm)

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)

One Member of the Public



Australia's Golden Outback Proposal to Drive Tourism Development in the Goldfields

Update September 2022

Executive Summary

Without a recognised local tourism industry body that has the resources and capability to lead the development of tourism in the Goldfields (with boots on the ground), the region risks not reaching its optimum tourism potential.

In partnership with Goldfields Shires, Australia's Golden Outback (AGO) proposes to recruit and manage a Goldfields Tourism Development Manager (GTDM), starting in 2022, that facilitates the implementation of agreed destination development initiatives across all Goldfields' Shires. These initiatives will come from existing and new local or regional tourism strategies, as well as agreed initiatives that come from the AGO Tourism Destination Management Plan (TDMP) that is currently being developed by Tourism WA, due to be complete in October 2022. A component of the TDMP will be a regional tourism development strategy for the Goldfields, which will be a great input.

Initially, it was proposed that AGO would contribute \$30k + GST cash contribution, per annum for the next four years, and requested a \$30k + GST contribution per annum for the next four years from each of the eight Goldfields Shire partners (Kalgoorlie-Boulder, Coolgardie, Laverton, Wiluna, Ngaanyatjaraku, Dundas, Menzies and Leonora), providing a budget of \$270k + GST per annum.

The pooled funds would fund the salary and expense costs of the GTDM based in the region (who would implement and facilitate many of the initiatives) as well as provide important activity budget, which would be spent on agreed activities.

Update – September 2022

The six shires listed below (with \$ funding) have confirmed their funding contribution. RDA Goldfields Esperance has also presented a proposal to pay up to \$6,000 per annum for an office for the position.

Menzies and Dundas rejected the proposal.

So, the funding position as it stands:

| | |
|--------------------------|------------------------------|
| AGO | \$30,000 per annum |
| Kalgoorlie-Boulder | \$32,314 per annum |
| Coolgardie | \$32,314 per annum |
| Laverton | \$32,314 per annum |
| Leonora | \$32,314 per annum |
| Wiluna | \$32,314 per annum |
| Ngaanyatjaraku | \$15,000 per annum |
| RDA Goldfields Esperance | \$6,000 per annum for office |

Total \$212,570 per annum

In-kind contribution

AGO CEO management = \$20k per annum

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Based on the above scenario, a draft operational budget for Yr 1 and Yr 2 has been re-calculated below. Whilst, in essence, we're \$64k short, the decrease to the activity budget (originally \$121,00) will be softened by the fact that we are unlikely to have a person in the person until October at the earliest. An activity budget of approaching \$100k is still a fair amount. That budget is a lot less in Yr 2 but the most important thing is having someone in that position, fostering collaboration, kicking goals and seeking additional activity budget.

Draft 1st Year Operational Budget

| | |
|------------------------------------|---|
| GTDM annual salary of \$110,000 | \$82,500 (pro-rata, based on an October start date and a base salary of \$110,000) |
| Superannuation | \$8,663 |
| Car allowance of \$24,000 | \$18,000 (pro-rata, based on an October start date and a car allowance of \$24,000) |
| Laptop and phone & plan | \$2,000 |
| Meeting/Travel expenses (not fuel) | \$1,500 |
| Activity budget | \$93,907 |
| Office | \$6,000 |
| Total | \$212,570 |

Draft 2nd Year Operational Budget

| | |
|------------------------------------|---|
| GTDM annual salary | \$115,500 (includes a CPI increase of 5%) |
| Superannuation | \$12,128 |
| Car allowance | \$24,000 |
| Laptop and phone & plan | \$750 |
| Meeting/Travel expenses (not fuel) | \$2,000 |
| Activity budget | \$52,192 |
| Office | \$6,000 |
| Total | \$212,570 |

Background

AGO is a not-for-profit, peak Regional Tourism Organisation with the key objective of increasing overnight leisure visitation and spend to WA's Golden Outback region, including the Goldfields, from intrastate, interstate and international visitors. In its new [Strategic Plan 2021-2026](#), AGO has also incorporated destination development as a key strategic pillar to lead destination development in the region, facilitating local government tourism strategy creation and implementation, operator capability building and experience development to support the industry and develop visitor experiences that attract key target markets.

With its holistic approach to destination management (focussing on both destination marketing and destination development), strong governance, tourism expertise and independence, AGO strongly believes that, as the peak regional tourism organisation for the region, it can be the critically needed catalyst to drive a co-ordinated tourism development approach across the Goldfields and foster a new era of collaboration and partnership between key stakeholders.

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The timing is critical too. The sealing of the Outback Way provides a great opportunity to add this as a vital gateway to the region and to attract visitors through the Northern Goldfields and to the rest of the region. However, resources and a collaborative approach is needed to facilitate new product development and attract tourism investment. New interstate aviation routes are also being pursued and this again provides opportunity, as does the AGO-initiated Qantas Explorer Fare for Kalgoorlie-Boulder (launched in February 2022) that puts Kalgoorlie and the Goldfields on the map for international visitors booking a trip to Australia.

AGO has developed a similar partnership model with the Shire of Esperance, which commenced this year, which is providing a very structured and focussed effort to drive the visitor economy. It's imperative that a solution is found to kick-start tourism development in the Goldfields.

Governance

AGO was established in 2004 and has robust governance in place, with Board members providing strategic expertise across tourism and other skillsets to assist the CEO and staff to execute its Strategic Plan. It has four sub committees, aligned to its key strategic pillars to focus the Board's and staff's efforts. The GTDM would report to AGO CEO and AGO proposes that a reference committee consisting of LGA partners and a small number of other stakeholders, including the Goldfields-Esperance Development Commission. The GEDC have advised that it is fully supportive of AGO playing a key role in leading and co-ordinating a collaborative approach to tourism development across the Goldfields.

Destination Development initiative examples

- Facilitating and implementing destination development initiatives from LGA and AGO tourism strategies. The agreed initiatives developed for the GTDM position will provide the framework, priorities and focus for the role.
- GTDM to assist all Goldfields visitor centres on focussed marketing and visitor information initiatives, working closely with and leveraging AGO's marketing team.
- Oversee visitor centre and operator capability building initiatives. AGO has already delivered visitor centre training with two Goldfields visitor centres in 2021-22 and will continue to provide tourism mentoring opportunities and training for Goldfields tourism businesses.
- The GTDM will be central to increasing industry engagement and collaboration across the Goldfields.

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Goldfields Tourism Development Manager - Priority Projects and Action Plan

| Pillar | | | | |
|-----------------------------------|--|--|-----------|--------|
| Destination Development | Priority Projects | Description | Timeframe | Status |
| 1.1 | Quality experiences | Facilitate product and experience development in the Goldfields working with new and existing operators and stakeholders. For example, ancestry tourism, heritage tourism, golf packages, aboriginal tourism, dark sky tourism, agritourism, station stays, trails, Indian Pacific | | |
| 1.2 | Operator capability building | Improve operator's business and marketing capabilities and their experience offering to increase their ability to attract and convert prospective business directly or through packaging and trade distribution | | |
| 1.3 | New accommodation and room upgrades | Facilitate the development of new rooms and room upgrades, including unique outback accommodation | | |
| 1.4 | Regional events | Support the co-ordinated and sustainable growth of Goldfields events working with event holders and key stakeholders, including facilitating event development and capability building | | |
| Access & Regional Dispersal | Priority Projects | Description | Timeframe | Status |
| | The Outback Way | Work with key stakeholders on developing and implementing plans to drive visitation along the Outback Way (and through the Goldfields) by facilitating product and experience development and key infrastructure | | |
| | Aviation access and regional dispersal | Explore aviation initiatives to increase aviation capacity into the Goldfields, as well as regional dispersal projects such as one-way car hire and hire company partnerships | | |
| | Transwa Prospector train | Explore initiatives with Transwa and stakeholders to develop the visitor experience and facilities on board and grow further visitation via the Prospector train | | |
| | Touring operators | Develop and attract more tour company itineraries through the Goldfields | | |
| | Golden Quest Discovery Trail | Develop initiatives to facilitate the collaborative development of the trail, including experience development and accommodation. | | |
| Stakeholder & Industry Engagement | Priority Projects | Description | Timeframe | Status |
| | Collaborative partnerships | Identify and establish effective collaborative partnerships, such as with other destinations and organisations with aligned goals | | |
| | Visitor centre partnerships | Work closely with Goldfields visitors centres, identifying areas for better collaboration between other visitors centres, operators, tourism organisations and the community | | |
| | Resource & tourism sector partnerships | Develop partnerships to enhance townships, preserve and elevate mining heritage and contribute to enhanced liveability in the Goldfields | | |
| | Industry and community engagement | Undertake and attend regular industry, business and community engagement initiatives and events to foster engagement, collaboration and the awareness of the Goldfields Tourism Development role. | | |
| | Tourism workforce development | Facilitate initiatives with relevant stakeholders to address workforce shortages and facilitate tourism careers | | |
| | Grow income sources | Increase number of Goldfields LGA partners and identify and secure further income streams | | |
| Destination Marketing | Priority Projects | Description | Timeframe | Status |

| | |
|---|--|
| Destination and Marketing insights provider | Identify and provide new product updates, news and opportunities for visitor centres, AGO and Tourism WA to leverage and use |
| | |
| | |

| | |
|---------------------------------------|---|
| 14.2.3 | Review of Policy 6.4 Fitness for Work |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1162 |
| DATE OF REPORT | 11 August 2023 |
| AUTHOR | Manager of Works, Garth Marland |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | 1. Policy 6.4 Fitness for Work with changes shown [14.2.3.1 - 14 pages] |

SUMMARY:

To review Policy 6.4 Fitness for Work in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

The Fitness for Work Policy was adopted by the Council on 29 November 2012 and was last reviewed on 30 August 2018. The policy was based on the Model Policy prepared by WALGA Workplace Solutions, and policies adopted by other Shires.

COMMENT:

The Objective of the policy only mentions drugs and alcohol and makes no reference to factors such as fatigue, lifestyle issues, or emotional or personal problems, though these are mentioned in Work Health and Safety (General) Regulations 2022.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

While it does not explicitly use the term 'fitness for work', the Work Health and Safety Act 2020 includes provisions related to ensuring the health, safety and welfare of workers, which encompasses their ability to perform their duties safely.

Part 2 Division 4 s.28 and s.29 of Work Health and Safety Act 2020 states the duties of workers and other persons at workplace regarding health and safety.

Part 3.2 Division 11 r.55A to 55B of Work Health and Safety (General) Regulations 2022 states about psychosocial risks

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 low risk associated if the officer's recommendation is endorsed and implemented.

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/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 120/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner

Seconded: Cr S Sudhir

That amended Council Policy 6.4 Fitness for Work, as follows:

'Objective

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol, emotional or personal problems, fatigue caused by illness or lifestyle issues, or any other matter which may impair an employee's Fitness for Work.

