Shire of Derby / West Kimberley

AGENDA

Ordinary Council Meeting

Wednesday, 24 April 2024

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: **Wednesday, 24 April 2024**

Time: **5:30 PM**

Location: **Council Chambers**
Clarendon Street
Derby

Amanda Dexter **Chief Executive Officer**

Our Guiding Values

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY.**

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Derby/West Kimberley (Shire) for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any Council Member or officer of the Shire during the course of any meeting is not intended to be and Is not taken as notice of approval from the Shire.

The Shire warns that anyone who has any application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application and any conditions attaching to the decision made by the Shire in respect of the application.

Notes for Members of the Public

PUBLIC QUESTION TIME

The Shire of Derby/West Kimberley extends a warm welcome to you in attending any Shire meeting. The Shire is committed to involving the public in its decision-making processes whenever possible. The ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective. The Shire sets aside a period of 'Public Question Time' to enable a member of the public to put questions. Questions should only relate to the business of the Shire and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Presiding Member may either answer the question or direct it to an officer to answer, or it will be taken on notice.

Any comments made by a member of the public become a matter of public record as they are minuted by Council. Members of the public are advised that they are deemed to be held personally responsible and legally liable for any comments made by them that might be construed as defamatory or otherwise considered offensive by any other party.

MEETING FORMALITIES

Local government Council meetings are governed by legislation and regulations. During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation. Members of the public shall ensure that their mobile telephone or audible pager is not switched on or used during any Shire meeting.

Members of the public are hereby advised that the use of any electronic, visual or audio recording device or instrument to record proceedings of the meeting is not permitted without the permission of the Presiding Member.

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Notes for Council Members

NATURE OF COUNCIL'S ROLE IN DECISION MAKING

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations, grants, and setting and amending budgets.
Legislative:	Includes adopting local laws, town planning schemes and policies.
Administrative:	When Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.
Review:	When Council reviews a decision made by Officers.
Information:	Includes items provided to Council for information purposed only that do not require a decision of Council (that is for 'noting').

ALTERNATIVE MOTIONS

Council Members wishing to make alternative motions to officer recommendations are requested to provide notice of such motions in written form to the Chief Executive Officer prior to the Council meeting.

DECLARATIONS OF INTERESTS

Council Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (Part 5 Division 6 of the *Local Government Act 1995*). Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

APPLICATION FOR LEAVE OF ABSENCE

In accordance with Section 2.25 of the *Local Government Act 1995*, an application for leave requires a Council resolution granting leave requested. Council may grant approval for Leave of Absence for a Council Member for ordinary Council meetings for up to but not more than six consecutive meetings. The approval of the Minister is required for leave of absence greater than six ordinary Council meetings.

This approval must be by Council resolution and differs from the situation where a Council Member records their apologies for the meeting. A failure to observe the requirements of the Act that relates to absence from meetings can lead to a Council Member being disqualified should they be absent without leave for three consecutive meetings.

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1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

2 ACKNOWLEDGMENT OF COUNTRY

In the spirit of reconciliation, the Shire of Derby/West Kimberley acknowledges the traditional custodians of country throughout the Shire and their connection to land, sea and community.

The Shire of Derby/West Kimberley would like to pay respect to the past, present and future traditional custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

3 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

A Council Member may attend council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Councillor are suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

4 DISCLOSURE OF INTERESTS

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (Part 5 Division 6 of the Local Government Act 1995). Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the Local Government Act 1995).

4.1 Declaration of Financial Interests

4.2 Declaration of Proximity Interests

4.3 Declaration of Impartiality Interests

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

7 PUBLIC TIME

7.1 Public Question Time

7.2 Public Statements

8 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

8.1 Landcare Presentation

9 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Derby/West Kimberley held at the Karrayili Adult Education Centre - Fitzroy Crossing, on 28 March 2024 be CONFIRMED.

11 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Nil

REPORTS

12 CORPORATE SERVICES

12.1 DELEGATION OF AUTHORITY REGISTER - 2023/2024 ANNUAL REVIEW

File Number: **4120**

Author: **Bob Hoogland, Manager of Corporate Services**

Responsible Officer: **Tamara Clarkson, Deputy Chief Executive Officer**

Authority/Discretion: **Legislative**

SUMMARY

The purpose of this report is for Council to meet its statutory compliance requirement to review annually the delegation of specified powers and duties to the Chief Executive Officer and other employees in accordance with the provisions of the *Local Government Act 1995* (the Act).

This report recommends that the 2023/2024 annual review of the Delegation of Authority Register be adopted.

DISCLOSURE OF ANY INTEREST

Nil by author or responsible officer.

BACKGROUND

Delegations provide an appropriate level of authority to the CEO and committees to undertake effective and timely day to day statutory functions and to allow Council to focus on strategic planning, decision making and community leadership. Effective delegations promote accountability and facilitate efficient service delivery to the community.

The current Delegation of Authority Register, located on the official Shire website, used model delegations produced by the Western Australia Local Government Association (WALGA).

Council last reviewed its delegations at the Ordinary Meeting of Council held on 29 June 2023 (Resolution No. 69/23). Delegation details must be recorded in a register, which is available for inspection by the public.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* regulates the ability of a local government to delegate the exercise of its powers or discharge its duties under the Act.

Local Government Act 1995 s5.16 Delegation of some powers and duties to certain committees
A local government may delegate to a committee any of its powers and duties. Delegations are to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government Act 1995 s5.17 Limits on delegation of powers and duties to certain committees
A local government can delegate to a committee comprising council members only, any of the council's power or duties except any power or duty that requires a decision of an absolute

majority or a 75% majority of the local government and any other power or duty that is prescribed.

Local Government Act 1995 s5.18 Register of delegations to committees
A local government is to keep a register of the delegations made to committees and review the delegations at least once every financial year.

Local Government Act 1995 s5.42. Delegation of some powers and duties to CEO
A local government may delegate to the CEO (absolute majority required) the exercise of any of its powers or the discharge of any of its duties under (subject to limitations). Delegations are to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government Act 1995 s. 5.43. Limits on delegations to CEO
There are a range of activities that the Shire cannot delegate to a CEO, like; any power or duty that requires a decision of an absolute majority of the Council; appointing an auditor; or borrowing money on behalf of the Shire.

Local Government Act 1995 s. 5.44. CEO may delegate powers and duties to other employees
A CEO may delegate to any employee of the Shire, any of the CEO's delegations (other than the power of delegation).

Local Government Act s.5.45 Other matters relevant to delegations under this Division
A delegation made under this division has effect for the period of time specified in the delegation and where no period has been specified, indefinitely. Any decision to amend or revoke a delegation by a local government is to be by an absolute majority. A local government can perform any of its functions by acting through a person other than the CEO or a CEO performing any of his or her functions by acting through another person.

Local Government Act 1995 s. 5.46. Register of, and records relevant to, delegations to CEO and employees
A register of the delegations made is to be kept, as are records of the exercise of those delegations, and at least once every financial year, delegations are to be reviewed by the delegator.

Local Government Act 1995 s.9.4 Advice of objection and review rights
Any decision which has the effect of granting, renewing, varying or cancelling a permission or authorisation under the Local Government Act or a Local Law is a decision is 'quasi-judicial' and subject to objection and appeal rights (and can be referred to the State Administration Tribunal).

Local Government (Administration) Regulations 1996 - Regulation 19 Delegates to keep certain records (Act s.5.46(3))
Where a power or duty has been delegated under the Act, the person whom the power or duty has been delegated is to keep a written record of how and when the power was exercised and the persons or classes of persons, other than council, committee members or employees who were directly affected by the exercise of the power.

Other Legislation

A number of other acts also provide capacity to delegate specific functions to either the Chief Executive Officer, or directly to an alternative officer, or another person like:

Building Act 2011;
Bush Fires Act 1954;
Cat Act 2011;
Dog Act 1976;
Food Act 2008;
Planning & Development Act 2005;
Graffiti Vandalism Act 2016;
Public Health Act 2016;
Planning and Development Act 2005;
Environment Protection Act 1986;
Main Roads Act 1930; and
Road Traffic (Vehicles) Act 2012.

POLICY IMPLICATIONS

A number of delegations are subject to compliance with Council's policy on the matter. Changes to either can require complementary modifications to occur.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Not completing the review prior to 30 June annually results in the non-compliance on the Annual Compliance Return.	Unlikely	Moderate	Medium	Ensure that the annual review is undertaken and considered by Council.

CONSULTATION

Executive Team

No community consultation is required.

COMMENT

This review needs to be completed prior to 30 June 2024 to ensure that a non-compliance is avoided.

A register of delegations of authority is essential in order to inform the public of the activities, functions, powers and duties of the local government as well as meeting the requirements of section 5.46 of the Act.

Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership, with the organisation focussing on the day-to-day operations of the Shire. The use of delegated authority means the large volume of routine work of a local government can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

The annual review process does not preclude the Council from granting new delegations to the CEO if and when required, nor for it to review existing delegations at any time during the course of the financial year.

The recent amendment to the *Local Government Act* has been reviewed. At this point the reforms are not expected to require any changes to the current delegations. The supporting regulations will need to be reviewed when they are released and should any changes be required these will be brought back to Council for adoption.

Since the last review in June 2023 the following amendments have been made:

Reviewed by	Date Approved	References
Council	12 October 2023	Version 2. Amendments to delegation 1.1.35. OCM Agenda Item No. 12.2, Resolution No. 110/23.
A/Chief Executive Officer	13 October 2023	Version 2. The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, Acting Director of Corporate Service and Manager Finance and added the positions of Deputy Chief Executive Officer and Manager Corporate Services to relevant delegations. Added in the signed Instrument of Authorisation to delegation 10.3.2 Traffic Management – Road Works. Record No. N20600.
A/Chief Executive Officer	18 October 2023	Version 2. The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2. Record No. N20604.

Proposed minor changes have been highlighted in the attached document. Minor changes to note are that there have been a number of changes to staff position titles due to an organisational restructure.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Review Shire of Derby / West Kimberley Delegation Review 2023/24

RECOMMENDATION

That Council by ABSOLUTE MAJORITY:

1. Adopts the attached Shire of Derby/West Kimberley Delegated Authority Register 2023/2024 and directs the CEO to publish on the Shire's website; and

2. Notes that the next annual review of the Shire's delegations will be reported to Council by 30 June 2025.

Shire of Derby / West Kimberley

Delegated Authority Register 2023/2024

Version 1.0

Review

www.sdwk.wa.gov.au

REVIEW

Reviewed by	Date Approved	References
Council	Xxx April 2024	OCM Agenda Item No. xx, Resolution No. xx/24.

Review

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INTRODUCTION

Introduction

The purpose of delegations is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus.

The Delegation Register describes the function being delegated, and details the head of power for each delegation, including legislation and Council policies, to enable cross-referencing. The Register will be reviewed on an annual basis in accordance with the *Local Government Act 1995*. The coordination of the review will be performed by the Chief Executive Officer. All Managers will provide a report to the CEO before 30 April each year with recommendations for any delegation changes. Unless deemed urgent, changes to the register will only occur at the annual review.

Where listed, some of these functions are sub-delegated by the Chief Executive Officer to Shire employees.

Apart from the *Local Government Act 1995*, regulations and the Shire of Derby West/Kimberley local laws created under the Act, a number of other pieces of legislation also provide for the delegation of authority by the Council.

Background to Delegations and Authorisations

Delegations and authorisations are the means by which decision making bodies can access the power to undertake certain statutory functions.

A delegation is the conferral of the ability to exercise a power or duty under legislation to a person or committee from a local authority that is vested with the responsibility to exercise that power or duty.

An authorisation is the designation of an officer as a person that is capable of exercising a statutory power or duty.

When a person exercises delegated authority they do so "on behalf" of the delegator and in doing so the person exercising delegated authority makes the decision "on behalf" of the delegator.