Policy Statement

The Shire of Menzies is committed to zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

- 1. The following Policy Schedules are adopted, and form part of this Statement**
 - a. 6.4 (a) – Fitness for Work Procedures**
 - b. 6.4 (b) – Drug Testing: Additional Information**
- 2. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.**
- 3. The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.**
- 4. Conduct by an employee while under the influence of alcohol or drugs is likely to be subject to disciplinary action including dismissal. Employees may be subject to testing for alcohol by breathalyser.**
- 5. The Shire has a responsibility to maintain a safe and healthy workplace, and will take all reasonable steps to ensure that no-one is exposed to unnecessary risk arising from impaired work performance as a result of any of the following –**
 - a. Alcohol and other drug use**
 - b. Fatigue/Illness**
 - c. Psychological impairment**
- 6. Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.**
- 7. When a manager or supervisor has reason to suspect that an individual's work performance is impaired by substance related problems the manager is required to address the issue with the employee concerned. The employee will be entitled to natural justice and procedural fairness including –**
 - a. the right to explain their apparent impairment**
 - b. the right to be accompanied by a friend or advocate**
 - c. the opportunity to address any issues identified**
- 8. Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.**

9. Employees experiencing problems with alcohol or other drugs, are encouraged to discuss this with their manager; and/or seek counselling or treatment
10. Employees displaying impaired work performance as a result of issues other than alcohol and or illicit drug use will be counselled on performance and, if appropriate, be offered alternate duties and requested to seek medical advice.
11. This policy applies to all Shire work sites, including mobile plant and vehicles.
12. This policy applies to all employees including office and managerial staff.
13. This policy applies to contractors undertaking works on behalf of Council.
14. This policy applies to the elected members of Council, to the extent permitted by law, specifically the Local Government (Rules of Conduct) Regulations 2007 r.3 (1)(h).
15.
 - 15a. Testing to be carried out is to be at random by an independent contractor or person, who is to independently determine all relevant matters such as –
 - a. date of testing
 - b. selection of persons to be tested, if not all,
 - c. method of testing used
 - d. need for additional testing,
 - e. laboratories to be used etc
 - 15b. Preliminary testing for alcohol may be carried out using local breathalyser.
16. To ensure confidentiality of results, and safeguard privacy –
 - a. results are to be emailed to the Chief Executive Officer only,
 - b. the documents password secured,
 - c. one copy only of the test results printed by the Chief Executive Officer and given to the employee personally,
 - d. an electronic version of the documents is to be retained in a secure location accessible by the Chief Executive Officer only.
 - e. as each employee's test is only reviewed by the Chief Executive Officer, the Chief Executive Officer's test should be reviewed by the President.
 - f. This Policy and Schedules are to be distributed to all new employees as part of their induction.'

be endorsed.

| | |
|----------------|--------------|
| Carried | 3 / 2 |
|----------------|--------------|

For: Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Cr G Dwyer and Cr J Dwyer

Cr S Sudhir left the meeting at 2.43pm
Cr S Sudhir returned to the meeting at 2.44pm



POLICY – 6.4 – Fitness for Work

Relevant Delegation

N/A

Objective

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol, emotional or personal problems, fatigue caused by illness or lifestyle issues, or any other matter which may impair an employee's Fitness for Work.

Policy Statement

The Shire of Menzies is committed to zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

1. The following Policy Schedules are adopted, and form part of this Statement
 - a. 6.4 (a) – Fitness for Work Procedures
 - b. 6.4 (b) – Drug Testing: Additional Information
2. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.
3. The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.
4. Conduct by an employee while under the influence of alcohol or drugs is likely to be subject to disciplinary action including dismissal.
5. The Shire has a responsibility to maintain a safe and healthy workplace, and will take all reasonable steps to ensure that no-one is exposed to unnecessary risk arising from impaired work performance as a result of any of the following –
 - a. Alcohol and other drug use
 - b. Fatigue/Illness
 - c. Psychological impairment
6. Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.
7. When a manager or supervisor has reason to suspect that an individual's work performance is impaired by substance related problems the manager is required to address the issue with the employee concerned. The employee will be entitled to natural justice and procedural fairness including –
 - a. the right to explain their apparent impairment
 - b. the right to be accompanied by a friend or advocate

- c. the opportunity to address any issues identified

8. Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.
9. Employees experiencing problems with alcohol or other drugs, are encouraged to discuss this with their manager; and/or seek counselling or treatment
10. Employees displaying impaired work performance as a result of issues other than alcohol and or illicit drug use will be counselled on performance and, if appropriate, be offered alternate duties and requested to seek medical advice.
11. This policy applies to all Shire work sites, including mobile plant and vehicles.
12. This policy applies to all employees including office and managerial staff.
13. This policy applies to contractors undertaking works on behalf of Council.
14. This policy applies to the elected members of Council, to the extent permitted by law, specifically the *Local Government (Rules of Conduct) Regulations 2007 r.3(1)(h)*.
- 15.

- ~~16.~~ 15.a Testing to be carried out is to be at random by an independent contractor or person, who is to independently determine all relevant matters such as –

- a. date of testing
- b. selection of persons to be tested, if not all,
- c. method of testing used
- d. need for additional testing,
- e. laboratories to be used etc

15.b . Preliminary testing for alcohol may be carried out using local breathalyser.

- ~~17.~~~~16.~~ To ensure confidentiality of results, and safeguard privacy –

- a. results are to be emailed to the Chief Executive Officer only,
- b. the documents password secured,
- c. one copy only of the test results printed by the Chief Executive Officer and given to the employee personally,
- d. an electronic version of the documents is to be retained in a secure location accessible by the Chief Executive Officer only.
- e. as each employee's test is only reviewed by the Chief Executive Officer, the Chief Executive Officer's test should be reviewed by the President.

- ~~18.~~~~17.~~ This Policy and Schedules are to be distributed to all new employees as part of their induction.

– End of Policy

ADOPTED: 30 AUGUST 2018

LAST REVIEWED: 31 AUGUST 2023

COMMENT

Based on the Model Policy prepared by WALGA Workplace Solutions, and policies adopted by other Shires.

Refer to:

- [a.](#) Schedule 6.4 (a) – Fitness for Work Procedures
- [b.](#) Schedule 6.4 (b) – Drug Testing: Additional Information

Policy Schedule 6.4 (a) – Fitness for Work Procedures

1. Testing individuals for presence of drugs or alcohol

Employees shall be notified of testing programs — not individual test dates — and the consequences.

These procedures are not intended to address general decline in performance unless there is some external factor affecting fitness for work. General performance issues will be dealt with through normal supervision, performance management and performance review processes.

If a Manager or Supervisor has justifiable cause to doubt an employee's fitness for duty, the Chief Executive Officer (or appropriate employee) may have the employee removed from the workplace and may initiate any reasonable action considered necessary. If it is believed that the use of drugs or alcohol renders risk to the health or safety of the employee, co-workers or the public, the Chief Executive Officer or delegate may remove the employee from duty pending an urgent medical examination to determine fitness for duty.

2. Purpose

The purpose of this procedure is to detail the guidelines and actions required to manage fitness for work within the workplace, including –

- i-a. Illicit drug use
- ii-b. Alcohol use
- iii-c. Prescription medication
- iv-d. Other medication
- v-e. Fatigue
- vi-f. Any other factors where concentration and agility of an employee is affected

The Shire recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the employee, other employees and/or members of the public.

This procedure outlines guidelines and the expectations of the Shire to demonstrate their duty of care under the Occupational Safety and Health Act and control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences or recurrent behaviour may result in dismissal.

3. Definitions

For the purpose of this policy and procedure the following definitions apply–

| | |
|---------------------|---|
| <i>Alcohol</i> | any substance containing alcohol |
| <i>Drugs</i> | amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs |
| <i>Fatigue</i> | the inability to perform work effectively or safely due to lack of sleep, or the adverse effects of medication, alcohol, drugs and/or other substances (including "hangovers" and/or "come downs", etc) |
| <i>Fit for Work</i> | not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued, ill or unduly stressed etc |

| | |
|-----------------------|---|
| <i>Impaired Work</i> | sudden or gradual deterioration in a person's ability to function |
| <i>Performance</i> | appropriately at work |
| <i>Misuse</i> | inappropriate use of a substance on the Shire premises or property, including overdose of a drug or the failure to take a prescribed drug in accordance with medical advice |
| <i>Substance</i> | any drug that may have adverse effects causing impaired work performance |
| <i>Unfit for Work</i> | being impaired for work and therefore unable to perform duties in a safe manner |
| <i>Use</i> | eating, drinking, inhaling, injecting or dermal absorption of any substance or drug |

4. Objectives

The objectives of introducing a Fitness for Work procedure is to reduce the risk posed to the Shire employees by the abuse of alcohol, drugs and substances or impaired work performance.

This procedure is not aimed at regulating individual's private behaviour outside the workplace, providing that behaviour does not have a residual effect on work performance.

5. Guiding Principles

5.1 Employee Responsibilities

- a. Employees have a responsibility to ensure that when they attend work they are fit to undertake that work without impairment. This includes ensuring–
- b. that they are not affected by alcohol or illicit drugs
- c. that they are not impaired by prescription or over the counter medication
- d. they are not affected by fatigue as a result of illness or lifestyle issues
- e. they are not impaired by emotional or personal problems.

If an employee has a problem that will result in impairment they have a duty to ensure that they do not put themselves or others at risk and take appropriate steps to ensure that the problem is addressed.

Employees should seek advice or alternative treatment options if medication affects their capacity to perform their duties. If no alternative is available, it may be necessary to get an appropriate medical certificate and take sick leave.

Employees also have a responsibility to take appropriate action if they become aware that someone else in the workplace is affected by some impairment.

It is the employee's responsibility to comply with the procedures and advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

5.2 Employer Responsibilities

The Shire, through its elected members, Chief Executive Officer, senior staff and supervisors has a responsibility to ensure it maintains a safe and healthy workplace. The Shire has a responsibility to address any impairment by its employees that may put that employee or any other person at risk.

The Shire also has a responsibility to ensure that any employee found or suspected of being impaired in their capacity to perform their duties is afforded natural justice and procedural fairness.

A manager or supervisor may identify that an employee's performance is impaired in some way by –

- i.a. disclosure by an employee or family member
- ii.b. report from another staff member
- iii.c. observation of performance, or an increase in errors or mistakes.

6. Procedures

If a manager or supervisor has reasonable ground to believe that alcohol or drugs (including prescription or over the counter medications) affect an employee, either through observation or the results a random test, the employee will be sent home immediately and may not return to work that day.

Prior to any test, the employee should disclose to the person conducting the test, any prescription medication being taken that may cause a presumptive positive result.

Where there may be a time lapse between the tests being undertaken and the results being received the employee, if sent home, will be paid. However, if the test results are returned positive the pay for the relevant time may be forfeited.

6.1 Alcohol at work

Persons being under the influence of alcohol will not be permitted to work on premises, or with property of the Shire.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol including working under the adverse effects of alcohol, they will be stood down from their duties and taken for a blood alcohol test. If the employee is found positive to having a blood alcohol level of 0.05 or over then dismissal may follow.

If an employee refuses a breath or blood alcohol test, then dismissal may follow.

If the employee is over the legal limit to drive, alternative transport will be required.

All persons in charge of Council vehicles may be breathalysed prior to operating a vehicle to assure compliance with the provisions of the Road Traffic Act 1974.

All employees may be breathalysed at the commencement of work or any other time at the discretion of the Manager of department.

6.2 Alcohol at functions

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire that employees make alternative arrangements to get home.

The Shire accepts no responsibility for employees during travel to and from the function.

6.3 Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire. Being under the influence of, suffering adverse effects or in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire property or premises will result in disciplinary action and possibly dismissal.

If demonstrating signs of the above, an employee must undergo a drug screen (paid by the Shire).

Refusal to a drug screen may result in dismissal.

Employees are required to determine their fitness for work prior to commencing their duties.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of drugs including working under the adverse effect of drugs, they will be stood down from their duties and taken for a drug screen. If the employee's drug screen is found to be above the recommended threshold levels (as attached) then dismissal may follow.

6.4 Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking that is deemed to potentially affect their ability to perform their duties.

This information should be recorded on their personnel file for reference in the event of an emergency.

It is also recommended for the employer to record any information regarding an employee taking prescription medication or known allergic reactions to any medication an employee may have (e.g. penicillin) that may be useful in a medical emergency.

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements may result in disciplinary action.

6.5 Fatigue, Illness, Stress etc

Fatigue can be the result of many different situations. Accordingly, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to) –

i.a. lack of sleep due to illness or other personal issues

ii.b. voluntary work

iii.c. external work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, illness or stress etc, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is Shire policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside their employment with the Shire that may impact accordingly.

Depending on the circumstances, the Shire may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

If deprivation of sleep is the cause of fatigue due to other external circumstances (that are not listed above), a drug and alcohol screen may be required. If a positive result occurs, disciplinary action may result.

If sleep deprivation is due to illness or personal issues the Shire will endeavour to find a short-term compromise and support the employee in whatever capacity is appropriate.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee may be stood down from work for the remainder of the day and depending on the circumstances this may occur with or without pay.

7. Procedure for Dealing with Drug and Alcohol Use

The procedure for dealing with drug and alcohol use is divided into three levels, depending on seriousness, and is separate from any disciplinary action that may be taken—

- a. Level One – discussion between the employee and immediate Supervisor.
- b. Level Two – discussion between the employee, supervisor, manager and representative (optional).
- c. Level Three – disciplinary action.

7.1 Level One

The employee and immediate Supervisor should participate in Level One, although the employee may request a representative to be present. An observer should be present if an employee representative attends.

- a. Procedural fairness must be observed and the Supervisor must clearly state the performance-related reasons for the interview with the employee must be given the opportunity to respond. The Supervisor must clearly state what standards of performance are required or expected.
- b. The Supervisor should offer assistance by encouraging the employee to participate in an Employee Assistance Scheme, although the employee is not obliged to accept.
- c. A timeframe for a review should be established. The employee should be informed of expected changes, on-going performance monitoring by the supervisor and the compulsory interview at the end of the review period.
- d. The employee should be made aware of possible consequences if there is no significant improvement.
- e. The Supervisor should prepare a brief summary of the interview and give two copies to the employee. After reading the summary, the employee should sign one of the copies and return it to the Supervisor. This copy should be placed under confidential cover on file.
- f. The review interview should be held at the prescribed time. The points discussed should respond exactly to those raised at the first interview; improvements should be acknowledged. Continuing problems, such as continued decline in performance, and any new performance-based problems should also be identified and discussed. The Supervisor should again prepare a summary of the interview.

7.2 Level Two

The participants at Level Two should be the employee, supervisor, manager, and at the option of the employee, a representative.

The second meeting should be held using the same procedure as the first, although the employee should be made fully aware of the possible consequences if there is no significant improvement and that this represents a final warning.

7.3 Level Three

If the issue is serious or remains a problem, the third level of the procedure is in accordance with the Shire's disciplinary procedure.

8. Disciplinary Action – Drugs and Alcohol

If the Fitness for Work procedure is in any way contravened by an employee, it is the supervisor's discretion as to the disciplinary action that may follow.

8.1 General Guidelines

Any employee who tests positive to an alcohol or drug screen may be stood down from their work and not permitted to continue or resume work until such time as they have proven they are fit for work.

Depending on the severity of the positive test, the provisions of clause 7 at any level may also be applied.

Any person who is found to be significantly fatigued may also be stood down from work with or without pay, depending on the circumstances, until such time as they have proven they are fit for work.

8.2 Pre-commencement of Work

Employees are expected to present themselves fit for work on all occasions. Should an employee present him/herself for work and prior to commencing their duties is observed to be unfit for work he/she may be required to undertake an alcohol or drug screen. If the screen proves positive they may be sent home without pay. This will act as the employee's warning and will be confirmed in writing. The employee will not be allowed to commence work again until they have proven themselves fit for work.

Following the warning if the employee continues to come to work unfit for work, further warnings or disciplinary action may follow.

8.3 Post-commencement of Work

If an employee deems himself or herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol or drugs including working under the adverse effects of alcohol or drugs, they will be stood down from their duties and taken for a blood alcohol test or drug screen. If the employee is found positive to having a blood alcohol level above zero or a drug screen result above the cut off threshold limit (as attached) then they will be sent home without pay and dismissal may follow.

8.4 Minor Offence

- a. The employee may be immediately suspended from duty without pay if found unfit to work.
- b. The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- c. The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

- d. The employee will be counselled by their supervisor and will focus on:
 - 1. The unacceptability of the employee's behaviour
 - 2. The risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - 3. The employee's responsibility to demonstrate that the problem is being effectively addressed
 - 4. That any future breach of the policy will result in a second warning or dismissal.
- e. The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug/substance problem is the responsibility of the employee and cannot be made mandatory.

It is required that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

8.5 Significant Offence

- a. The employee will be immediately suspended from duty without pay if found unfit for work.
- b. The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- c. The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- d. The employee will be counselled by their supervisor that will focus on:
 - The unacceptability off the employee's behaviour
 - The risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - The employee's responsibility to demonstrate that the problem is being effectively addressed
 - That any future breach of the policy will result in dismissal.
- e. Counselling will be offered (refer to 6.2 (v)), if counselling was not used in the first instance.
- f. Alcohol and/or drug screen for a period of two months, paid for by the Shire. If screen testing confirms positive on any occasion, dismissal may follow.
- g. If the employee refuses to comply, dismissal may follow.

9-

8.6 Major Offence

- a. The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- b. The employee will be immediately dismissed from duty without notice.

8.7 Dismissal

The following are guidelines to specific circumstances that may result in dismissal without notice-

- a. any attempt to falsify the drug and alcohol screen
- b. cultivating, selling or supplying drugs and/or other substances on the Shire's premises or property
- c. consumption of illicit drugs or unauthorised consumption of alcohol whilst on the work site or during the working period

- d. unlawful behaviour.
 - e. refusing a random drug or alcohol test.
9. Other
- 1 If an employee is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued at work and they are sent home, it is a requirement of the supervisors to –
 - a. Contact the employee's next of kin to arrange pick up
 - b. If next of kin is unable to be contacted or unable to take employee home, alternative arrangements must be made. The employee is to be advised that their vehicle must be collected that day wherever practicable.
 - 2 As part of their pre-employment medical all new employees may be required to undertake a drug and alcohol screen prior to commencing work at the Shire.
 - 3 Any person who requires a Driver's License to perform their duties may be dismissed if they lose their license and are therefore unable to fulfil their duties.
 - 4 The Shire's responsibilities extend beyond managing its own workforce. The Shire also has a role to play in community safety, crime prevention and community building. Any employee who is convicted of a criminal offence including drug offences may face disciplinary action that may include eviction from Shire housing (if provided) or dismissal. The test to be used will be –
 - If this offence was revealed on a police clearance prior to employment would the person be employed?

Acknowledgement

I have read understand this policy and have been provided with a copy.

Printed Name

Signature

Date

- End of Schedule

Policy Schedule 6.4 (b) – Drug Testing: Additional Information

Counselling and Assistance

Many agencies are able to assist including –

Aboriginal Alcohol and Drug Services**Alcohol and Drug Support line**

~~Individual and family counselling. Assessment. Referrals. AOD education & therapeutic programs for schools, prisons & community groups. Prevention through community development activities. Men's, women's & youth camps. Cultural consultancy & advise to mainstream service providers working with Aboriginal clients. Anger management and Parenting support.~~ The Alcohol and Drug Support Line is a confidential, non-judgemental telephone counselling, information and referral service for anyone in Western Australia seeking help for their own or another person's alcohol or drug use.

~~Web~~Website: www.aads.org.au/ www.mhc.wa.gov.au

Alcohol and Drug Clinical Advisory Service (Drug and Alcohol Office, WA Govt)

~~A 24-hour statewide telephone service for doctors or other health professionals seeking advice about patient management from an alcohol and other drug medical specialist.~~

~~Ph: 08 9442 5042 or 1800 688 847 Tollfree~~

~~Web: www.dao.health.wa.gov.au~~

Alcohol and Drug – Parent Drug Information Service (Drug and Alcohol Office, WA Government)**Parent and Family Drug Support Line**

~~24-hour, statewide, confidential telephone service. Callers can opt to speak to a trained parent volunteer (all have experience of children with alcohol or drug problems). Parents also offer information/support at the Drug Court and the Children's Court. The Parent and Family Drug Support Line is a confidential, non-judgemental telephone counselling, information and referral service for anyone concerned about a loved one's alcohol or drug use. Callers have the option to speak to an experienced parent volunteer.~~

~~Ph: [1800 022 22208](tel:18000222208) [08 9442 5050](tel:0894425050) or 1800 653 203 for country callers~~

~~Web~~site: www.dao.health.wa.gov.au www.healthdirect.gov.au

Goldfields Alcohol and Drug Services **Community Drug Service Team**

~~The Goldfields CDST is located within the structure of Centrecare Goldfields Agency and caters for the unique needs of the large regional mining and remote communities in Goldfields Esperance region. The Agency aims to provide services to individuals, their families, service providers, community groups, employee assistance programs and the community as a whole. Based in Kalgoorlie and Esperance, the Goldfields Community Alcohol and Drug Services provides regular outreach services to communities around the Goldfields and Esperance region.~~

Ph: (08) [9021 3069](tel:90213069) (Kalgoorile) [9091 1833](tel:90911833)

Ph: (08) [9071 5169](tel:90715169) (Esperance)

Extensive resources are available from the State Government's Drug and Alcohol [treatment services Office](#)—

Website: www.wa.gov.au

Website — www.dao.wa.gov.au 24 hour helplines —

Alcohol and Drug Information Service

Tel (08) 9442 5000

Country toll free 1800 198 024 Email

adis@health.wa.gov.au

Parent Drug Information Service

Tel (08) 9442 5050

Country toll free 1800 653 203 Email

pdis@health.wa.gov.au

There are also resources available on—

Website — http://www.wda.org.au/portals.htm#wa_Laboratory

Testing

The laboratory must comply with Australian Standard 4308.2001 and be NATA accredited for quality assurance.

A 'presumptive positive result' on a screening test is if the result is above the recommended cut off threshold as stated in the Australian Standard 4308. If a presumptive positive result is found then a confirmatory test is performed.