An authorised person exercises a statutory function in their own right.

The Western Australian local government statutory regime also provides for the Council and CEO to "act through" other officers to achieve statutory functions. "Acting through" in this manner is not the exercise of delegated authority or an authorised power and must be handled differently.

The Department of Local Government and Communities provides a guideline on delegation to local governments in Western Australia. (Local Government Guideline No. 17 – Delegations).

The Concept of "Acting Through"

(Extract from Local Government Guideline No. 17 – Delegations)

In addition to covering delegations, the Local Government Act 1995 introduces the concept of "acting through". Section 5.45 of the Act states that in relation to delegations, nothing prevents a "local government from performing any of its functions by acting through a person other than the CEO" or "a CEO from performing any of his or her functions by acting through another person".

The Act does not specifically define the meaning of the term "acting through". However, the key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right. The principle issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority."

Determining What Should be Delegated

(Extracts from Local Government Guideline No. 17 – Delegations)

A decision to delegate a power or duty should be made by local governments only after thorough consideration of whether the delegation will facilitate the effective operation of the local government. This will therefore depend on the particular circumstances of each local government.

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented.

Standard Conditions of Delegations

All delegations are subject to the following Standard Conditions:

1. In exercising delegation any and all Officers or Committees to whom authority has been delegated shall comply with any and all laws and regulations in force in Western Australia; and the requirements of any and all local laws and policies of the Shire of Derby/West Kimberley.

2. In exercising delegation any and all Officers or Committees to whom authority has been delegated shall exercise the delegation in accordance with any budget authority where applicable.

3. Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident.

4. It is a statutory requirement to maintain a record of each decision made under delegated authority. Documents relating to delegated authority decisions shall as a minimum, record:

    a. Date the decision was exercised;
    b. Name of the officer/committee exercising the decision;
    c. Description of how the person exercised the power or discharged the duty, including where appropriate, any directions to staff to carry out work associated with the decision unless those directions are included in policies, corporate guidelines or the delegation register;
    d. Notation of the people or class of people directly affected by the decision (other than Council or committee members or employees of the Shire).

5. The requirements of point 4 shall be incorporated into the Shire record system (Synergy).

6. A person to whom a power is delegated is considered to be a 'designated employee" under s.5.74(b) of the Local Government Act 1995 and is required to complete a Primary Return when commencing in the position and an Annual Return for each financial year thereafter.

Delegation registers are stored on Synergy File 4120.

Review

DELEGATIONS

1.0 LOCAL GOVERNMENT ACT 1995 DELEGATIONS

1.1 Council to CEO and Shire President

Delegation	**1.1.1 Performing Functions Outside the District**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government Act 1995*: s.3.20(1) Performing functions outside district.
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	Chief Executive Officer
Conditions	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegate	Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024

Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.2 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.22(1) Compensation; and s.3.23 Arbitration.
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	Chief Executive Officer
Conditions	a. Delegation is limited to settlements which do not exceed a material value of $2,000. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegate	Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.3 Powers of Entry to Perform Local Government Functions**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.28 When this Subdivision applies; s.3.32 Notice of entry; s.3.33 Entry under warrant; s.3.34 Entry in an emergency; and s.3.36 Opening fences.
Function	1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995:

	s.9.10 Appointment of authorised persons – refer also s.3.32(2)]; Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry; and s.3.34(2) Entry in an emergency – Refer to CEO Delegation. Local Laws: • Local Government Property; and • Activities on Thoroughfares and Trading in Thoroughfares and Public Places.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.4 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.40A(4) Abandoned vehicle wreck may be taken.
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.5 Confiscated or Uncollected Goods (Disposing of) or alternatively, referred for Council decision. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services, Manager Development Services~~ Executive Director Operations and Strategic Development Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Works Supervisor - Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.5 Confiscated or Uncollected Goods (Disposing of)**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.46 Goods May be withheld until costs paid; s.3.47 Confiscated or uncollected goods, disposal of; and s.3.48 Impounding expenses, recovery of.
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services, Manager Development Services~~ Executive Director Operations and Strategic Development Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Works Supervisor - Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation. The delegate that authorised the confiscation must not be party to any disposal determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995: Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.

Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.6 Disposal of Sick or Injured Animals**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.47A Sick or injured animals, disposal of; and s.3.48 Impounding expenses, recovery of.
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services, Manager Development Services~~ Executive Director Operations and Strategic Development Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Works Supervisor - Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation. The delegate that authorised the impounding must not be party to any disposal determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.7 Close Thoroughfares to Vehicles/Extra Mass Permits**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.50 Closing certain thoroughfares to vehicles; s.3.50A Partial closure of thoroughfare for repairs or maintenance; and s.3.51 Affected owners to be notified of certain proposals.
Function	1. Authority to determine (with or without conditions) applications for extra mass permits for roads within the Shire. 2. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding four-weeks [s.3.50(1)]. 3. Authority to determine to close a thoroughfare for a period exceeding four-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 4. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 5. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 6. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Delegates	Chief Executive Officer
Conditions	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only). c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business

Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**1.1.8 Control Reserves and Certain Unvested Facilities**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.53(3) Control of certain unvested facilities; and s.3.54(1) Reserves under control of local government.
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within two or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Derby/West Kimberley that the Shire could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Delegates	Chief Executive Officer
Conditions	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Property Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024

Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added head of power and information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.9 Obstruction of Footpaths and Thoroughfares**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.5(2) Interfering with, or taking from, local government land; r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a); r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b); and r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2).
Function	1. Authority to determine, by written notice served on a person who is carrying out, for example, plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. "Standard Conditions" as outlined in this Register of Delegations.

Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. c. "Standard Conditions" as outlined in this Register of Delegations. When determining to grant permission to obstruct a public footpath or thoroughfare under this Delegated: 1. There is authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 2. There is authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. There is authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)]. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws. Shire Fees and Charges – Bond amount to be charged.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.10 Gates Across Public Thoroughfares**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1).
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added subdelegate and information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.11 Public Thoroughfare – Dangerous Excavations**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6.
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11 (4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.

	When determining to grant permission to for a dangerous excavation under this Delegated: 1. There is authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. There is authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. There is authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws. Shire Fees and Charges – Bond amount to be charged.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.12 Crossing – Construction, Repair and Removal**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2); and r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3).
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12 (1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Refer also Delegation 1.3.1 under the Template Activities in Thoroughfares and Public Places and Trading Local Law. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Revised

Delegation	**1.1.13 Private Works on, over or under Public Places**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer.

	b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws. Shire Fees and Charges – Bond amount to be charged.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**1.1.14 Works Required for Supply of Water**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.20(1) Works required for supply of gas or water — Sch. 9.1 cl. 11.
Function	To carry out works that are necessary for the purpose of providing, maintaining or modifying the supply system [ULP r.20(1)].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Works may only be undertaken where there is an approved budget allocation. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not Applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024

Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) 1996: r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12.
Function	Authority to give notice to a land owner/occupier if it is considered that clearing the owner/occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services~~ ~~Manager Development Services~~ Executive Director Operations and Strategic Development Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Works Supervisor - Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.16 Expressions of Interest for Goods and Services**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.21 Limiting who can tender, procedure for; and r.23 Rejecting and accepting expressions of interest to be acceptable tenderer.
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Chief Executive Officer
Conditions	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Technical and Development Services Executive Director Operations and Strategic Development
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, added express power to subdelegate information, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.17 Tenders for Goods and Services – Call Tenders**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996: r.11(1), (2) When tenders have to be publicly invited; r.13 Requirements when local government invites tenders though not required to do so; and r.14 Publicly inviting tenders, requirements for.
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Delegates	Chief Executive Officer
Conditions	a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer Director Technical and Development Services Executive Director Operations and Strategic Development

Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F2 Asset Management F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996: r.11(2)(j) Exercising contract extension options; r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders; r.20(1), (2), (3) Variation of requirements before entry into contract; and r.21A Varying a contract for the supply of goods or services.
Function	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine the extent to which each tender satisfies the criteria for deciding which tender to accept. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within six-months of Council accepting a tender, a contract has not been entered into or the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the tenderer chosen by Council is unable or unwilling to form a contract to supply the varied requirement or the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of $100,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	Chief Executive Officer
Conditions	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.

	b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The original tender accepted by Council decision has not been able to be finalised into a contract (with exception of purchases relevant to addressing the impacts of Ex-Tropical Cyclone Ellie, where the CEO may accept original or replacement tenders up to a maximum of $600,000, consistent with Council Policy F1 Procurement of Goods and Services; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers where invited to supply. d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term. f. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Technical and Development Services Executive Director Operations and Strategic Development
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F2 Asset Management F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
30 Mar 2023	Amended Delegation	Amended to include an exception of purchases relevant to addressing impacts of Ex-Tropical Cyclone Ellie.	OCM Agenda Item No. 10.1, Resolution No. 15/23
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.19 Tenders for Goods and Services - Exempt Procurement**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996: r.11(2) When tenders have to be publicly invited (exemptions).
Function	1. Authority to undertake tender exempt procurement, in accordance with policy F1 Procurement of Goods and Services) requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Delegates	Chief Executive Officer
Conditions	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum $value specified for the following categories: Category Maximum Value for individual contracts WALGA Preferred Supplier Program [F&G.r.11(2)(b)] >$250,000 Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)] >$250,000 Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)] >$250,000 Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11 (2)(g)] >$250,000 Goods or services supplied by a person registered on the Aboriginal Business Directory WA or Indigenous Minority Supplier Office Limited (T/as Supply Nation) and where satisfied that the contract represents value for money. [F&G.r.11(2)(h)] >$250,000* *as specified in F&G.r.11(2)(h)(ii) Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)] >$250,000 b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification;

	iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. c. Where the total consideration of a Tender Exempt procurement contract exceeds the $250,000 delegated above, the decision is to be referred to Council. d. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Technical and Development Services Executive Director Operations and Strategic Development
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to function, subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.20 Application of Regional Price Preference Policy**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Functions and General) Regulations 1996: r.24G Adopted regional price preference policy, effect of.
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Technical and Development Services Executive Director Operations and Strategic Development
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.21 Payments from the Municipal or Trust Funds**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Financial Management) Regulations1996: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making.
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	Chief Executive Officer
Conditions	a. Authority to make payments is subject to annual budget limitations. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Chief Executive Officer Director Technical and Development Services Executive Director Operations and Strategic Development Manager Corporate Services
Subdelegate conditions	1. Delegates must comply with the procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval. 4. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995. Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996. Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards. Department of Local Government, Sport and Cultural Industries: Accounting Manual.
Policy	F8 Transaction Cards
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Manager Corporate Services.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.22 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts.
Function	1. Waive a debt which is owed to the Shire [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)].
Delegates	Chief Executive Officer
Conditions	a. Debt to be not more than $1,000. b. All reasonable measures must have first been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	1. Debt to be not more than $500. 2. Otherwise as outlined in Council Conditions for this Delegation. 3. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: • 1.1.25 Agreement as to Payment of Rates and Service Charges; • 1.1.27 Recovery of Rates or Service Charges; • 1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent; and • 1.1.29 Recovery of Rates Debts – Actions to Take Possession of the Land.
Policy	F4 Sundry Debtors Collection Policy F5 Outstanding Rates Collection Policy

	F6 Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. File Locations in Synergy: Rates Rebate/deferred 5172; and Accounts receivable 5112.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

REVIEW

Delegation	**1.1.23 Power to Invest and Manage Investments**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.14 Power to invest. Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures for.
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	Chief Executive Officer
Conditions	a. All investment activity must comply with the Financial Management Regulation 19C. b. All investment activity must comply with Council Policy FM8 Investments. c. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. d. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. e. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every three financial years. [Audit r.17]. f. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Manager Corporate Services
Subdelegate conditions	1. A decision to invest must be jointly confirmed by two Delegates. 2. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)).
Policy	F17 Investments

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. File location in Synergy – 5185.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments

Approved	Type	Amendment	References
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Manager Corporate Services.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

REVIEW

Delegation	**1.1.24 Rate Record Amendment**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.39(2)(b) Rate record.
Function	Authority to determine any requirement to amend the rate record for the five year period preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Manager Corporate Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. File Location in Synergy – 5174 and relevant property file.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services, A/Director of Corporate Service and Manager Finance and add in the positions of Deputy Chief Executive Officer and Manager Corporate Services.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.25 Agreement as to Payment of Rates and Service Charges**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.49 Agreement as to payment of rates and service charges.
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegation must comply with Council Policies F5 Outstanding Rates Collection Policy; and F6 Financial Hardship Policy. b. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied (otherwise they must be referred to Council for decision). c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	F4 Sundry Debtors Collection Policy F5 Outstanding Rates Collection Policy F6 Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.