Cut-off Thresholds

As recommended by Australian

Standard 4308. Examples —

| Class | Individual Drug | Screening Test (µg/L) | Confirmatory Tests (µg/L) |
|-------------------------------|-----------------|-----------------------|---------------------------|
| Amphetamines (i.e. Speed) | | 300 | 300 |
| Benzodiazepines (i.e. Valium) | | 200 | 200 |
| Opiates (i.e. Heroin) | | 300 | |
| | Codeine | | 300 |

| | | | |
|-------------------------------|----------|-----|-----|
| | Morphine | | 300 |
| Cannabinoids (i.e. Marijuana) | | 50 | 15 |
| Cocaine | Cocaine | 300 | 150 |

µg/L = microgram per litre

– End of Schedule

| | | |
|---------------------------------------|---|--|
| 14.2.4 | Review of Policy 1.6 Recognition of Service - Elected Members | |
| LOCATION | Not Applicable | |
| APPLICANT | Internal | |
| DOCUMENT REF | NAM1163 | |
| DATE OF REPORT | 11 August 2023 | |
| AUTHOR | Executive Officer, Maureen Mertyn | |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart | |
| OFFICER DISCLOSURE OF INTEREST | Nil | |
| ATTACHMENT | 1. Current Policy 1.6 Recognition of Service - Elected Members [14.2.4.1 - 2 pages] | |

SUMMARY:

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

BACKGROUND:

The Recognition of Service – Elected Members policy was adopted by the Council on 30 August 2018.

COMMENT:

This report will recommend that the Council's current policy relating to Recognition of Service – Elected Members be repealed and replaced with a new policy.

The current policy requires significant changes due to the following:

- a. It does not require the permission of the Minister to amend the policy if it aligns with s.5.100A of the Local Government Act and r.34AC of the Local Government (Administration) Regulations 1996
- b. The Councillor does not need to disclose Financial Interest in accordance with s.5.63 (1) (c) (ii) of Local Government Act 1995, a gift permitted by section 5.100A.

CONSULTATION:

Department of Local Government, Sport and Cultural Industries (DLGSC)

STATUTORY AUTHORITY:

s5.100A Local Government Act 1995

r.34AC Local Government (Administration) Regulations 1996

s.5.63 (1)(c)(ii) Local Government Act 1995

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

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

RISK ASSESSMENT:

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

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 121/23 |
|-----------------------------------|---------------|

Moved: Cr J Dwyer

Seconded: Cr P Warner

That:

- 1. Policy 1.6 Recognition of Service - Elected Members be repealed.**
- 2. New Policy 1.6 Recognition of Service – Elected Members, as follows:**

‘Objectives

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

Policy Statement

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

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

be adopted.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil



POLICY – 1.6 – Recognition of Services – Elected Members

Relevant Delegation
N/A

1. Objectives

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

2. Policy Statement

- 2.1. Written permission of the Minister for Local Government must be obtained prior to any change to this Policy.

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A and the consent of the Minister under s.5.69, is therefore required prior to any amendment, alteration or revocation of the Policy.

The Policy is made under the authority of the Local Government Act s.5.100A and the Administration Regulations r.34AC.

Although Councillors are able to claim travel, meeting expenses etc as of right, it is considered appropriate that there be some recognition from the Shire on their behalf of the community for their commitment to the district.

Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister.

- 2.2 Each departing Councillor shall receive an appropriate plaque or certificate of service.
- 2.3 Outgoing Shire Presidents, whether retiring from Council or relinquishing the office of President, may be presented with their gavel and striker plate suitably engraved on the completion of their term of Shire President.
- 2.4 The Chief Executive Officer is to arrange a suitable gift for departing Councillors, up to the specified value, after the following periods of service:-
- | | |
|---|---------|
| Less than 4 years of service | Nil |
| More than 4, less than 8 years of service | \$150 |
| More than 8, less than 12 years of service | \$300 |
| More than 12, less than 16 years of service | \$750 |
| 16 or more years of service | \$1,000 |
- 2.5 The cumulative value of commemorative plaque or certificate, gavel and striker plate and gift is not to exceed the limits specified in (2.4) above.
- 2.6 Multiple periods of service as a member of Council are to be considered individually according to each period and not cumulatively.
- 2.7 Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

- 2.8 Presentation of any commemorative plaque, certificate or gavel and striker plate and gift will generally be made at the final meeting being attended by the Councillor, or at an alternative function.
- 2.9 Councillors are entitled to a civic dinner after they have completed (3) terms or twelve (12) years in office.

– End of Policy

COMMENT

The Minister for Local Government must give Councillors written permission to consider adoption or amendment of this Policy.

Councillors must still declare a financial interest.

| | | |
|------------------|-----------------------------------|----------------|
| Formerly | Policies 4.5, 4.6, 4.7 (Replaced) | |
| Last Reviewed | 30 August 2018 | |
| Next Review Date | February 2021 | |
| Amended | 29 November 2012 | |
| Adopted | 29 November 2012 25 June 2015 | 30 August 2018 |
| Version | 2 | |

| | |
|---------------------------------------|---|
| 14.2.5 | Review of Policy 1.7 Enterprise Risk Management |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1164 |
| DATE OF REPORT | 11 August 2023 |
| AUTHOR | Executive Officer, Maureen Mertyn |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | 1. Policy 1.7 Enterprise Risk Management with changes in formatting show (2) [14.2.5.1 - 2 pages] |

SUMMARY:

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

BACKGROUND:

The Enterprise Risk Management Policy was adopted by the Council on 24 April 2019.

COMMENT:

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

The existing Enterprise Risk Management policy can be endorsed with minor changes in syntax. These changes are highlighted in the attachment.

CONSULTATION:

Moore Australia

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

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

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

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

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.

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/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 122/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner

Seconded: Cr S Sudhir

That updated Policy 1.7 Enterprise Risk Management, as follows:

'Objective

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

Policy Statement

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

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

1. Risk Tolerance and Appetite:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect the Shire, and its stakeholders.

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

2. Risk Management Commitment:

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

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

be endorsed.

| | |
|---------|-------|
| Carried | 5 / 0 |
|---------|-------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil



POLICY – 1.7 – Enterprise Risk Management

Relevant Delegation

N/A

4. Objective

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

2. Policy Statement

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

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

1. Risk Tolerance and Appetite:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect the Shire, and its stakeholders.

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

2. Risk Management Commitment:

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

- a. Aligning the objectives, culture and strategy of the Shire with risk management;
- b. Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- c. Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders;

- e. Promoting and conveying the value of risk management across the Shire;
- f. Encouraging methodical monitoring of risks;
- g. Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

- *End of Policy*

ADOPTED: 24 APRIL 2019

LAST REVIEWED: 31 AUGUST 2023

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|---------------------------------------|--|
| 14.2.6 | Review of Policy 5.14 - Social Media |
| LOCATION | Review of Policy 5.14 – Social Media |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1165 |
| DATE OF REPORT | 17 August 2023 |
| AUTHOR | Community Development Manager, Sean McGay |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | Policy 5.14 – Social Media |

SUMMARY:

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

BACKGROUND:

The purpose of Policy 5.14 Social Media, which was adopted by the Council on 30 August 2018 and last reviewed on 25 February 2021, is to provide guidance concerning the use of social media.

COMMENT:

Syntax, grammar and spelling will be changed as necessary.

Forms of social media were updated to reflect contemporary usage. 'Snapchat' changed to 'Instagram' and 'Twitter' changed to 'X'.

CONSULTATION:

Community members
Market Creations (marketing consultants)

STATUTORY AUTHORITY:

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

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

Possible legal costs associated with copyright defence and defamation.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

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

Outcome:

1.1 An engaged and inclusive community.

Strategies:

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

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 123/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner

Seconded: Cr J Dwyer

That amended Policy 5.14 Social Media, as follows:

‘Objective

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

Policy Statement

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

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

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

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

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

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

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

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

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

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

Official Communications

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

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

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

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

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

1. Guidelines

The internet is not anonymous, nor does it forget

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

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

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

Avoid hazardous materials

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

Don't promote other brands with our brand

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

Maintain confidentiality

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

Always acknowledge

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

Identify yourself

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

Do not qualify your work

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

Do not return fire

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

Do not action requests made through social media

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

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

be endorsed.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

**For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil**



POLICY – 5.14 – Social Media

Relevant Delegation

N/A

Objective

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

Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Guidelines

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

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

Don't promote other brands with our brand

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Maintain confidentiality

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

Always acknowledge

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

Identify yourself

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

Do not qualify your work

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

Do not return fire

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

Do not action requests made through social media

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

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

ADOPTED: 30 AUGUST 2018
LAST REVIEWED: 31 AUGUST 2023

| | |
|---------------------------------------|---|
| 14.2.7 | Review of Policy 1.1.3 – Volunteer Code of Conduct |
| LOCATION | Shire of Menzies |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1166 |
| DATE OF REPORT | 17 August 2023 |
| AUTHOR | Community Development Manager, Sean McGay |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | Policy 1.1.3 – Volunteer Code of Conduct |

SUMMARY:

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

BACKGROUND:

The purpose of Policy 1.1.3 Volunteer Code of Conduct, which was adopted by the Council on 20 December 2022, is to provide guidance concerning the conduct of volunteers to the Shire of Menzies.

COMMENT:

The existing Volunteer Code of Conduct policy can be endorsed with minor changes in syntax. These changes are highlighted in the attachment.

CONSULTATION:

Community members
Various Non-Government Organisations (NGOs)

STATUTORY AUTHORITY:

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

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

Workers' Compensation claims made against Shire of Menzies.
Increase in overtime for Shire of Menzies staff if not enough volunteers are sourced for various events and facilities.

RISK ASSESSMENT:

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

STRATEGIC IMPLICATIONS:

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

Outcome:

1.1 An engaged and inclusive community.

Strategies:

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

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

1.1.3 Provide, maintain and improve community facilities.

Outcome:

1.2 A healthy and safe community.

Strategies:

- 1.2.1 Support provision of emergency and essential services.
- 1.2.3 Support community health and wellbeing initiatives.

Outcome:

- 2.2 An attractive destination for visitors.

Strategies:

- 2.2.2 Maintain and enhance our local attractions.
- 2.2.3 Continue to provide and maintain visitor support services.

Outcome:

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

Strategy:

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

Outcome:

- 4.1 A strategically focused Council, leading our community.

Strategies:

- 4.1.2 Effectively represent, promote and advocate for the community and district.
- 4.1.3 Encourage and support community engagement and collaboration.

Outcome:

- 4.2 An efficient and effective organisation.

Strategies:

- 4.2.2 Provide appropriate services to the community in a professional and efficient manner.
- 4.2.3 Provide a positive and safe workplace.

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 124/23 |
|-----------------------------------|---------------|

Moved: **Cr J Dwyer**

Seconded: **Cr P Warner**

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

1. 'INTRODUCTION

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

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

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

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

2. A GUIDE FOR VOLUNTEERS

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

3. WHY VOLUNTEER?

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

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

4. YOUR RESPONSIBILITIES AS A VOLUNTEER

Volunteering brings with it certain commitments and responsibilities including:

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

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

5. OUR STRATEGIC OBJECTIVES

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

6. OUR VISION AND VALUES STATEMENT

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

Our community is diverse, strong and resilient.

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

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

7. GENERAL CONDUCT

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

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

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

8. EQUITABLE TREATMENT

Volunteers, in carrying out Council duties must:

- a. Act reasonably, justly, in accordance with the law and in a non-discriminatory manner;**
- b. Deal with all situations consistently, but treat each matter on its merits;**

- c. Take all reasonable steps to ensure that the information upon which decisions or actions are based is factually correct and that all relevant information has been obtained;
- d. Treat all staff members, Councillors and members of the public fairly and with courtesy; and
- e. Refrain from any form of conduct, in the performance of your duty, which may cause any person unwarranted offence or embarrassment, or give rise to the reasonable suspicion or appearance of improper conduct or bias in the performance of your duties.