	File Location in Synergy – 5174 and relevant property file.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**1.1.26 Determine Due Date for Rates or Service Charges**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.50 Rates or service charges due and payable.
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.27 Recovery of Rates or Service Charges**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court; and s.6.64(3) Actions to be taken.
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegation must comply with Council Policies F5 Outstanding Rates Collection Policy; and F6 Financial Hardship Policy. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	F4 Sundry Debtors Collection Policy F5 Outstanding Rates Collection Policy F6 Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. File Location in Synergy – Debt Management and Recovery 5128, and relevant property file.

Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

REVIEW

Delegation	**1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.60 Local Government may require lessee to pay rent.
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegation must comply with Council Policies F5 Outstanding Rates Collection Policy; and F6 Financial Hardship Policy. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	F4 Sundry Debtors Collection Policy F5 Outstanding Rates Collection Policy F6 Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.

Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.64(1) Actions to be taken; s,6.69(2) Right to pay rates, service charges and costs, and stay proceedings; s.6.71 Power to transfer land to Crown or local government; and s.6.74 Power to have land re-vested in Crown if rates in arrears 3 years.
Function	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or ii. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within seven days of and prior to the proposed sale [s.6.69(2)].
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegation must comply with Council Policies F5 Outstanding Rates Collection Policy; and F6 Financial Hardship Policy. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three-years attempted to recover the outstanding rates/changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the Local Government Act 1995. d. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions:

	a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Policy	F4 Sundry Debtors Collection Policy F5 Outstanding Rates Collection Policy F6 Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Revised

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.30 Rate Record – Objections**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.76 Grounds of objection.
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	Chief Executive Officer
Conditions	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must not be party to any determination under this Delegation. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.

Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.31 Renewal or Extension of Contracts during a State of Emergency**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996: r.11 When tenders have to be publicly invited; and Tender exemption under subregulation 11(2)(ja).
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within three months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds $250 000, and • contracts formed through a public tender.
Delegates	Chief Executive Officer
Conditions	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Shire; ii. It is in the best interests of the Shire; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is $250,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, or where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the policy F1 Procurement of Goods and Services. e. This authority may only be exercised where the total consideration under the resulting contract is $250,000 or less.

	f. The CEO cannot sub-delegate this authority (excluding for occasions where they are not physically present in the district). g. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Technical and Development Services Executive Director Operations and Strategic Development
Subdelegate conditions	a. Can only be utilised on occasions where the CEO is not physically present in the district. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996. WALGA Subscription Service – Procurement Toolkit.
Policy	F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Revised

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates, policy and added information to statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.32 Procurement of Goods or Services required to address a State of Emergency**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996: r.11 'When tenders have to be publicly invited'; Tender exemption under subregulation 11(2)(aa); and Associated definition under subregulation 11(3).
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value of $250,000 or greater are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]. 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	Chief Executive Officer
Conditions	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with policy F1 Procurement of Goods and Services Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with policy F1 Procurement of Goods and Services Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority. f. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business

Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Deputy Chief Executive Officer/Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Deputy Chief Executive Officer's/Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996. WALGA Subscription Service – Procurement Toolkit.
Policy	F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, policy and added information to subdelegates and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added express power too subdelegate, subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation added in Deputy Chief Executive Officer as subdelegate and subdelegate conditions.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**1.1.33 Applying Common Seal**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s. 5.41 Functions of CEO
Function	The Shire President and Chief Executive Officer are delegated to: (a) Execute documents on behalf of the Shire where there is a requirement for the document to be executed as a deed, pursuant to s.9.49A(5) of the Act; (b) Affix the Common Seal to documents, pursuant to s.9.49A(2) and s.9.49A(3) of the act, and (c) Sign documents on behalf of the Shire for all matters arising under delegated authority (s. 5.42) and s. 9.49A(4) of the Act, and generally as is necessary or appropriate in reasonably carrying out functions under the act or any other written law.
Delegates	Shire President Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Not permitted under the Local Government Act section 9.49A.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Power to Lease pursuant to Section 46 of the Land Administration Act 1997.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to delegate, express power to subdelegate and policy, amended subdelegate conditions.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation and added a section of the Act to function.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.34 Minor Amendments to Policies and Delegations**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s. 2.7(2)(b) Role of council (policies)
Function	To make minor amendments to the Policy Manual and Register of Delegations.
Delegates	Chief Executive Officer
Conditions	Amendments are for the purpose of accuracy and expediency only. Only minor changes are to be made which do not otherwise affect the intent on the policy/ delegation (e.g. due to for example, any changes in officer/representative names/titles, renumbering or reformatting, or similar minor administrative requirements). "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Deputy Chief Executive Officer Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Deputy Chief Executive Officer/Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Deputy Chief Executive Officer's/Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added subdelegate information, amendment to subdelegate conditions and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate, subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation added in Deputy Chief Executive Officer as subdelegate and subdelegate conditions.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.1.35 Submissions, Responses, Approvals and Endorsements**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.2.7(1) Role of Council (function and affairs).
Function	1. To register an interest in any native title claim affecting the Shire, in order for the Shire to have sufficient interest to become a party to the native title application. 2. Responding to the Department of Mines, Industry and Regulation for proposed: a. Exploration Licence pursuant to section 119 of the Mining Act 1978 and b. Mining Licence pursuant to Sections 41,58,70C, 86 and 91 of the Mining Act 1978 and Regulation 64 of the Mining Regulations 1981. 3. Responding to the Department of Planning, Lands and Heritage for proposed: a. Power to Lease pursuant to Section 46 of the Land Administration Act 1997; and b. Licence pursuant to section 91 Land Administration Act 1997. 4. Responding to the Department of Water and Environmental Regulation for proposed Clearing Permit Applications pursuant to section 51E of the Environmental Protection Act 1986. 5. Responding to state government requests for local government feedback under the Liquor Control Act 1988 (e.g. S. 175 restricted area regulations).
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations. In specific regard to Liquor Control Act 1988 submissions: 1. The submission must be consistent the relevant district Liquor Accord, or a relevant district Liquor Accord Advisory Committee's stated Purpose or the Outcomes it is endeavouring to see achieved; and 2. If the CEO is of the view the application is likely to be controversially received by the district's communities, the matter must be referred to Council for its consideration (if response times permit).
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Licence pursuant to section 91 Land Administration Act 1997. Exploration Licence pursuant to section 119 of the Mining Act 1978. Mining Licence pursuant to Sections 41,58,70C, 86 and 91 of the Mining Act 1978 and Regulation 64 of the Mining Regulations 1981 Clearing Permit Applications pursuant to section 51E of the Environmental Protection Act 1986.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added express power to delegate, express power or duty delegated and subdelegate information, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
12 Oct 2023	Amended delegation.	Change of title and addition of Liquor Control Act submissions.	OCM Agenda Item 12.2 Res. No. 110/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure, and reference Liquor Control Act year in conditions,	OCM Agenda Item xx Res. No. xx/24.

1.2 CEO to Employees

Delegation	**1.2.1 Determine if an Emergency (for Emergency Powers of Entry)**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government Act 1995: s.3.34(2) Entry in emergency.
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Property Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a).
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.2: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Director Technical and Development Services Director Strategic Business
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. c. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.1.9 Obstructions of Footpaths and Thoroughfares. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.

Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6.
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.1.11: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Director Technical and Development Services Director Strategic Business
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. c. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.1.11 Public Thoroughfares – Dangerous Excavations. Local Government (Uniform Local Provisions) Regulations 1996. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.

	Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8.
Function	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Director Technical and Development Services Director Strategic Business
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.1.13 Private Works on, over or under Public Places. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.2.5 Appoint Persons (other than employees) to Open Tenders**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Functions and Genera) Regulations 1996: r.16(3) Receiving and opening tenders, procedure for.
Function	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
Delegates	Deputy Chief Executive Officer Director of Strategic Business Director Technical and Development Services
Conditions	To be allocated by the CEO on an "as required" basis. "Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Review

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
11 Mar 2022	Amended delegation	Advice to CEO 21 November 2021 that the sub- delegation should be changed to "All Directors" for flexibility and ease of management. Advice received from Director Strategic Business 11 April 2022 to make the amendment to the Delegation.	Synergy Record No's. N17574 & N17814..
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government Act 1995: s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim; s.4.34 Accuracy of enrolment details to be maintained; s.4.35 Decision that eligibility to enrol under s.4.30 has ended; and s.4.37 New roll for each election. Local Government (Elections) Regulations 1995: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31; and r.13(2) & (4)Register - s.4.32(6).
Function	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Deputy Chief Executive Officer Director Strategic Business
Conditions	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).

	b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Added delegate and delegate conditions.	Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**1.2.7 Destruction of Electoral Papers**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Elections) Regulations 1996: r.82(4) Keeping election papers – s4.84(a).
Function	Authority to, after a period of four-years, destroy the parcels of election papers in the presence of at least two other employees [Elect. r.82(4)].
Delegates	Deputy Chief Executive Officer Director Strategic Business
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Added delegate and delegate conditions.	Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.2.8 Appoint Authorised Persons (Local Government and Various Acts)**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government Act 1995: s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]; and s.9.10 Appointment of authorised persons.
Function	1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: (a) Local Government Act 1995 and its subsidiary legislation, including Local Government (b) Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act; (c) Caravan Parks and Camping Grounds Act 1995; (d) Cat Act 2011; (e) Cemeteries Act 1986; (f) Control of Vehicles (Off-road Areas) Act 1978; (g) Dog Act 1976; (h) Graffiti Vandalism Act 2016 – refer s.15; and (i) any other legislation prescribed for the purposes of s.9.10 of the Local Government Act 1995. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the Local Government Act 1995, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004.
Delegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. c. "Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Laws: • Cemeteries;

	• Dogs; • Extractive Industries; • Local Government Property; and • Activities on Thoroughfares and Trading in Thoroughfares and Public Places; and • Parking.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to function, delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure and add in parking to statutory framework.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**1.2.9 Information to be Available to the Public**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government Act 1995: s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information. Local Government (Administration) Regulations 1996: r.29(2) & (3) Information to be available for public inspection (Acts s.5.94); and r.29B Copies of certain information not to be provided (Act s.5.96).
Function	1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Delegates	Deputy Chief Executive Officer Director Strategic Business
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

REVIEW

Delegation	**1.2.10 Financial Management Systems and Procedures**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Financial Management) Regulations 1996: r.5 CEO's Duties as to financial management.
Function	Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Shire; ii. Safe custody and security of money collected or held by the Shire; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority1 .1.21 Payments from the Municipal or Trust Funds; and vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Deputy Chief Executive Officer Director Strategic Business
Conditions	a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each three financial years. [Audit r.17]. c. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995. Local Government (Financial Management) Regulations 1996. Local Government (Audit) Regulations 1996. Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards.
Policy	F1 Procurement of Goods and Services F2 Asset Management F3 Significant Account Policies F8 Transaction Cards F11 Budget Issues F13 Reserve Accounts F14 Loan Borrowings F16 Cash Flow Management F17 Investments PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Rev