9. CONFLICTS OF INTEREST

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

The law places the onus on you to identify and declare any conflicts of interest or pecuniary interests. A pecuniary interest is an interest in a matter where there is a reasonable likelihood, or expectation, of an appreciable financial gain or loss to yourself or another person with whom you are associated.

You must not allow your private interests to interfere with your volunteering duties as a volunteer. Any actual or potential conflict between your private interests and those of the Council is to be avoided. The onus is on you to notify your supervisor or a senior manager if a potential or actual conflict of interest arises.

10. USE OF INFORMATION

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

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

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

11. GIFTS AND BENEFITS

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

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

12. USE OF COUNCIL'S RESOURCES

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

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

13. ADDITIONAL STANDARDS

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

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

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

14. BREACHES

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

15. FURTHER INFORMATION

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



VOLUNTEER DETAILS AND AGREEMENTS

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

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

be endorsed.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil



POLICY – 1.1.3 – Volunteer Code of Conduct

Relevant Delegation

N/A

1 INTRODUCTION

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

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

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

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

2 A GUIDE FOR VOLUNTEERS

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

3 WHY VOLUNTEER?

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

4 YOUR RESPONSIBILITIES AS A VOLUNTEER

Volunteering brings with it certain commitments and responsibilities including:

- a. Commitment to the Council's values and vision;
- b. Maintenance of customer/client confidentiality at all times;

- c. Compliance with the Council's policies; and
- d. Compliance with the Council's Code of Conduct.

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

5 OUR STRATEGIC OBJECTIVES

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

6 OUR VISION AND VALUES STATEMENT

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

Our community is diverse, strong and resilient.

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

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

7 GENERAL CONDUCT

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

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

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

8 EQUITABLE TREATMENT

Volunteers, in carrying out Council duties must:

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

9 CONFLICTS OF INTEREST

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

The law places the onus on you to identify and declare any conflicts of interest or pecuniary interests. A pecuniary interest is an interest in a matter where there is a reasonable likelihood, or expectation, of an appreciable financial gain or loss to yourself or another person with whom you are associated.

You must not allow your private interests to interfere with your volunteering duties as a volunteer. Any actual or potential conflict between your private interests and those of the Council is to be avoided. The onus is on you to notify your supervisor or a senior manager if a potential or actual conflict of interest arises.

10 USE OF INFORMATION

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

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

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

11 GIFTS AND BENEFITS

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

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

12 USE OF COUNCIL'S RESOURCES

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

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

13 ADDITIONAL STANDARDS

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

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

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

14 BREACHES

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

15 FURTHER INFORMATION

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



VOLUNTEER DETAILS AND AGREEMENTS

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

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

ADOPTED: 20 DECEMBER 2022

LAST REVIEWED: 31 AUGUST 2023

| | |
|---------------------------------------|---|
| 14.2.8 | Review of Policy 7.2 Bush Fires Act - Enforcement |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1167 |
| DATE OF REPORT | 16 August 2023 |
| AUTHOR | Manager of Works, Garth Marland |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | 1. Policy 7.2 Bush Fires Act - Enforcement [14.2.8.1 - 1 page] |

SUMMARY:

To review Policy 7.2 Bush Fires Act Enforcement.

BACKGROUND:

The Bush Fires Act Enforcement Policy was adopted by the Council on 30 August 2018.

COMMENT:

In November 2021, the Council approved the Shire of Menzies Delegation Register. The register was reviewed in November 2022 without any amendments. It comprehensively covers the authorities of the CEO, Shire President and Bush Fire Control Officer in relation to the Bush Fires Act 1954, which aligns with the objective of Policy 7.2 Bush Fires Act Enforcement.

Consequently, the existing policy has become redundant and may be repealed.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

Bush Fires Act 1954
Shire of Menzies Delegation Register

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 Outcomes and Strategies:

Outcome:

1.2 A healthy and safe community.

Strategy:

1.2.1 Support provision of emergency and essential services.

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/ COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 125/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner Seconded: Cr S Sudhir

That Policy 7.2 Bush Fires Act Enforcement be repealed.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil



POLICY – 7.2 – Bush Fires Act Enforcement

Relevant Delegation

N/A

Policy Statement

1. In accordance with the Bush Fires Act 1954, the Chief Executive Officer is authorised to undertake actions to alleviate complaints or offences relating to the Act or Fire Control Order, including the issue of infringement and orders.
2. Where it is proposed to implement legal proceedings, the prior consent of Council is required.

– End of Policy

COMMENT

| | | |
|------------------|----------------------------------|------------------|
| Formerly | Delegation 39 | |
| Last Reviewed | August 2018 | |
| Next Review Date | February 2021 | |
| Amended | 29 November 2012 | 28 February 2013 |
| Adopted | 25 June 2015 29 November 2012 | 30 August 2018 |
| Version | 2 | |

| | |
|---------------------------------------|--|
| 14.2.9 | Review of Policy 7.3 Impounded Goods |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1168 |
| DATE OF REPORT | 16 August 2023 |
| AUTHOR | Manager of Works, Garth Marland |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | 1. Policy 7.3 Impounded Goods [14.2.9.1 - 1 page] |

SUMMARY:

To review Policy 7.3 Impounded Goods.

BACKGROUND:

The Policy on Impounded Goods was adopted by the Council on 25 February 2021. During the review, there was an error in the policy wording as it reflects the bush fire policy.

COMMENT:

In November 2021, the Council approved the Shire of Menzies Delegation Register. The register was reviewed in November 2022 without any amendments. It comprehensively covers the authorities of the CEO in relation to Confiscated or Uncollected Goods, which aligns with the objective of Policy 7.3 Impounded Goods.

Consequently, it is advisable to consider endorsing the repeal of the policy instead of re-wording it.

CONSULTATION:

No external consultation occurred during the preparation of this report.

STATUTORY AUTHORITY:

s.3.46, s 3.47 and s.3.48 of Local Government Act 1995
Shire of Menzies Delegation Register

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

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

RISK ASSESSMENT:

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 Strategies:

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/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 126/23 |
|-----------------------------------|---------------|

Moved: Cr J Dwyer

Seconded: Cr P Warner

That Policy 7.3 Impounded Goods be repealed.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir

Against: Nil



POLICY – 7.3 – Impounded Goods

Relevant Delegation

N/A

Policy Statement

1. In accordance with the Bush Fires Act 1954, the Chief Executive Officer is authorised to undertake actions to alleviate complaints or offences relating to the Act or Fire Control Order, including the issue of infringement and orders.
2. Where it is proposed to implement legal proceedings, the prior consent of Council is required.

– End of Policy

COMMENT

| | | |
|------------------|----------------------------------|------------------|
| Formerly | Delegations 32, 33 | |
| Last Reviewed | 19 August 2018 | |
| Next Review Date | February 2021 | |
| Amended | 29 November 2012 | 28 February 2013 |
| Adopted | 20 November 2012 25 June 2015 | 30 August 2018 |
| Version | 2 | |

| | |
|---------------------------------------|---|
| 14.2.10 | Review of Policy 2.4 - Goods and Services Tax (GST) |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1169 |
| DATE OF REPORT | 17 August 2023 |
| AUTHOR | Chief Financial Officer, Kristy Van Kuyl |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | 1. Current Policy 2.4 Goods and Services Tax (GST) [14.2.10.1 - 1 page] |

SUMMARY:

To review Policy 2.4 Goods and Services Tax (GST) in accordance with the Council's annual rolling review of all policies.

BACKGROUND:

Policy 2.4 Goods and Services Tax (GST) was adopted by the Council on 30 August 2018.

COMMENT:

This policy assists in ensuring compliance with prescribed legislation and Australian Accounting Standards. The policy is identifying, recognising and providing control of Statement of Financial Activity and Goods and Service Tax (GST) obligations.

This report will recommend that the existing Goods and Service Tax (GST) policy be repealed and replaced.

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

Australian Taxation Office (ATO)

POLICY IMPLICATIONS:

To repeal and replace the current Policy 2.4 Goods and Services Tax GST).

FINANCIAL IMPLICATIONS:

If the officer's recommendation is endorsed, the financial implications for Goods and Services Tax (GST) obligations are met.

RISK ASSESSMENT:

The implementation of appropriate and effective internal controls assists in legislative compliance and minimises the risk.

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/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 127/23 |
|-----------------------------------|---------------|

Moved: Cr P Warner

Seconded: Cr S Sudhir

That:

- 1. Current Policy 2.4 Goods and Services Tax (GST) be repealed.**
- 2. New Policy 2.4 Goods and Services Tax (GST) as follows:**

'Policy Statement

- 1. In accordance with recommended practice, revenue, expenses and assets are recognised net of the amount of GST recoverable, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).**
- 2. Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included in the Statement of Financial Position.**
- 3. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financial activities which are recoverable from, or payable to, the ATO are presented as Operating Cash Flows.'**

be adopted.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir

Against: Nil



POLICY – 2.4 – Goods and Services Tax (GST)

Relevant Delegation

N/A

1. Policy Statement

- 1.1. In accordance with recommended practice, revenue, expenses and assets capitalised are stated net of any GST recoverable.
- 1.2. Receivable and payables in the Statement of Financial Position are stated inclusive of applicable GST.

– End of Policy

COMMENT

| | | |
|------------------|----------------------|-----------|
| Formerly | Policy 3.12 Replaced | |
| | 29 November 2012 | |
| Last Reviewed | 30 August 2018 | |
| Next Review Date | February 2021 | |
| Amended | November 2012 | |
| Adopted | 30 August 2018 | June 2015 |
| Version | 1 | |

| | |
|---------------------------------------|---|
| 14.2.11 | Road Closure Mt Ida Road Diversion |
| LOCATION | Mt Ida Road |
| APPLICANT | Department of Planning, Lands and Heritage |
| DOCUMENT REF | NAM1170 |
| DATE OF REPORT | 23 August 2023 |
| AUTHOR | Acting Chief Executive Officer, Rob Stewart |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | <ol style="list-style-type: none"> Heritage Assessment for Mt Ida Gold [14.2.11.1 - 9 pages] (Plan) 11112- C 1- D G- R D-0001- A [14.2.11.2 - 1 page] |

SUMMARY:

To recommend a revised indemnity clause for the Minister for Lands in relation to the proposed Mt Ida Road diversion.

BACKGROUND:

At its meeting held on 25 May 2023, the Council resolved:

‘That:

1. The Minister for Lands be requested to close portion of Mt Ida Road as shown on the attached Plan 11112-C1-DG-001A pursuant to Section 58 of the Land Administration Act 1997.
2. The Minister for Lands be further requested to dedicate the required bypass road as road reserve.
3. The Minister for Lands be advised that in accordance with Section 56(4) of the Land Administration Act, the Shire indemnifies the Minister against any claims for compensation in an amount equal to all costs and expenses reasonably incurred by the Minister in considering and granting the request.
4. All costs associated with the road closure and road dedication process be met by Delta Lithium Limited.’

Notwithstanding that part 3 of that motion incorporated the standard indemnity clause, the Department of Planning, Lands and Heritage now requires a modified indemnity as follows:

The Shire of Menzies agrees that it will indemnify, and keep indemnified, the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the Native Title Act 1993 (Cth) which may be imposed on,

or incurred by, the Indemnified Parties relating to or arising directly from the dedication of a portion of Lot 15 on Deposited Plan 238440 as a road.