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Rev 1

Delegation	**1.2.11 Audit – CEO Review of Systems and Procedures**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Audit) Regulations 1996: r.17 CEO to review certain systems and procedures.
Function	Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to: i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
Delegates	Deputy Chief Executive Officer Director Strategic Business
Conditions	a. Each matter is to be reviewed at least once within every three financial years, with a report on each matter to be provided to the Audit Committee that details the findings, including any identified deficiencies, and actions required. b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996.
Policy	PC1 Risk and Opportunity Management Policy All other Shire policies relevant to the area of the review being undertaken.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added delegate and delegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Rev 1

Delegation	**1.2.12 Infringement Notices (Local Government and Various Acts)**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted; s.9.19 Extension of Time; and s.9.20 Withdrawal of Notice. Building Regulations 2012: r.70(1A), (1), (2) Approved officers and authorised officers.
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	a. A delegate who participated in a decision to issue an infringement notice, must not determine any matter related to that infringement notice under this Delegation. b. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices: i. Deputy Chief Executive Officer; ii. ~~Director – Technical & Development Services,~~ Executive Director Operations and Strategic Development. NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by the delegate under delegation 2.1.10. c. "Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and conditions, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Ap 2024	Amended delegation	Review of delegation and amendments to delegates and conditions to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

1.3 Local Law Delegations to CEO

Delegation	**1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Activities in Thoroughfares and Public Places and Trading Local Law: cl.2.5(2) Removal of redundant crossing; cl.2.6 Interpretation – "acceptable material"; cl.2.11 Notice to owner or occupier; cl.2.15 Assignment of numbers; cl.2.17(1) Signs; cl.6.18 Obligations of permit holder (Outdoor Eating Facility); cl.7.1 Application for Permit; cl.7.2 Decision on application for permit; cl.7.3 Conditions which may be imposed on a permit; cl.7.5 Compliance with and variation of conditions; cl.7.7 Renewal of permit; cl.7.8 Transfer of permit; cl.7.10 Cancellation of permit; cl.9.1 Notice to redirect or repair sprinkler; cl.9.2 Hazardous plants; cl.9.3 Notice to repair damage to thoroughfare; cl.9.4 Notice to remove thing unlawfully placed on thoroughfare; and cl.10.2 Local government may undertake requirements of notice
Function	1. General Activity Control 1A. Authority, limit to permits subject of this delegation, to: a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; and e. determine the form of the permit [cl.7.2(2)]. 1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to: a. Temporary vehicle crossing [cl.2.4(1)] b. Any activity described as requiring a permit under cl.2.2(1); i. dig or otherwise create a trench through or under a kerb or footpath; ii. throw, place or deposit anything on a verge;

	iii. cause any obstruction to a vehicle or person using a thoroughfare; iv. cause any obstruction to a water channel; v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare; vi. damage a thoroughfare; vii. light any fire or burn anything on a thoroughfare; viii. fell any tree onto a thoroughfare; ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare; x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare; xi. use or do anything so as to create a nuisance; xii. place or cause to be placed in on a thoroughfare a bulk rubbish container; and xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare; c. Drive or take a vehicle on a closed thoroughfare [cl.2.19]; d. Erect or place an advertising or directional sign [cl.3.2]; e. Use of portable signs [cl.3.4]; f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5]; and g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)]. 1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)]. 2. Use of Public Places 2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)]. 3. Crossings 3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)]. 4. Thoroughfares and Verges 4A. Authority to determine and maintain the list of "acceptable materials"' which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6]. 4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11]. 4C. Authority to assign a number to a lot and to assign another number to the lot instead of that

	previously assigned [cl.2.15]. 4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to: a. Alter the direction of a sprinkler or other watering equipment [cl.9.1]; and b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2]; 4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to: Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3]; and Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4]. 4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. A register of all special environmental areas must be maintained under cl.5.8 of the Activities in Thoroughfares and Public Places and Trading Local Law. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer CEO Delegations 1.1.11 and 1.1.13. Crossing permits are approved under Regulations 12 and 13 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer Delegation 1.1.12 Crossings – Construction, Repair and Removal. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	H1 Traders and Stall Holders' Permits
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy and subdelegates.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Activities in Thoroughfares and Public Places and Trading Local Law: cl.6.6 Conditions of Permit (Stallholders and Traders); cl.6.18 Obligations of permit holder (Outdoor Eating Facility); cl.7.1 Application for Permit; cl.7.2 Decision on application for permit; cl.7.3 Conditions which may be imposed on a permit; cl.7.5 Compliance with and variation of conditions; cl.7.7 Renewal of permit; cl.7.8 Transfer of permit; and cl.7.10 Cancellation of permit.
Function	1. Permits General 1A. Authority, limited to the permit types listed below, to: a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; and e. determine the form of the permit [cl.7.2(2)]. 2. Stallholder, Trading and Performing 2A. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to: a. Stallholder [cl.6.2]; b. Trader [cl.6.3]; and c. Perform in a public place [cl.6.10]. 2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 2C. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)]. 3. Outdoor Eating Facilities

	3B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16]. 3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 3D. Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Environmental Health Officer Environmental Health Technical Officer
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	H1 Traders and Stall Holders' Permits
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate and delegates, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

1.4 Council to Council Committees

Delegation	**1.4.1 Behaviour Complaints Committee – Authority on Complaints**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s5.16 Delegation of some powers and duties to certain committees
Express power or duty delegated	Local Government (Model Code of Conduct) Regulations 2021: Cl. 12 Dealing with a complaint Cl. 13 Dismissal of a complaint
Function	1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. 2. Where a finding is made that a breach has occurred, authority to: a. take no further action [MCC.cl.12(4(a)]; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Delegates	Shire President Deputy Shire President Councillors
Conditions	a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy, Code of Conduct Behaviour Complaints Management. b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance. **NOTE TO CONDITIONS (C) AND (D):** The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Express power to subdelegate	Not permitted.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.

Statutory framework	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021
Policy	C10 Code of Conduct Behaviour Complaints Management Policy Behaviour Complaints Committee Terms of Reference
Record keeping	All relevant delegation material to be filed in hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 July 2022	New delegation	New delegation in accordance with legislative changes of 3 February 2021, with regards to the Model Code of Conduct (for Council Members, Committee Members and Candidates).	OCM Agenda Item 12.1 Res. No. 93/22
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and added Behaviour Complaints Committee Terms of Reference to Policy.	OCM Agenda Item xx Res. No. xx/24.

Review

2.0 BUILDING ACT 2011 DELEGATIONS
2.1 Council to CEO

Delegation	**2.1.1 Grant a Building Permit**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.18 Further Information; s.20 Grant of building permit; s.22 Further grounds for not granting an application; and s.27(1) and (3) Impose Conditions on Permit. Building Regulations 2012: r.23 Application to extend time during which permit has effect (s.32); r.24 Extension of time during which permit has effect (s.32(3)); and r.26 Approval of new responsible person (s.35(c)).
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]; and ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: s.119 Building and demolition permits – application for review by SAT; s.23 Time for deciding application for building or demolition permit; and s.17 Uncertified application to be considered by building surveyor. Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT. Building Services (Registration Act) 2011 – Section 7. Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2. Building and Construction Industry Training Levy Act 1990. Heritage Act 2018.
Policy	TP5 Transportable/Relocated Dwellings TPG1 Minimum Finished Floor Level of New Buildings in Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	Version 2. The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1, 2.1.3., 9.2.1 and 9.2.2.	Synergy Record No. N20604.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**2.1.2 Demolition Permits**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.18 Further Information; s.21 Grant of demolition permit; s.22 Further grounds for not granting an application; and s.27(1) and (3) Impose Conditions on Permit. Building Regulations 2012: r.23 Application to extend time during which permit has effect (s.32); r.24 Extension of time during which permit has effect (s.32(3)); and r.26 Approval of new responsible person (s.35(c)).
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed or the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]; and ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

	Building Act 2011: s.119 Building and demolition permits – application for review by SAT; and s.23 Time for deciding application for building or demolition permit. Building Services (Complaint Resolution and Administration) Act 2011 -– Part 7, Division 2. Building and Construction Industry Training Levy Act 1990. Heritage Act 2018.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**2.1.3 Occupancy Permits or Building Approval Certificates**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.55 Further information; s.58 Grant of occupancy permit, building approval certificate; s.62(1) and (3) Conditions imposed by permit authority; and s.65(4) Extension of period of duration. Building Regulations 2012: r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65).
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: s.59 time for granting occupancy permit or building approval certificate; s.60 Notice of decision not to grant occupancy permit or grant building approval certificate; and s.121 Occupancy permits and building approval certificates – application for review by SAT Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2. Building and Construction Industry Training Levy Act 1990. Heritage Act 2018.

Policy	TP5 Transportable/Relocated Dwellings TPG1 Minimum Finished Floor Level of New Buildings in Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1 and 2.1.3. 9.2.1 and 9.2.2.	Synergy Record No. N20604.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**2.1.4 Designate Employees as Authorised Persons (Building)**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.96(3) authorised persons; and s.99(3) Limitation on powers of authorised person.
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.
Delegates	Chief Executive Officer
Conditions	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: • s.97 each designated authorised person must have an identity card. • r.5A Authorised persons (s.3) – definition.

Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments

Approved	Type	Amendment	References
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**2.1.5 Building Orders**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.110(1) A permit authority may make a building order; s.111(1) Notice of proposed building order other than building order (emergency); s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect; s.118(2) and (3) Permit authority may give effect to building order if non-compliance; and s.133(1) A permit authority may commence a prosecution for an offence against this Act.
Function	1. Authority to make Building Orders in relation to: a. Building work; b. Demolition work; and c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the Building Act 2011.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	~~Manager Development Services~~ Manager Community Environments (but not including Functions 5, court action, and 6, to initiate a prosecution).

	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: s.111 Notice of proposed building order other than building order (emergency); s.112 Content of building order; s.113 Limitation on effect of building order; s.114 Service of building order; and Part 9 Review - s.122 Building orders – application for review by SAT.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate conditions and added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates and subdelegate conditions to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**2.1.6 Inspection and Copies of Building Records**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.131(2) Inspection, copies of building records.
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011 - s.146 Confidentiality.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**2.1.7 Referrals and Issuing Certificates (Building)**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.145A Local Government functions.
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: s.61 Form and content of occupancy, permit, building approval certificate s.62 Conditions imposed by permit authority s.63 To whom form of permit, modification, certificate issued.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**2.1.8 Private Pool Barrier – Alternative and Performance Solutions**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Regulations 2012: r.51 Approvals by permit authority.
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51 (3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Regulations 2012: r.51 Approvals by permit authority.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**2.1.9 Smoke Alarms – Alternative Solutions**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Regulations 2012: r.55 Terms Used (alternative building solution approval); and r.61 Local Government approval of battery powered smoke alarms.
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Regulations 2012: r.51 Approvals by permit authority. r.55 Terms Used (alternative building solution approval); and r.61 Local Government approval of battery powered smoke alarms.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework, record keeping and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**2.1.10 Appointment of Approved Officers and Authorised Officers (Building)**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Regulations 2012: r.70 Approved officers and authorised officers.
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers";. 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO).
Subdelegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Regulations 2012: r. 70(3) each authorised officer must be issued a certificate of appointment.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation and amendment to subdelegates.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure and to include the Deputy Chief Executive Officer as per conditions of delegation 1.2.12.	OCM Agenda Item xx Res. No. xx/24.

Review

3.0 BUSH FIRE ACT 1954 DELEGATIONS
3.1 Council to CEO, Employees, Shire President and Bush Fire Control Officer

Delegation	**3.1.1 Make Request to FES Commissioner – Control of Fire**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.13(4) Duties and powers of bush fire liaison officers.
Function	Authority to request on behalf of the Shire that the Fire and Emergency Services Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13 (4)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	As outlined in Council Conditions for this Delegation.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.2 Prohibited Burning Times - Vary**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government; and s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8)).
Express power or duty delegated	Bush Fires Act 1954: s.17(7) Prohibited burning times may be declared by Minister Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.; r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times; and r.39B Crop dusters etc., use of in restricted or prohibited burning times.
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	a. Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.3 Prohibited Burning Times – Control Activities**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions; and s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land. Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.; r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times; and r.39B Crop dusters etc., use of in restricted or prohibited burning times.
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

	Bush Fire Brigades Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.4 Restricted Burning Times – Vary and Control Activities**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.18(5), (11) Restricted burning times may be declared by FES Commissioner; s.22(6) and (7) Burning on exempt land and land adjoining exempt land; s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions; and s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land. Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.; r.15C Local Government may prohibit burning on certain days; r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times; and r.39B Crop dusters etc., use of in restricted or prohibited burning times.
Function	1. Authority, where seasonal conditions warrant it and after consultation (if required) with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. 2. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 3. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 4. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 5. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 6. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 7. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 8. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 9. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3).

	10. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	NIL. – Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**3.1.5 Control of Operations Likely to Create Bush Fire Danger**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.27D Requirements for carriage and deposit of incendiary material Bush Fires Regulations 1954; r.39C Welding and cutting apparatus, use of in open air; r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc.; r.39D Explosives, use of; and r.39E Fireworks, use of.
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]; b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]; c. a person using explosives [r.39D(2)]; and d. a person using fireworks [r.39E(3); 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No.69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.6 Burning Garden Refuse/Open Air Fires**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.24F Burning garden refuse during limited burning times; s.24G Minister or local government may further restrict burning of garden refuse; s.25 No fire to be lit in open air unless certain precautions taken; and s.25A Power of Minister to exempt from provisions of section 25. Bush Fires Regulations 1954: r.27(3) Permit, issue of.
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]: a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27 (3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]; and b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.

Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.7 Firebreaks**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.33 Local government may require occupier of land to plough or clear fire-breaks.
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: a. clearing of firebreaks as determined necessary and specified in the notice; b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]: a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.38 Local Government may appoint bush fire control officer.
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)]. 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]: a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Preview

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.9 Control and Extinguishment of Bush Fires**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.46 Bush fire control officer or forest officer may postpone lighting fire.
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]: a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.58 General penalty and recovery of expenses incurred.
Function	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**3.1.11 Prosecution of Offences (Bush Fires)**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.59 Prosecution of offences; and s.59A Alternative procedure – infringement notices.
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)]. 3. Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	"Standard Conditions" as outlined in this Register of Delegations
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fires Act 1954: s.65 Proof of certain matters; and s.66 Proof of ownership or occupancy. Bush Fire Brigades Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

4.0 CAT ACT 2011 DELEGATIONS
4.1 Council to CEO

Delegation	**4.1.1 Cat Registrations**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Act 2011: s.9 Registration; s.10 Cancellation of registration; s.11 Registration numbers, certificates and tags. s.12 Keep an accurate up to date register of cats registered, and s.13 Notify the owner of cat outcome of a decision. Cat Regulations 2012: Schedule 3, cl.1(4) Fees Payable .
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9 (1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)].
Delegates	Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	Deputy Chief Executive Officer Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing Manager Administration Senior Customer Services Officer ~~Customer Service Officer~~ Customer Service and Administration Officer Recovery and Fitzroy Crossing Senior Operations Manager

	Senior Customer Service and Tourism Officer ~~FX Senior Customer Services Officer~~ Customer Service and Tourism Officer
Subdelegate conditions	As outlined in Council Conditions for this Delegation. Only ~~Director – Corporate & Community Services or A/Director – Corporate Services~~ Deputy Chief Executive Officer to have authority for Function #5 above (vis. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)]).
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration; r.12 Period of registration (s.9(7)); r.11 Changes in registration; r.14 Registration certificate (s.11(1)(b)); and r.15 Registration tags (s.76(2)). Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Rev

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to express power or duty delegated, subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation, amendments to subdelegates – adding Senior Customer Service and Tourism Officer (will eventually replace FX Senior Customer Services Officer), Customer Service and Administration Officer and deleting out Team Leader Customer Service.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates and subdelegate conditions to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

REVIEW

Delegation	**4.1.2 Cat Control Notices**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Act 2011: s.26 Cat control notice may be given to cat owner.
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**4.1.3 Approval to Breed Cats**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Act 2011: s.37 Approval to breed cats; s.38 Cancellation of approval to breed cats; and s.39 Certificate to be given to approved cat breeder.
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)); r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)); r.23 Person who not be refused approval to breed cats (s.37(5)); r.24 Duration of approval to breed cats (s.37(6)); and r.25 Certificate given to approved cat breeder (s.39(1)).
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024

Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**4.1.4 Recovery of Costs – Destruction of Cats**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Act 2011: s.49(3) Authorised person may cause cat to be destroyed.
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Act 2011: s.49(3) Authorised person may cause cat to be destroyed.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**4.1.5 Applications to Keep Additional Cats**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat (Uniform Local Provisions) Regulations 2013: r.8 Application to keep additional number of cats; and r.9 Grant of approval to keep additional number of cats.
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8 (4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the Cat (Uniform Local Provisions) Regulations 2013. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat (Uniform Local Provisions) Regulations 2013: r.8 Application to keep additional number of cats; and r.9 Grant of approval to keep additional number of cats.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024

Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**4.1.6 Reduce or Waiver a Cat Registration Fee**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Regulations 2012: Schedule 3 Fees clause 1(4).
Function	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer
Conditions	a. This delegation does not provide authority to determine to reduce or waiver the fees payable in regard to any "class of cat" within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: Schedule 3 Fees clause 1(4).
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

4.2 CEO to Employees

Delegation	**4.2.1 Infringement Notices – Extensions and Withdrawals**
Head of power	Cat Act 2011
Delegator	Chief Executive Officer
Express power to delegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Express power or duty delegated	Cat Act 2011: s.64 Extension of time; and s.65 Withdrawal of notice.
Function	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.28 Withdrawal of infringement notice (s.65(1)).
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

5.0 DOG ACT 1976 DELEGATIONS
5.1 Council to CEO

Delegation	**5.1.1 Part Payment of Dog Sterilisation Costs/Directions to Veterinary Surgeons**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.10A Payments to veterinary surgeons towards costs of sterilisation.
Function	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of $50 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Subdelegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, added information to express power to subdelegate, subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**5.1.2 Refuse or Cancel Registration of a Dog**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.15(2) and (4A) Registration periods and fees; s.16 Registration procedure; s.17A(2)(6) If no application for registration made; and s.17(4) and (6) Refusal or cancellation of registration.
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past three-years in respect of two or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; or iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant/owner has not applied to the State Administration Tribunal for the decision to be reviewed [s.17(4)]: i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Subdelegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~

	Ranger Works Supervisor – Fitzroy Crossing Manager Administration Senior Customer Services Officer ~~Customer Service Officer~~ Customer Service and Administration Officer Recovery and Fitzroy Crossing Senior Operations Manager ~~FX Senior Customer Services Officer~~ Senior Customer Service and Tourism Officer Customer Service and Tourism Officer
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Dog Act 1976: s.17A If no application for registration made – procedure for giving notice of decision under s.16(3). Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6). Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Review

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, amendment to express duty or power delegated, conditions, added information to express power to subdelegate, subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation, amendments to subdelegates – adding Senior Customer Service and Tourism Officer (will eventually replace FX Senior Customer Services Officer), Customer Service and Administration Officer and deleting out Team Leader Customer Service.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**5.1.3 Dog Kennel Establishments**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.27 Licensing of approved kennel establishments.
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	Chief Executive Officer
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Derby/West Kimberley Dogs Local Law. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**5.1.4 Recovery of Moneys Due Under the Dog Act**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.29(5) Power to seize dogs.
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense; s.33M Local government expenses to be recoverable; s.47 Veterinary service expenses recoverable from local government; and r.31 Local government expenses as to dangerous dogs (declared). Dogs Local Laws.
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

REVIEW

Delegation	**5.1.5 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.29(11) Power to seize dogs.
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	Chief Executive Officer
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Dogs Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and policy, added information to express power to subdelegate, subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**5.1.6 Declare a Dog Dangerous**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.33E(1) Individual dog may be declared to be dangerous dog (declared).
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance Ranger Coordinator Senior Ranger ~~Senior Ranger (Temp)~~ Ranger Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and policy, added information to express power to subdelegate, subdelegates, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.33F(6) Owners to be notified of making of declaration; s.33G(4) Seizure and destruction; and s.33H(1) and (2) Local government may revoke declaration or proposal to destroy.
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance
Subdelegate conditions	As outlined in Council Conditions for this Delegation. The same person/position delegated/authorised to exercise s.33E powers enabling the declaration of a dangerous dog should not deal with the objection relative to that dog.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	Not applicable.

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.33H(5) Local government may revoke declaration or proposal to destroy.
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation).
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. The delegate that authorised the notice must not be party to any dismissal/upholding determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and express power to subdelegate, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.33M(1)(a) Local Government expenses to be recoverable.
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Deputy Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and express power to subdelegate, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to delete the positions of Director Corporate and Community Services and A/Director of Corporate Service and add in the position of Deputy Chief Executive Officer.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

6.0 FOOD ACT 2008 DELEGATIONS
6.1 Council to CEO and Employees

Delegation	**6.1.1 Determine Compensation**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.56(2) Compensation to be paid in certain circumstances; and s.70(2) and (3) Compensation.
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $500. Compensation requests above this value are to be reported to Council. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024

Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**6.1.2 Prohibition Orders (Food Act)**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.65(1) Prohibition orders; s.66 Certificate of clearance to be given in certain circumstances; and s.67(4) Request for re-inspection.
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67 (4)].
Delegates	~~Manager Development Services~~ Manager Community Environments Environmental Health Officer Environmental Health Technical Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**6.1.3 Food Business Registrations**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.110(1) and (5) Registration of food business; and s.112 Variation of conditions or cancellation of registration of food businesses.
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments Environmental Health Officer Environmental Health Technical Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; • WA Priority Classification System; and • Verification of Food Safety Program Guideline. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.122(1) Appointment of authorised officers; and s.126(6), (7) and (13) Infringement Officers.
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7).
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors; • Appointment of Authorised Officers; • Appointment of Authorised Officers – Designated Officers only; and • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Food Act 2008: s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers . s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed.

Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**6.1.5 Debt Recovery and Prosecutions (Food Act)**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.54 Cost of destruction or disposal of forfeited item; and s.125 Institution of proceedings.
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3). 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Delegates	Chief Executive Officer ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments Environmental Health Officer Environmental Health Technical Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Food Act 2008: s.54 Cost of destruction or disposal of forfeited item; and s.125 Institution of proceedings.
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to delegates and policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**6.1.6 Abattoir Inspections and Fees**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Regulations 2009: r.43 Local government may require security; and r.45 Withdrawal of inspection services.
Function	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Food Regulations 2009: r.43 Local government may require security; and r.45 Withdrawal of inspection services.
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**6.1.7 Food Businesses List – Public Access**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Regulations 2009: r.51 Enforcement agency may make list of food.
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments Environmental Health Officer Environmental Health Technical Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Food Regulations 2009: r.51 Enforcement agency may make list of food.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to express power to duty to delegate, delegates, and policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

7.0 GRAFFITI VANDALISM ACT 2016 DELEGATIONS
7.1 Council to CEO

Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.18(2) Notice requiring removal of graffiti; and s.19(3) & (4) Additional powers when notice is given.
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.22(3) Objection may be lodged; and s.24(1)(b) & (3) Suspension of effect of notice.
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	Chief Executive Officer
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. b. The delegate that authorised the notice must not make the objection/appeal determination under this Delegation.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.25(1) Local government graffiti powers on land not local government property.
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	Chief Executive Officer
Conditions	a. Subject to exercising Powers of Entry. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Graffiti Vandalism Act 2016: s.25(1) Local government graffiti powers on land not local government property.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added subdelegate and subdelegate conditions. The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate.	Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**7.1.4 Powers of Entry (Graffiti Vandalism Act)**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.28 Notice of entry; and s.29 Entry under warrant.
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Wellbeing, Safety and Compliance
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Graffiti Vandalism Act 2016: s.28 Notice of entry; and s.29 Entry under warrant.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

8.0 PUBLIC HEALTH ACT 2016 DELEGATIONS
8.1 Council to CEO and Employees

Delegation	**8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Health (Asbestos) Regulations 1992: r.15D(7) Infringement Notices.
Express power or duty delegated	Health (Asbestos) Regulations 1992: r.15D(5) Infringement Notices.
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 [r.15D(5)].
Delegates	Chief Executive Officer
Conditions	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)]. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Health (Asbestos) Regulations 1992 do not provide a power to sub-delegate.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Criminal Procedure Act 2004 – Part 2. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**8.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Chief Executive Officer Environmental Health Officer Environmental Health Technical Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Nil. – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**8.1.3 Designate Authorised Officers (Health)**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.24(1) and (3) Designation of authorised officers.
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Delegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development
Conditions	a. Subject to each person so appointed being; • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Public Health Act 2016: s.20 Conditions on performance of functions by enforcement agencies; s.25 Certain authorised officers required to have qualifications and experience; s.26 Further provisions relating to designations; s.27 Lists of authorised officers to be maintained;

	s.28 When designation as authorised officer ceases; s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers; s.30 Certificates of authority; s.31 Issuing and production of certificate of authority for purposes of other written laws; s.32 Certificate of authority to be returned; and s.136 Authorised officer to produce evidence of authority. Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016. The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to delegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Delegation	**8.1.4 Determine Compensation for Seized Items (Health)**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate.
Express power or duty delegated	Public Health Act 2016 s.264 Compensation.
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Chief Executive Officer Environmental Health Officer Environmental Health Technical Officer
Conditions	a. Compensation is limited to a maximum value of $500, with any proposal for compensation above this value to be referred for Council's determination. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Public Health Act 2016: s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

9.0 PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS
9.1 Council to CEO

Delegation	**9.1.1 Illegal Development**
Head of power	Planning and Development Act 2005
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Planning and Development Act 2005: Section 214(2), (3) and (5).
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Part 13 of the Planning and Development Act 2005.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024

Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

9.2 Local Planning Scheme - Council to CEO

Delegation	**9.2.1 Town Planning Scheme No's 5, 7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications**
Head of power	Planning and Development Act 2005
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015: Division 2 - Delegations cl. 81 Terms used cl. 82 Delegations by local governments cl. 83 Local government CEO may delegate cl.84 Other matters relevant to delegations under this Division
Function	Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies.
Delegates	Chief Executive Officer
Conditions	Advice to Council through appropriate mechanism. Sub-Delegation Conditions: The ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development is delegated authority, and the ~~Manager Development Services~~ Manager Community Environments is delegated authority (following consultation with the ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development as appropriate), to determine applications for development, recommend to the Western Australian Planning Commission on subdivision applications and exercise other powers of Council under the Town Planning Scheme as follows: 1.0 Subdivision Applications 1.1 Determine responses to the Western Australian Planning Commission (WAPC) in relation to: (i) All strata, survey strata and subdivision applications, including applications involving assessment against the design principles of the Residential Design Codes of Western Australia (R Codes); (ii) Non-residential subdivision applications where: • vacant lots are proposed to be created; and • existing development on the subdivided lots would, if the subdivision was approved, be in compliance with the requirements of the Planning Scheme and Council policy; (iii) Subdivision applications where the application constitutes a minor variation to a plan already approved by the WAPC and in which no additional lots are proposed; and (iv) Amalgamation applications.

	1.2 Issue subdivision clearance certificates where the relevant local government conditions have been satisfied. 2.0 Notification of Planning Applications 2.1 Authorise and determine the method of advertising and the persons notified for an application involving a discretionary ('D' or 'A') use, a use not listed, a non-conforming use which is, or may be required to be advertised, and variations to standards requiring advertising. 2.2 Determine under what circumstances consultation with adjoining owners is required, under 'Part 4 -Consultation' of the R-Codes and administer consultation accordingly. 3.0 Applications for Planning Approval 3.1 Refuse applications not compliant with the Planning Scheme, R-Codes and/or Council policy requiring assessment against the design principles of the R-Codes and/or Council policy. 3.2 Approve applications compliant with the Planning Scheme, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy subject to no objections being received where applications are required to be advertised. 3.3 Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies. 3.4 Approve minor changes to developments involving a non-conforming use where this is considered to not intensify the impact of the use. 3.5 Approve dividing fences requiring planning approval where abutting property owners are in agreement. 3.6 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s): • not being in conflict with any specific direction of Council in relation to the aspects of the proposal the subject of Council consideration; • not increasing the impact of or degree of variation the subject of Council consideration; and • otherwise consistent with relevant provisions. 3.7 Determine responses to the WAPC in regard to development applications which require determination by the WAPC. 3.8 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval. 3.9 Landscaping and preservation of existing vegetation Variations to the minimum areas of landscaping required for commercial and industrial developments where the development proposes an area of landscaping at the street level but falls below 10% of the site area. Requests for the relocation of Boab Trees when it can be demonstrated that retention of the tree in its original location would unduly prejudice the proper and orderly development of a property, on the basis that the tree is to be relocated and it can be demonstrated that the tree can be safely transplanted.

	Requests to remove a Boab Tree where it is clearly demonstrated that the tree is dead or dying or dangerous. 4.0 Retrospective Applications Approve, with or without conditions, applications for unauthorised development compliant with the Planning Scheme, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy. 5.0 Renewal of Planning Approval Approve, with or without conditions, applications for renewal of planning approval, provided such applications are in accordance with the application originally approved by the Council, and the Planning Scheme, R-Codes and/or Council policy and circumstances relating to the site or surrounding the site are unchanged since Council granted approval. Such application must be received within two years of the expiration of the original approval. 6.0 Appeals 6.1 Determine appropriate conditions to be recommended to be applied to applications the subject of a successful appeal to the State Administrative Tribunal (SAT) and enter into Minute of Consent Orders accordingly. 6.2 Agree to modifications to proposals the subject of an Appeal to the SAT where this is consistent with the delegation that would normally be extended to an application and is supported by the delegated officer, and is not directly in conflict with are solution of Council, and enter into Minute of Consent Orders accordingly. 7.0 Compliance Issue formal notices to owners or occupiers of properties to cease unauthorised uses, remove unauthorised structures or comply with conditions of planning approval. 8.0 Reporting A report shall be presented to Council every month outlining the decisions made under delegated authority to approve or refuse applications, in accordance with the terms of this policy. 9.0 Applications may still be referred to Council 9.1 In applying this policy, a conservative approach shall be adopted. 9.2 An application shall be referred to Council for consideration where: - the proposal is not explicitly permitted to be determined under delegated authority under the terms of this policy; - there is any doubt whether a proposal complies with the terms of this policy; - in the opinion of the delegated officer the scale and significance of the proposal is such that it should be considered by Council; - an applicant has specifically requested that the matter be considered by Council; and - the Council has specifically resolved that a particular application shall not be determined under delegated authority.

	10.0 Procedures - Where an applicant or owner of land is aggrieved by a decision of the ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development / ~~Manager Development Services Manager Community Environments~~ under delegated authority where that decision involves the exercise of a discretionary power under the scheme the applicant or the owner may request that Council reconsider the matter. - Where an application has been determined under the above delegation of authority the approval shall contain the following advice: "The above determination has been made by the ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development / ~~Manager Development Services Manager Community Environments~~ under delegated authority in order to expedite the decision making process. If you are aggrieved by the decision, you may request that the matter be reviewed at a Council meeting. Should the applicant/landowner be aggrieved by this decision, or any of the conditions imposed, there is a right of review under the Planning and Development Act 2005. An application for review must be submitted in accordance with Part XIV of the Planning and Development Act 2005 within 28 days of the date of this decision to the State Administrative Tribunal, GPO Box U1991, Perth, WA 6845. Further information regarding this right of review is available on the SAT website www.sat.justice.wa.gov.au or by phoning 1300 306 017." 11.0 Standard Conditions Compliance with "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns and to disclose interests relating to delegated functions (s. 5.71 Employees). Part 13 of the Planning and Development Act 2005. Extractive Industries Local Laws.
Policy	TP5 Transportable/Relocated Dwellings TPG1 Minimum Finished Floor Level of New Buildings in Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, moved designated employers paragraph from express power to delegate to statutory framework, moved council polices from statutory framework to policy and amendment to express power or duty delegated and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director Technical and Development Services and Manager Development Services.	Synergy Record No. N19557.
29 June 2023	Amended delegation	Review of delegation, amendment to delegation title and conditions.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1 and 2.1.3. 9.2.1 and 9.2.2.	Synergy Record No. N20604.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to conditions and subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

REVIEW

Delegation	**9.2.2 Interim Development Order No 9: Determination of Applications**
Head of power	Planning and Development Act 2005
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Planning and Development Act 2005: Section 214(2), (3) and (5).
Function	Determination of development and subdivision applications in accord with the Interim Development Order and Council Policies.
Delegates	Chief Executive Officer
Conditions	Advice to Council through appropriate mechanism. Sub-Delegation Conditions: The ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development is delegated authority, and the ~~Manager Development Services~~ Manager Community Environments is delegated authority (following consultation with the ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development as appropriate), to determine applications for development, recommend to the West Australian Planning Commission on subdivision applications and exercise other powers of Council under Interim Development Order No 9 as follows: 1.0 Subdivision Applications 1.1 Determine responses to the Western Australian Planning Commission (WAPC) in relation to: (i) all strata, survey strata and subdivision applications, including applications involving assessment against the design principles of the Residential Design Codes of Western Australia (R Codes); (ii) non-residential subdivision applications where: • vacant lots are proposed to be created; and • existing development on the subdivided lots would, if the subdivision was approved, be in compliance with the recommendations of the Fitzroy Futures Town Plan and Council policy; (iii) subdivision applications where the application constitutes a minor variation to a plan already approved by the WAPC and in which no additional lots are proposed; and (iii) amalgamation applications. 1.2 Issue subdivision clearance certificates where the relevant local government conditions have been satisfied. 2.0 Notification of Development Applications 2.1 Authorise and determine the method of those applications that due to their scale, nature, type or other aspect should be advertised for public comment. 2.2 Determine under what circumstances consultation with adjoining owners is required, under 'Part 4 – Consultation 'of the R-Codes and administer consultation accordingly.