COMMENT:

The new indemnity clause places the same burden on the Council as the adopted indemnity. The Commonwealth Native Title Act is specifically mentioned, however the area in question is not subject to any native title claim.

See attached Desktop Heritage Assessment.

CONSULTATION:

Delta Lithium Limited

STATUTORY AUTHORITY:

Land Administration Act 1997

Section 58 of that Act precludes a local government from asking the Minister to close a road permanently until a period of 35 days has elapsed after advertising and consideration of any submissions.

Further, when lodging the request to the Minister, the Local Authority is required to provide:

- a. Written confirmation that the local authority has resolved to make the request which details the date the resolution was passed, and any other information relating to the resolution that the Minister may require
- b. Sketch plans showing the location of the road and the proposed disposition of land after the closure (i.e. how the land will be used after the road is closed)
- c. Copies of any submissions and objections to the advertisements as well as the local authority's comments which address any submission or objections
- d. A copy of the advertisement to close the road
- e. Any other information the local authority considers relevant
- f. Written confirmation that the local authority has complied with section 58(2) and (3) of the *Land Administration Act*.

POLICY IMPLICATIONS:

No council policy relates to the permanent closure of roads.

FINANCIAL IMPLICATIONS:

All costs associated with the proposal will be met by the proponent, including advertising, which has been invoiced.

RISK ASSESSMENT:

No particular risk is identified.

If the road isn't closed there will be an impact on the proponent who will be unable to extend mining operations.

If the road is closed there will be some minor inconvenience to road users who will be required to use the diversion road to be constructed to the east of the operations.

STRATEGIC IMPLICATIONS:

The Council's Strategic Community Plan 2021 – 2031 provides at Outcome 3.1 (A well maintained attractive built environment servicing the needs of the community) the following strategy:

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

Accordingly, the officer's recommendation aligns with the adopted Strategic Community Plan 2021 – 2031.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|----------------------------------|---------------|
| Council Resolution Number | 128/23 |
|----------------------------------|---------------|

Moved: Cr P Warner **Seconded:** Cr J Dwyer

That with regard to the proposed closure of portion of Mt Ida Road as shown on the attached plan 11112-C1-DG-001A and notwithstanding Council resolution 066/23, the Minister for Lands be provided with the following amended indemnity:

‘The Shire of Menzies agrees that it will indemnify, and keep indemnified, the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the Native Title Act 1993 (Cth) which may be imposed on, or incurred by, the Indemnified Parties relating to or arising directly from the dedication of a portion of Lot 15 on Deposited Plan 238440 as a road.’

| | |
|----------------|------------|
| Carried | 5/0 |
|----------------|------------|

Report on a Comprehensive Desktop Heritage Assessment for Mt Ida Gold, Northern Goldfields, WA



March 2023

Client: Mt Ida Gold Pty Ltd

Attention: Aubrey Lynch, Claire McGuire

Prepared by: Daniel Bruckner, daniel@integritat.com.au

Disclaimer

Despite all efforts made to ensure that all relevant information has been considered in this document completeness cannot be guaranteed. The Author is not accountable for omissions and inconsistencies that may result from information which was not available at the time or will come to light in the future. The conclusions and recommendation of this report are based on information available at the time of preparation and do not constitute legal advice.

Copyright

Ownership of the primary materials created during the survey remains the property of the Author, Mt Ida Gold Pty Ltd which is a wholly owned subsidiary of Red Dirt Metals Limited (the Proponent) and the informants named in this report.

The Proponent may use, copy, and distribute the report for project planning, construction and operational purposes and any other purpose relating to the Survey Area and to comply with any obligations or duties arising under any applicable law, including but not limited to:

- i. in order to meet their obligations under relevant environmental, heritage, water, public works legislation; and
- ii. for any purpose relating to the *Aboriginal Heritage Act 1972* (WA) and or the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth).
- iii. Any other legal obligation

Apart from the use by the parties described above, this report may not be used, sold, published, reproduced, or distributed wholly or in part without the prior written consent of the Author
Spatial data is provided in GDA 94.

The Author

Daniel Bruckner holds a double Master in Anthropology and Political Sciences from Heidelberg University, Germany. During his PhD period he was awarded a 3-year Research Fellowship at the University of Western Australia. He has undertaken substantial research in the field of behavioral and cognitive anthropology and lived in remote Aboriginal Community during these periods. He also underwent formal Lithics training at UWA. In 2011 he was nominated, by the then Minister of Aboriginal Affairs, as the Specialist Anthropologist on the Aboriginal Cultural Material Committee. Between 2015 and 2018 Daniel chaired the working group for Native Title and Heritage at the West Australian Chamber of Minerals and Energy. Since departure from the resources industry, he has been engaged by various parties, including Native Title Representative bodies, Aboriginal Corporations and Land Developers in relation to Heritage, Native Title, Agreement Negotiation and Land Management Strategies. The Author is a professional member of the Anthropological Society of Western Australia with 15+ years' experience in the field of Aboriginal Heritage and Native Title.

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Executive Summary

Mount Ida Gold Pty Ltd (the Proponent) has engaged the Author to review existing heritage survey reports and conduct a comprehensive heritage desktop and consultation with the relevant traditional knowledge holders for a road update in relation to a project development, west of Mount Ida in the northern Goldfields..

The road update extends slightly to the east and west of areas that have been subject to pedestrian Heritage surveys with a qualified Heritage Consultant (the Author) and the relevant traditional knowledge holders, No Heritage Sites or places of cultural significance have been identified during these surveys. Maps have been prepared and discussed with the relevant knowledge holders. I was instructed that the areas are well understood and that there are no cultural heritage values in the road update corridor. Most of the area has already been surveyed and the small additional areas are already disturbed by historical activities.

The survey team confirmed that they have conducted several surveys of the area in the past and are aware of the locations of any sites of cultural significance. No sites of cultural significance have been identified in the past or during the survey subject to this report in the survey area.

No additional heritage surveys are required. No sites of cultural significance have been identified during the assessment. The survey participants confirmed that they had surveyed the area in the past, without coming across any cultural material.

Relevant Legislation

Aboriginal Cultural Heritage Act 2021 (WA)

In December 2021 the new Aboriginal Cultural Heritage Act 2021 WA (ACH Act), received royal assent and is replacing the outdated Aboriginal Heritage Act 1972 WA. The Department of Planning Lands and Heritage (DPLH) and the Minister have spent the last few months working through the relevant Regulations and conducted further consultation in relation to the implementation of the ACH Act. The new Act will become fully functional as of the 1st of July 2023. The Objects and the Principles of the Act are defined in Section 8 and 9 as follows (shorter extract);

8. The objects of this Act are as follows —

- (a) to recognise —
 - (i) the fundamental importance to Aboriginal people of Aboriginal cultural heritage and the central role of Aboriginal cultural heritage in Aboriginal communities past, present and future; and
 - (ii) that Aboriginal people have custodianship over Aboriginal cultural heritage; and
 - (iii) the value of Aboriginal cultural heritage to Aboriginal people and the wider Western Australian community; and
 - (iv) the living, historical and traditional nature of Aboriginal cultural heritage;
- (b) to recognise, protect, conserve and preserve Aboriginal cultural heritage;
- (c) to manage activities that may harm Aboriginal cultural heritage in a manner that provides —
 - (i) clarity, confidence and certainty; and
 - (ii) balanced and beneficial outcomes for Aboriginal people and the wider Western Australian community;

9. The principles relating to Aboriginal cultural heritage are as follows —

- (a) Aboriginal people should be recognised as having a living relationship with, and as being the primary custodians of, Aboriginal cultural heritage;
- (b) Aboriginal people should, as far as practicable, be involved in —
 - (i) the recognition, protection, conservation and preservation of Aboriginal cultural heritage; and
 - (ii) the management of activities that may harm Aboriginal cultural heritage;

Under the new Act the penalties for impacting on Aboriginal Cultural Heritage (ACH) have been increased substantially. Below a shortened extract of the relevant section (Section 92) of the ACH Act;

92.Serious harm to Aboriginal cultural heritage

A person commits a crime if —

- (a) the person harms Aboriginal cultural heritage; and
- (b) the harm is serious.

Alternative offence: s. 93(1), 94 or 95.

Penalty:

- (a) for an individual —
 - (i) imprisonment for 5 years or a fine of \$1 000 000, or both;
 - (ii) a daily penalty of a fine of \$50 000 for each day or part of a day during which the offence continues;

- (b) for a body corporate —
 - (i) a fine of \$10 000 000;
 - (ii) a daily penalty of a fine of \$500 000 for each day or part of a day during which the offence continues.

More detail can be found on the DPLH website or download the ACH Act under the following link:
[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_44477.pdf/\\$FILE/Aboriginal%20Cultural%20Heritage%20Act%202021%20-%20%5B00-00-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_44477.pdf/$FILE/Aboriginal%20Cultural%20Heritage%20Act%202021%20-%20%5B00-00-00%5D.pdf?OpenElement)

Social Surrounds under the Environmental Protection Act 1986

Aboriginal heritage and culture: Western Australia has numerous Aboriginal heritage sites which provide an important link for Aboriginal people to their past and their culture. The *Aboriginal Heritage Act 1972* provides for the preservation of Aboriginal heritage sites. The *Aboriginal Heritage Act 1972* requires the reporting of Aboriginal sites to the Registrar, and it is an offence to interfere with a registered site unless otherwise authorised under the Act. It is also an offence to interfere with any Aboriginal site knowingly or where it would be reasonable to know, regardless of whether or not it is registered. The *Environmental Protection Act 1986* (EP Act) can, in some instances, complement the *Aboriginal Heritage Act 1972* HA, for example, in cases where actual physical protection of the environment is required to protect sites of heritage significance.

In addition to Aboriginal heritage, matters of Aboriginal cultural associations, including traditional Aboriginal customs, directly linked to the physical or biological aspects of the environment, may also be considered significant. This may include, for example, traditional hunting and gathering activities for native fauna and flora as bush tucker.

For the full version of the Social Surrounds Guidelines, refer to the following link:
http://www.epa.wa.gov.au/sites/default/files/Policies_and_Guidance/Guideline-Social-Surroundings-131216_2.pdf

Scope of Works

The scope of works was to review existing heritage survey reports and conduct a comprehensive Aboriginal Heritage assessment over the Road Update.

The work included a desktop study and a consultation with the relevant Traditional Owners of the area.

The assessment area scope is presented in Figure 1.

In addition, Mr. Aubrey Lynch, who is considered a senior lore man, provided the all clear for the road update.