	3.0 Applications for Development Approval 3.1 Refuse applications that are contrary to the recommendations within with the Fitzroy Futures Town Plan, R-Codes and/or Council policy requiring assessment against the design principles of the R-Codes and/or Council policy. 3.2 Approve applications compliant with the recommendations within the Fitzroy Futures Town Plan, R- Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy subject to no objections being received where applications are required to be advertised. 3.3 Approve construction, extension of any single residential dwelling, grouped dwelling or commercial or industrial building or use that is consistent with an approved Layout Plan. 3.4 Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies. 3.5 Approve minor changes to developments involving a non- conforming use where this is considered to not intensify the impact of the use. 3.6 Approve dividing fences requiring planning approval where abutting property owners are in agreement. 3.7 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s): • not being in conflict with any specific direction of Council in relation to the aspects of the proposal the subject of Council consideration; • not increasing the impact of or degree of variation the subject of Council consideration; and otherwise consistent with relevant provisions. 3.8 Determine responses to the WAPC in regard to development applications which require determination by the WAPC. 3.9 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval. 4.0 Retrospective Applications Approve, with or without conditions, applications for unauthorised development compliant with the Fitzroy Futures Town Plan, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy. 5.0 Renewal of Planning Approval Approve, with or without conditions, applications for renewal of planning approval, provided such applications are in accordance with the application originally approved by the Council, and the Planning Scheme, R-Codes and/or Council policy and circumstances relating to the site or surrounding the site are unchanged since Council granted approval. Such application must be received within two years of the expiration of the original approval. 6.0 Layout Plans Approve minor amendments to Layout Plans for remote Aboriginal settlements where the amendment has been endorsed by the Community Council and the nature of the amendment is of a procedural nature or will not significantly change the nature and purpose of the approved plan.

7.0 Appeals

7.1 Determine appropriate conditions to be recommended to be applied to applications the subject of a successful appeal to the State Administrative Tribunal (SAD and enter into Minute of Consent Orders accordingly.

7.2 Agree to modifications to proposals the subject of an Appeal to the SAT where this is consistent with the delegation that would normally be extended to an application and is supported by the delegated officer, and is not directly in conflict with a resolution of Council, and enter into Minute of Consent Orders accordingly.

8.0 Compliance

Issue formal notices to owners or occupiers of properties to cease unauthorised uses, remove unauthorised structures or comply with conditions of planning approval.

9.0 Reporting

A report shall be presented to Council every month outlining the decisions made under delegated authority to approve or refuse applications, in accordance with the terms of this policy.

10.0 Applications may still be referred to Council

10.1 In applying this policy, a conservative approach shall be adopted.

10.2 An application shall be referred to Council for consideration where:

- the proposal is not explicitly permitted to be determined under delegated authority under the terms of this policy;
- there is any doubt whether a proposal complies with the terms of this policy;
- in the opinion of the delegated officer the scale and significance of the proposal is such that it should be considered by Council;
- an applicant has specifically requested that the matter be considered by Council; and
- the Council has specifically resolved that a particular application shall not be determined under delegated authority.

10.3 In exercising this delegation in the area covered by the Fitzroy Futures Town Plan, the requirements, land uses and provisions of the plan shall be given due regard.

11.0 Procedures

- Where an applicant or owner of land is aggrieved by a decision of the ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development / ~~Manager Development Services~~ Manager Community Environments under delegated authority where that decision involves the exercise of a discretionary power under the scheme the applicant or the owner may request that Council reconsider the matter.

- Where an application has been determined under the above delegation of authority the approval shall contain the following advice notes:

  "The above determination has been made by the ~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development / ~~Manager Development Services~~ Manager Community Environments under delegated authority in order to expedite the decision making process. If you are aggrieved by the decision, you may request that the matter be reviewed at a Council meeting.

	Should the applicant/landowner be aggrieved by this decision, or any of the conditions imposed, there is a right of review under the Planning and Development Act 2005. An application for review must be submitted in accordance with Part XIV of the Planning and Development Act 2005 within 28 days of the date of this decision to the State Administrative Tribunal, GPO Box U1991, Perth, WA 6845. Further information regarding this right of review is available on the SAT website www.sat.justice.wa.gov.au or by phoning 1300 306 017." 12.0 Standard Conditions "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	~~Director Technical and Development Services~~ Executive Director Operations and Strategic Development ~~Manager Development Services~~ Manager Community Environments
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns and to disclose interests relating to delegated functions (s. 5.71 Employees). Local Government Act 1995: sS.42 Delegation of some powers or duties to the Chief Executive Officer sS.43 Limitations on delegations to the Chief Executive Officer; and sS.44 Chief Executive Officer may delegate some powers and duties to other employees. Planning and Development Act 2005. Planning and Development (Local Planning Schemes) Regulations 2015: Division 2 - Delegations clause 81 and 82. Extractive Industries Local Laws.
Policy	TP5 Transportable/Relocated Dwellings TPG1 Minimum Finished Floor Level of New Buildings in Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director Technical and Development Services and Manager Development Services.	Synergy Record No. N19557.
29 June 2023	Amended delegation	Review of delegation, and amendment to conditions.	OCM Agenda Item 12.2 Res. No. 69/23.
18 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change the policy reference of TP3/TP7 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin to TPG1 Minimum Floor Level for New Buildings in Fitzroy Crossing and Camballin for delegations 2.1.1 and 2.1.3. 9.2.1 and 9.2.2.	Synergy Record No. N20604.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to conditions and subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

10.0 STATUTORY DELEGATION TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES

10.1 Environmental Protection Act 1986
Department of Water and Environmental Regulation to CEO

Delegation	**10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]**
Head of power	Environmental Protection Act 1986
Delegator	Department of Water and Environmental Regulation
Express power to delegate	19 March 2004 GOVERNMENT GAZETTE, WA 919 **ENVIRONMENT** **EV401** **ENVIRONMENTAL PROTECTION ACT 1986** SECTION 20 Delegation No. 52 Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows— Powers and duties delegated— All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*. Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked. Dated this 9th day of January 2004. Approved— FERDINAND TROMP, A/Chief Executive Officer. Dr JUDY EDWARDS MLA, Minister for the Environment.
Express power or duty delegated	Environmental Protection Act 1986: s.65 Environmental protection notices, issue and effect of
Function	Issue and effect of environmental protection notices in respect to premises.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Environmental Protection Act 1986: Part VIII - General s.114 Prosecutions, who may institute (4) If the CEO has delegated a power under section 65(1) to a local government or the chief executive officer or an employee of a local government, a prosecution for an offence under section 65(5) in respect of a failure to comply with a requirement contained in an environmental protection notice caused to be served under section 65(1) by that local government, chief executive officer or employee may be instituted by the CEO or the chief executive officer of the local government.
Subdelegates	~~Manager Development Services~~ Manager Community Environments

	Environmental Health Officer Environmental Health Technical Officer
Subdelegate conditions	As outlined in Conditions for this Delegation.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21. Approved by A/Chief Executive Officer of Department of Environment Regulation and Minister for Environment – published 19/3/2004.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	Environmental Protection Act 1986
Delegator	Department of Water and Environmental Regulation
Express power to delegate	6282 GOVERNMENT GAZETTE, WA 20 December 2013 EV402* **ENVIRONMENTAL PROTECTION ACT 1986** DELEGATION NO. 112 I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to— (a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; (b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); (c) community activities—noise control notices in respect of community noise under regulation 16; (d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; (e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; (f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; (g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— (i) Subregulation 18(13)(b) is not delegated. Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked. Dated the 12th day of December 2013. JASON BANKS, Acting Chief Executive Officer. Approved by— JOHN DAY, Acting Minister for Environment; Heritage.
Express power or duty delegated	Environmental Protection (Noise) Regulations 1997: r.14A Waste collection and other works; r.14B Ancillary measures: waste collection and other works; r.15 Bellringing and calls to worship (3)(c)(vi); r.16 Community Noise; Division 3 – Motor sport venues; Division 4 – Shooting venues; r.23 Calibration results to be available (b); and Division 7 – Sporting, cultural and entertainment events. Note: r.18 (13)(b) is not delegated.
Function	Perform functions of Environmental Protection (Noise) Regulations 1997, Part 2 – Allowable noise emissions.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer to whom powers and duties have been delegated in this instrument nominates holders from time to time to exercise those powers and discharge those duties on Chief Executive Officer's behalf and under their authority.
Subdelegates	~~Manager Development Services~~

	Manager Community Environments Environmental Health Officer Environmental Health Technical Officer
Subdelegate conditions	As outlined in Conditions for this Delegation.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21. Approved by Acting Minister for Environment; Heritage – published 20/12/2013.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**10.1.3 Noise Management Plans – Construction Sites**
Head of power	Environmental Protection Act 1986
Delegator	Department of Water and Environmental Regulation
Express power to delegate	1548 GOVERNMENT GAZETTE, WA 16 May 2014 EV405* **ENVIRONMENTAL PROTECTION ACT 1986** DELEGATION NO. 119 I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— (a) Chief Executive Officer under the *Local Government Act 1995;* and (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation. Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked. Dated the 1st day of May 2014. JASON BANKS, Acting Chief Executive Officer. Approved by— Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.
Express power or duty delegated	Environmental Protection (Noise) Regulations 1997: r.13 Construction sites.
Function	Perform functions of Environmental Protection (Noise) Regulations 1997, Part 2 – Allowable noise emissions.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Environmental Protection Act 1986: s.20 Delegation by CEO
Subdelegates	~~Manager Development Services~~ Manager Community Environments Environmental Health Officer Environmental Health Technical Officer
Subdelegate conditions	As outlined in Conditions for this Delegation.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21. Approved by Minister for Environment; Heritage – published 16/5/2014.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22.
19 Aug 2022	Amended delegation	The CEO used delegation 1.1.34 Minor Amendments to Policies and Delegations to change the position tile of Senior Environmental Health Officer to Environmental Health Officer.	Synergy Record No. N18299.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation and amendments to subdelegates to reflect current organisational structure.	OCM Agenda Item xx Res. No. xx/24.

Review

10.2 Planning and Development Act 2005
Department of Planning, Lands and Heritage to CEO

Delegation	**10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner**
Head of power	Planning and Development Act 2005
Delegator	Department; Lands and Heritage
Express power to delegate	DoL FILE 1738/2002v8; 858/2001v9 *PLANNING AND DEVELOPMENT ACT 2005* INSTRUMENT OF AUTHORISATION I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule. Dated the 2nd day of June 2016 HON DONALD TERRENCE REDMAN MLA MINISTER FOR LANDS

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
The power to sign as owner in respect of Crown land that is: • a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or • the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, in respect of development applications being made under or referred to in: (i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act); (ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act); (iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act); (iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act); (v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);	City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton	In accordance with and subject to approved Government Land policies. Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). This signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.
(vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part; (vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).	Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Kalannie Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray	

	Shire of Nannup Shire of Narembeen Shire of Narrogin Town of Narrogin City of Nedlands Shire of Ngaanyatjarraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Quairading Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan Shire of Tammin Shire of Three Springs Shire of Toodyay Shire of Trayning Shire of Upper Gascoyne Town of Victoria Park Shire of Victoria Plains Town of Vincent Shire of Wagin Shire of Wandering City of Wanneroo Shire of Warroona Shire of West Arthur Shire of Westonia Shire of Wickepin Shire of Williams Shire of Wiluna Shire of Wongan-Ballidu Shire of Woodanilling Shire of Wyalkatchem Shire of Wyndham-East Kimberley Shire of Yalgoo Shire of Yilgarn Shire of York HON DONALD TERRENCE REDMAN MLA MINISTER FOR LANDS 2nd day of June 2016
Express power or duty delegated	Planning and Development Act 2005: s.267A Crown and State land, who may sign documents
Function	As outlined in column 1 of the above schedule.
Delegates	Chief Executive Officer
Conditions	As outlined in column 3 of the above schedule and "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire,

	Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21. Approved by Minister for Lands – published 2/6/2014.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Western Australian Planning Commission to CEO

Delegation	**10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)**
Head of power	Planning and Development Act 2005
Delegator	Western Australian Planning Commission
Express power to delegate	S22 GOVERNMENT GAZETTE, WA 27 March 2020 **PL402** **PLANNING AND DEVELOPMENT ACT 2005** INSTRUMENT OF DELEGATION Del 2020/01 Powers of Local Governments Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 15 of the *Strata Titles Act 1985*. **Preamble** Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government. In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires. **Resolution under section 16 of the Act (delegation)** On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED— A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1; B. To declare that this instrument recording its resolution is to take effect upon the proclamation of the *Strata Titles Amendment Act 2018*. SAM FAGAN, Secretary, Western Australian Planning Commission. **Schedule 1** **1. Applications made under section 15 of the *Strata Titles Act 1985*** Power to determine applications for the issuing of a certificate of approval under section 15 of the *Strata Titles Act 1985*, except those applications that— (a) propose the creation of a vacant lot; (b) propose vacant air stratas in multi-tiered strata scheme developments; (c) propose the creation or postponement of a leasehold scheme; (d) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to— i. a type of development; and/or ii. land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. **2. Reporting requirements** A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.
Express power or duty delegated	Strata Titles Act 1985: s.15 Subdivision approval of strata scheme
Function	Power to determine applications for issuing of a certificate of approval.
Delegates	Chief Executive Officer
Conditions	As outlined in schedule 1 above and "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Strategic Business

Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21. Approved by Secretary, Western Australian Planning Commission – published 27/3/2020.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

PROOF

Shire of Derby / West Kimberley

10.3 Main Roads Act 1930
Main Roads Western Australia to CEO and Employees

Delegation	**10.3.1 Traffic Management - Events on Roads**
Head of power	Main Roads Act 1930
Delegator	Main Roads Western Australia
Express power to delegate	A list of local governments authorised for Traffic Management for Events can be found on the Main Road WA website here.