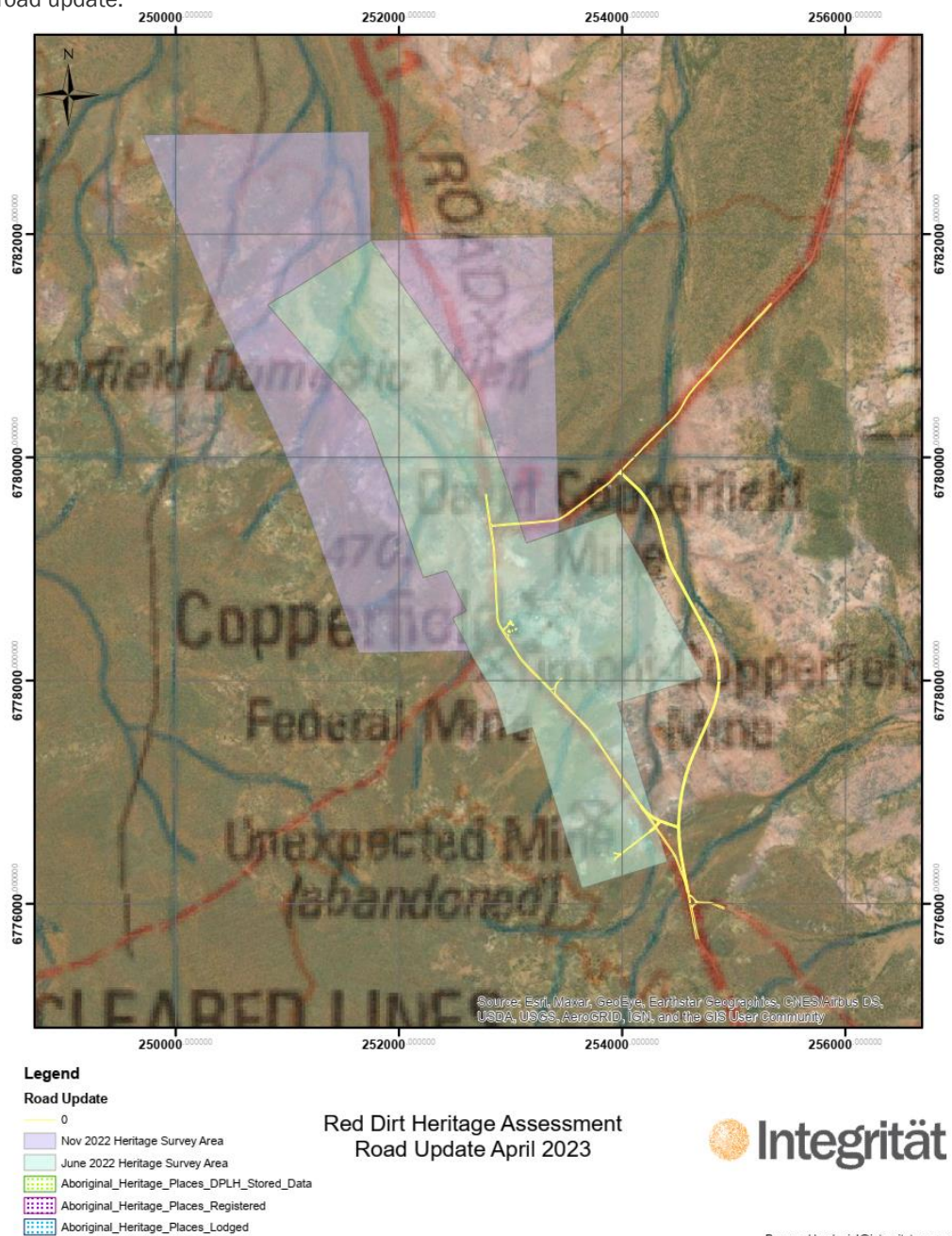


Figure 1 Scope Map

Cultural Context

There is scant ethnographic information about the pre-European contact social and cultural organization of the Aboriginal groups belonging to the region of the Mount Ida Project Area.

Existing information about Aboriginal groups of the region of the ethnographic assessment is generally limited to the ethnocentric observations and summary notes of colonial administrators and government officials such as those of Travelling Inspectors of Aborigines, Native Welfare and Police officers. By the time professional ethnographic research was conducted in frontier regions of Australia, European impact had already altered the social and cultural fabric of traditional Aboriginal society in those regions.

Early anthropologists, such as Daisy Bates who conducted interview and fieldwork in the Laverton, Leonora and Sandstone region early in the twentieth century stated that the integrity of the social and cultural organisation of Aboriginal people was so fundamentally affected by European impact, that at the beginning of the 20th century there were but 'few remnants of traditional Aboriginal society' (Bates 1985). An essential aspect of land tenure in traditional Aboriginal societies is based on the notion of The Dreaming. The Dreaming (*Tjukurpa*) refers to a creative epoch in which ancestral beings formed the world, people, animals, and plants, as well as establishing the relationships that exist within and between them.

In traditional Aboriginal Australia, specific localities and sites are linked by Dreaming Tracks, and are associated with specific species and groups of humans. These Dreaming Tracks, and the ensuing contemporaries of specific places, and groups of humans and species, were made by the ancestral beings that crisscrossed the country performing heroic deeds, hunting and fighting. The ancestral beings left memorials of their activities in the landscape in the form of geological, geographical, or vegetative features that are imbued with the creative force of these ancestral beings. In traditional Aboriginal society, 'country' cannot be considered without considering the mythological contemporaries this 'country' invokes. This is because whenever particular 'country' is referred to, references are made to Dreamtime events that made 'country' what it is. Hence, places cannot be referred to without considering their mythological contemporaries. Since traditional Aboriginal mythology consists mainly of narratives of the deeds and the travels of ancestral beings, all places are simultaneously discrete, separate and contain their own meaning, as well as being a part of a continuum of places linked by a larger story or myth.

Desktop Review

As part of the desktop review the Author has checked the Department of Planning, Lands and Heritage (DPLH) Aboriginal Heritage Inquiry System (AHIS) system.

No registered or lodged sites have been identified with the Project area on the DPLH system. The closest sites that have been recorded during historic surveys are approximately 15km to the west.

Table 1 DPLH search

| DPLH ID | Site Name | Site Type | Distance | DPLH Status |
|---------|--------------------------------|-------------------------------|----------|-------------|
| 3093 | Mt Alexander Stone Arrangement | Man Made Structure | 16km | Registered |
| 20701 | Anaconda 7 | Mythological, Natural feature | 15km | Lodged |
| 20698 | Anaconda 4 | Water Source | 16km | Lodged |
| 36729 | Njitaja (goanna) Bulba (cave) | Painting | 20km | Lodged |
| | | | | |

One previous Heritage survey has been requested from DPLH for review and confirmation. This survey covers the entire Project Area and has been referenced by the survey participants.

Table 2 Previous Surveys

| Year | Survey Title | Survey Type | Author |
|------|---|-------------------------------|-------------|
| 2010 | Assessment of Aboriginal Heritage at Mt Forrest Prospect Bulga Downs Project Southeast of Sandstone | Ethnographic & Archaeological | Joe Mattner |

Consultation dates

The Heritage consultation was conducted on the 24th of February 2023.

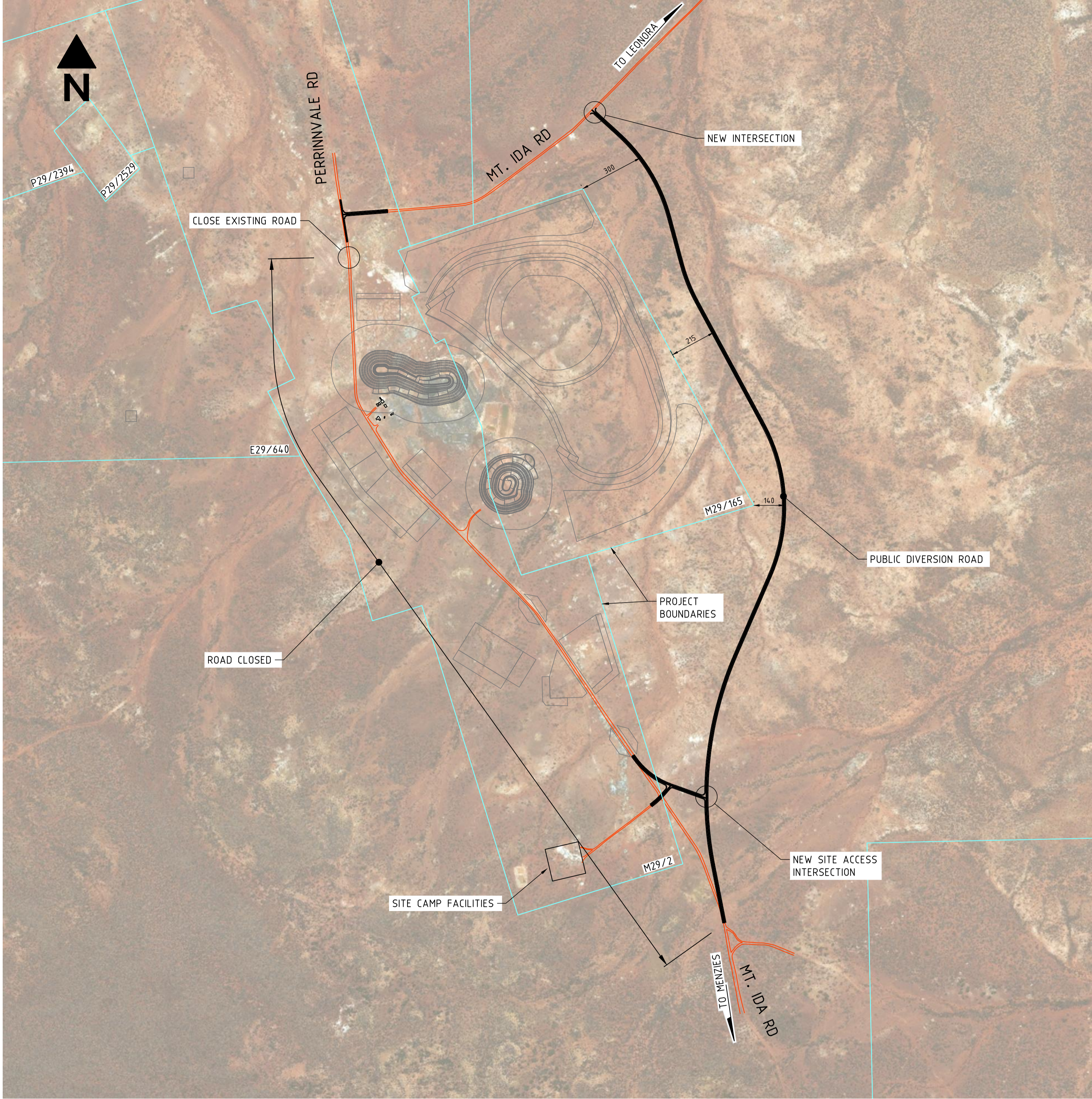
Survey Participants

- Aubrey Lynch
- Dennis Forrest
- Leo Thomas
- Daniel Bruckner (Senior Heritage Consultant)

Outcomes

The road update area has been adequately assessed by the Author and the relevant Traditional Owners for the region. Sufficient time was available to have an informed conversation.

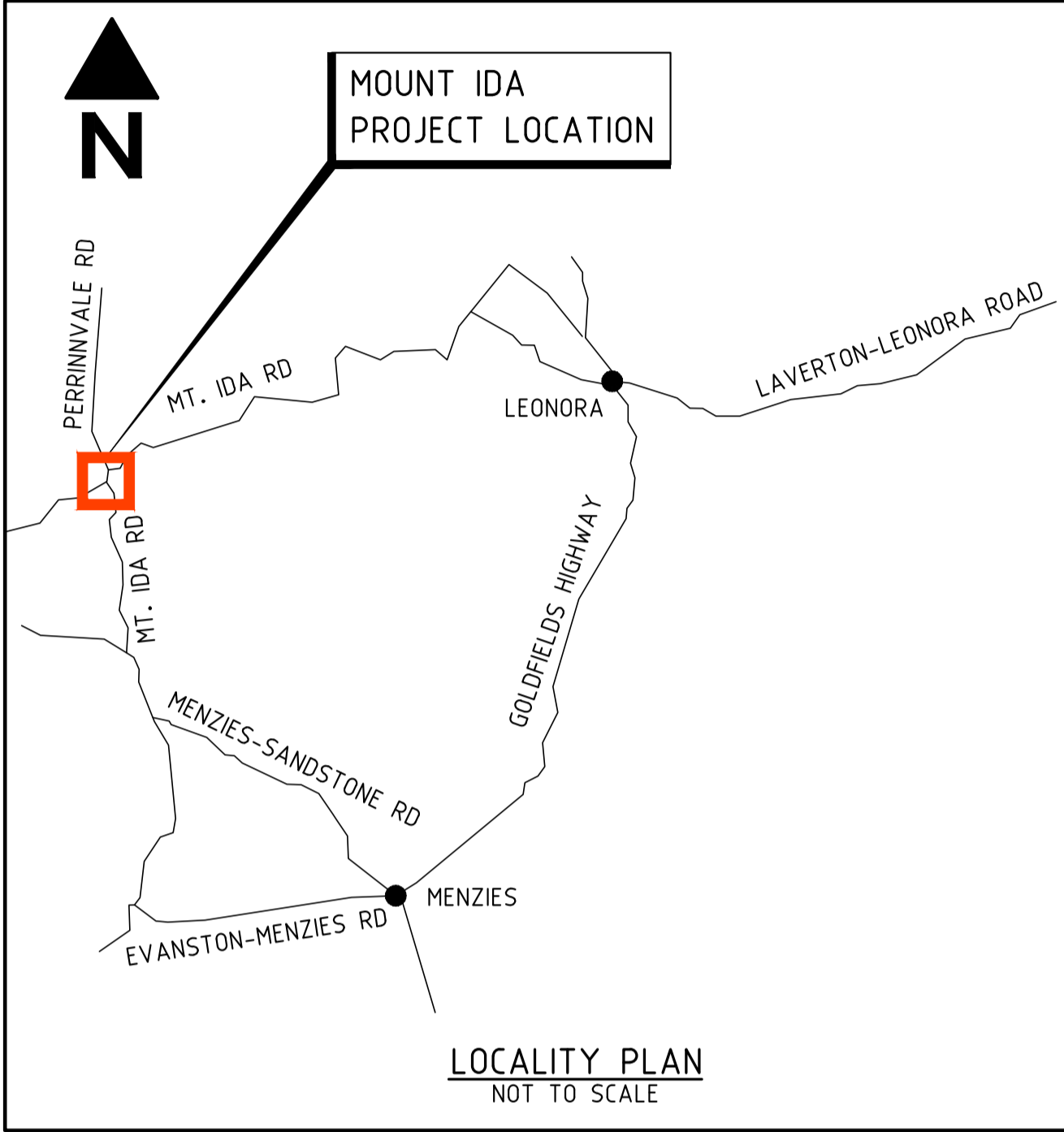
No additional heritage surveys are required. The survey participants are intimately aware of any sites of cultural significance in the region. No heritage sites have been identified in the Road Update Area by the participants.



PLAN
1:10000

GENERAL NOTES

1. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.
2. ALL CO-ORDINATES AND LEVELS ARE IN METRES, UNLESS OTHERWISE NOTED.



LOCALITY PLAN
NOT TO SCALE

1:10000
SCALE
0 100m 200 300 400 500 600 700 800 900 1000 1100 1200 1300 1400 1500
A1

INFORMATION
ONLY

WML

BUNBURY
PO BOX 2823
BUNBURY WA 6230
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MANDURAH
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MANDURAH WA 6215
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WML.COM.AU

| REVISIONS | | | | |
|-----------|------------------------|-------------|----------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| A | ISSUED FOR INFORMATION | G. TOMASINI | 07/03/23 | C. HICK |
| N°. | DESCRIPTION | APPROVED | DATE | DRAWN |

RedDirt
METALS

NOTE: * INDICATES SIGNATURES ON ORIGINAL ISSUE OF DRAWING OR LAST REVISION OF DRAWING

| NAMES PRINTED IN FULL | | DATE |
|-----------------------|-------------|---------|
| DESIGNED | G. TOMASINI | MAR' 23 |
| DRAWN | C. HICK | MAR' 23 |
| VERIFIED | | |
| APPROVED | | |

| | |
|---------|--|
| CLIENT | RED DIRT METALS PTY LTD |
| PROJECT | MOUNT IDA PROJECT PUBLIC DIVERSION ROAD |

| | |
|---------------|---|
| DRAWING TITLE | MOUNT IDA PROJECT CONCEPT ALIGNMENT PLAN |
|---------------|---|

| | |
|---|----------|
| THIS DRAWING SHALL BE TREATED AS PRELIMINARY AND IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNLESS SIGNED AS APPROVED. | |
| DRAWING NUMBER | REVISION |
| 11112-C1-DG-001A | |

The member of the public left at 3.09pm.

| | |
|---------------------------------------|---|
| 14.2.12 | RFT 03-2023 AGRN962 Menzies Flood Recovery Minor Works |
| LOCATION | Not Applicable |
| APPLICANT | Internal |
| DOCUMENT REF | NAM1171 |
| DATE OF REPORT | 11 August 2023 |
| AUTHOR | Jeni Baird, Core Business Australia |
| RESPONSIBLE OFFICER | Acting Chief Executive Officer, Rob Stewart |
| OFFICER DISCLOSURE OF INTEREST | Nil |
| ATTACHMENT | 1. CONFIDENTIAL REDACTED - RFT 03-2023 AGRN962 Flood Recovery Minor Works Tender Assessment Report [14.2.12.1 - 15 pages] |

SUMMARY:

To consider the submission for Tender 03/2023 – AGRN962 Menzies Flood Recovery Minor Works.

BACKGROUND:

The Disaster Recovery Funding Arrangements (DRFA-WA) activated event AGRN962 Storm, Heavy Rain, and Associated Flooding in the Mid-West and Southwest Land Division (1-5 March 2021) requires minor works to be undertaken to restore identified damage to roads.

On Saturday 8 July 2023, the Shire of Menzies called for tenders from suitably qualified and experienced civil contractors to undertake supply of civil works plant, equipment and labour to undertake the flood restoration works.

COMMENT:

The tender open period was from Saturday 8 July 2023 until 14:00hrs (2pm) WST, to Thursday 3 August 2023. The tender opening was held on Thursday 3 August 2023, at the offices of CORE Business Australia, attended by Robert Stewart (Shire of Menzies Acting CEO), Bruce Lorimer (Managing Director, CORE Business Australia), authorised by the Shire of Menzies CEO to open tenders in accordance with Regulation 16 (3) (a) (ii) of the Local Government (Functions and General) Regulation 1996), and Milena Lorsignol (Project Support Officer, CORE Business Australia). There were no members of the public present. Two tenders were received (see attached report for details).

Based on qualitative scores and pricing provided, the tender submitted by Red Dust Enterprises Pty Ltd was ranked highest and evaluated to provide the most confidence in the works being delivered as specified.

The commencement of the contract is identified for early October with work to be completed in approximately 5-6 months.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

Local Government Act 1995

1. Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,
2. Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.
3. Section 3.57 – Requires that a local government invite tenders for the supply of goods and services of a prescribed type

POLICY IMPLICATIONS:

Council Policy 4.2 – Purchasing and Tenders

FINANCIAL IMPLICATIONS:

Current budget impact: As this has gone to public tender, the acceptance of the offer/tender.

Future budget impact: Nil

RISK ASSESSMENT:

| Risk Statement | Level of Risk | Risk Mitigation Strategy |
|-----------------------|----------------------|---------------------------------|
| N/A | | |

STRATEGIC IMPLICATIONS:

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

Outcome:

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

Strategy:

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

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

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|-----------------------------------|---------------|
| Council Resolution Number: | 129/23 |
|-----------------------------------|---------------|

Moved: Cr S Sudhir

Seconded: Cr J Dwyer

That the Tender RFT 03/2023 AGRN962 Menzies Flood Recovery Minor Works be awarded to Red Dust Enterprises Pty Ltd (T/A Red Dust Holdings), and the Acting CEO be authorised to negotiate, finalise, and execute the Contract, subject to DFES approval of the Cost Estimate.

| | |
|----------------|--------------|
| Carried | 5 / 0 |
|----------------|--------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir

Against: Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS OF AN URGENT NATURE

Nil

17 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Item 17.1 Tenancy of Former Post Office: corner Shenton and Brown Streets

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

- b. the personal affairs of any person.
- c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.
- e. a matter that if disclosed, would reveal: i) a trade secret; ii) information that has a commercial value to a person; or iii) information about the business, professional, commercial or financial affairs of a person. Where the trade secret or information is held by, or is about, a person other than the local government.

OFFICER RECOMMENDATION/COUNCIL DECISION:

| | |
|----------------------------------|---------------|
| Council Resolution Number | 130/23 |
|----------------------------------|---------------|

Moved: Cr J Dwyer

Seconded: Cr S Sudhir

That in accordance with Section 5.23(2) of the Local Government Act 1995 the meeting be closed to members of the public to consider Item 17.1 Tenancy of Former Post Office: corner Shenton and Brown Streets.

| | |
|----------------|------------|
| Carried | 5/0 |
|----------------|------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

Cr G Dwyer and Cr Jill Dwyer both declared an impartiality interest on Item 17.1 Tenancy of Former Post Office: corner Shenton and Brown Streets.

The association with the applicant pertains to both Elected Members being friends with the applicant.

Cr G Dwyer and Cr J Dwyer both stayed in the room, participated in the debate and voted.

COUNCIL DECISION:

| | |
|----------------------------------|---------------|
| Council Resolution Number | 131/23 |
|----------------------------------|---------------|

Moved: Cr J Dwyer Seconded: Cr P Warner

- 1. That the draft lease agreement as attached, between the Shire of Menzies and Chris Deavin for a period of five years with an option to renew for a further five years for portion of Lot 102 Shenton Street SE corner Brown Street Menzies (former Post office), be presented to the tenant for feedback.**
- 2. That the matter be re-presented to the Council at its Ordinary Meeting on 28 September 2023.**

| | |
|----------------|------------|
| Carried | 5/0 |
|----------------|------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

MEETING OPENED TO THE PUBLIC:

COUNCIL DECISION:

| | |
|----------------------------------|---------------|
| Council Resolution Number | 132/23 |
|----------------------------------|---------------|

Moved: Cr P Warner Seconded: Cr J Dwyer

That the meeting be opened to the Members of the Public.

| | |
|----------------|------------|
| Carried | 5/0 |
|----------------|------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

RESUMPTION OF STANDING ORDERS:

COUNCIL DECISION:

| | |
|----------------------------------|---------------|
| Council Resolution Number | 133/23 |
|----------------------------------|---------------|

Moved: Cr J Dwyer Seconded: Cr P Warner

That Standing Orders be resumed.

| | |
|----------------|------------|
| Carried | 5/0 |
|----------------|------------|

For: Cr G Dwyer, Cr J Dwyer, Cr P Warner, Cr A Tucker and Cr S Sudhir
Against: Nil

18 NEXT MEETING

The next meeting is to be held on Thursday 28 September 2023 in Tjuntjuntjara commencing at 1.00pm.

19 CLOSURE OF MEETING

The Shire President declared the meeting closed at 3.45pm.