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises Shire of Derby/West Kimberley (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be recuired for the purpose and duration of any:

i) "event' subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;

ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or

iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

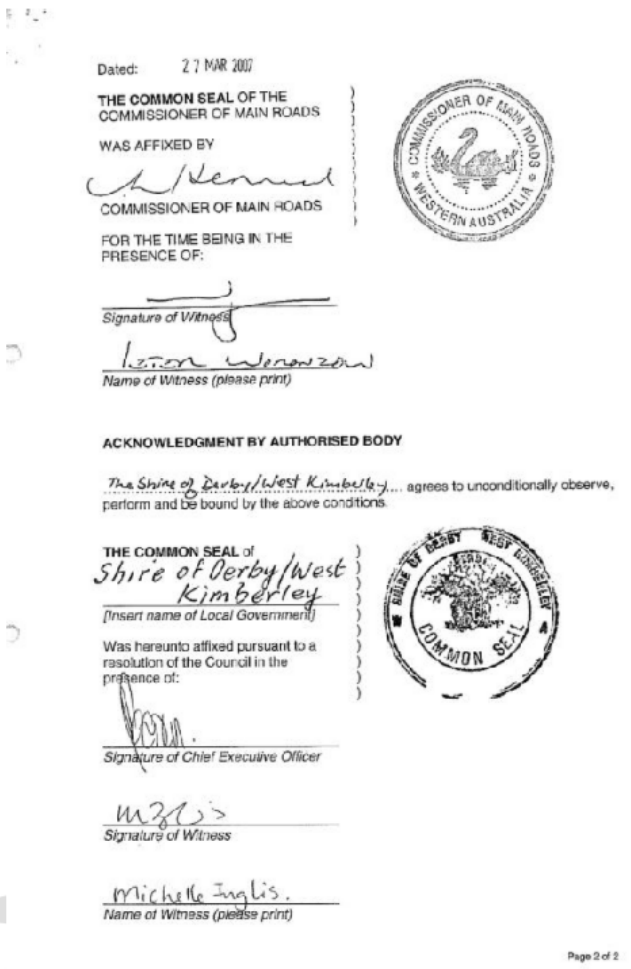
By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and

2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2



Dated: 27 MAR 2007

THE COMMON SEAL OF THE COMMISSIONER OF MAIN ROADS

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

The Shire of Derby/West Kimberley agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of Shire of Derby/West Kimberley

[Insert name of Local Government]

Was hereunto affixed pursuant to a resolution of the Council in the presence of:

Signature of Chief Executive Officer

Signature of Witness

Michelle Inglis.

Name of Witness (please print)

Page 2 of 2

Express power or duty delegated	As outlined in the Instrument of Authorisation above.
Function	As outlined in the Instrument of Authorisation above.
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	As outlined in the Instrument of Authorisation above.
Express power to subdelegate	Not applicable.
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.

Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21. Signed agreement by the Commissioner of Main Roads – dated 27/03/2007.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

Delegation	**10.3.2 Traffic Management – Road Works**
Head of power	Main Roads Act 1930
Delegator	Main Roads Western Australia
Express power to delegate	A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website here.

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR WORKS

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises the *Shire of Derby / West Kimberley* ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

(a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;

(b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and

(c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

MAIN ROADS Western Australia Instrument of Authorisation 1 of 2

	
Express power or duty delegated	As outlined in the Instrument of Authorisation above.
Function	As outlined in the Instrument of Authorisation above.
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	As outlined in the Instrument of Authorisation above.
Express power to subdelegate	Not applicable.
Subdelegates	Not applicable.

Dated: 8th August 2023

THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS
WAS AFFIXED BY PETER WORONZOW

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE PRESENCE OF:

Signature of Witness

PHILIP DEVOY

Name of Witness

SHIRE OF DERBY / WEST KIMBERLEY COMMON SEAL

COMMISSIONER OF MAIN ROADS WESTERN AUSTRALIA

2023/05

ACKNOWLDEGEMENT BY AUTHORISED BODY

The Shire of *Derby / West Kimberley* agrees to observe, perform and be bound by the above conditions

THE COMMON SEAL OF THE

the *Shire of Derby / West Kimberley*
WAS AFFIXED PURSUANT TO DELEGATION 1.1.33 APPLYING COMMON SEAL IN THE PRESENCE OF

Amanda Dexter
Chief Executive Officer

Geoff Haerewa
Shire President

Signature of Witness

Signature of Witness

Sarah Smith
Name of Witness

Sarah Smith
Name of Witness

MAIN ROADS Western Australia Instrument of Authorisation 2 of 2

Subdelegate conditions	Not applicable.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments

Approved	Type	Amendment	References
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22. Signed agreement by the Commissioner of Main Roads – (dated) – to be received.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item 12.2 Res. No. 69/23. Agreement signed by the Shire President and Chief Executive Officer to be resent to Commissioner of Main Roads. Fully signed agreement to replace current document in delegation.
13 Oct 2023	Amended delegation	The Acting CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to add in the signed Instrument of Authorisation to delegation 10.3.2 Traffic Management – Road Works.	Synergy Record No. N20660.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Review

10.4 Road Traffic (Vehicles) Act 2012 Department of Transport to CEO

Delegation	**10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	Road Traffic (Vehicles) Act 2012
Delegator	Department of Transport
Express power to delegate	Government of **Western Australia** Department of **Transport** **Driver and Vehicle Services** ***ROAD TRAFFIC (VEHICLES) ACT 2012*** *Road Traffic (Vehicles) Regulations 2014* **RTVR-2017-202046** APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: (a) the *Local Government Act 1995*; (b) regulations made under the *Local Government Act 1995*; (c) a local law; (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or (e) any combination of the above paragraphs (a) to (d); as special use vehicles for the purposes of paragraph "f" of the definition of "*special use vehicle*" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions: **CONDITIONS** 1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must:

	 Government of **Western Australia** Department of **Transport** **Driver and Vehicle Services** (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.  Christopher Davers Assistant Director, Strategy and Policy Driver and Vehicle Services Department of Transport Dated the 5th day of September 2017 *Approval for ranger vehicles to fit and use yellow flashing lights (transport.wa.gov.au)* *Extracted on line on 15 March 2021*
Express power or duty delegated	As outlined in the Instrument of Approval above.
Function	As outlined in the Instrument of Approval above.
Delegates	Chief Executive Officer
Conditions	As outlined in the Instrument of Approval above.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.

Date adopted	XX April 2024
Adoption references	OCM Agenda Item xx Res. No. xx/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21. Signed approval by Assistant Director, Strategy and Policy, Driver and Vehicle Services, Department of Transport dates 5/9/2017.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22.
15 Mar 2023	Amended delegation	Added express power to subdelegate, subdelegate, subdelegate, subdelegate conditions and statutory framework.	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a subdelegate. Synergy Record No. N19361.
29 June 2023	Amended delegation	Review of delegation, administrative error with updating the delegation when CEO utilised delegation 1.1.34 on 15 April 2023 – Amendments have now been included.	OCM Agenda Item 12.2 Res. No. 69/23.
Xx Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item xx Res. No. xx/24.

Revie

12.2 STATEMENT OF FINANCIAL ACTIVITY MARCH 2024

File Number: **5179**

Author: **Aaron Gloor, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Deputy Chief Executive Officer**

Authority/Discretion: **Legislative**

SUMMARY

This report provides a summary of Council's financial position for the period ending 31 March 2024.

DISCLOSURE OF ANY INTEREST

Nil by Author; Nil by Responsible Officer.

BACKGROUND

Local governments are required to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted/amended budget.

The Shire's financial reporting framework provides Council, management and employees with a broad overview of the Shire's wide financial position.

STATUTORY ENVIRONMENT

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement.

Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

In accordance with Regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of $30,000 or 10% whichever is the greater. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

POLICY IMPLICATIONS

F3 – Significant Accounting Policies

F4 – Sundry Debtors Collection

F5 – Outstanding Rates Collection

F13 – Reserve Accounts

F16 – Cash Flow Management

F17 – Investments

FINANCIAL IMPLICATIONS

Expenditure for the period ending has been incurred in accordance with the 2023/24 Annual Budget as adopted by Council at its meeting held 17 August 2023 (Resolution No. 79/23). The budget is structured on financial viability and sustainability principles.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: The Shire is exposed to a number of financial risks. Most of these risks exist in respect to recurrent revenue streams which are required to meet current service levels. Any reduction in these revenue stream into the future is likely to have an impact on the Shire's ability to meet service levels or asset renewal funding requirements, unless the Shire can replace this revenue or alternatively reduce costs.	Possible	Moderate	Medium	The completion of the Monthly Financial Activity Statement report is a control that monitors this risk.

CONSULTATION

Internal consultation within the Corporate Services Department.

External consultation with Moore Australia.

COMMENT

Financial integrity is essential to the operational viability of the Shire but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels.

The ability for the Shire to remain financially sustainable is a significant strategy for a region that is continually under pressure from the pastoral industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services.

Any material variances are highlighted in the Operating Statement and included by way of note to the Operating Statement (as attached).

Priorities identified in the monthly report are addressed below.

Topic - Item	Explanation	Action Required	Shire Comment
General Ledger - Allocations	Flood related expenditure has been expended as operating expenditure (materials and contracts) during the 23/24 financial year with no corresponding budget allocation.	We recommend reviewing allocations to confirm the expenditure is operating and not capital. Should the allocation be correct a budget amendment is required to authorise further expenditure.	Flood related expenditure was difficult to estimate at the time the 2024/25 budget was prepared. Review of the budget has occurred and was addressed in the Mid-Year Budget Review, adopted in March 2024.
Capital Expenditure – YTD Actual	Derby and Fitzroy Crossing new accommodation has exceeded the allocated budget.	We recommend review of expenditure to date. If no misallocations have occurred, a budget amendment is required.	Finance team will review and update accordingly.
Budget – Amendments	Adopted mid-year budget review amendments have not been uploaded.	Enter budget amendments to ensure accurate reporting of the statements.	Moore have been requested to process this, however were finalising March financials at the time.
Other Liabilities – Contract Liabilities	Contract liability have not yet been correctly processed.	We recommend contract liabilities to be processed to recognise revenue where required to avoid a material misstatement.	Moore have been engaged to review and update accordingly.
Grants – Flood Damage	Grants for flood damage have not been recognised against their allocated budgets.	We recommend flood damage income and expenditure are reviewed.	Flood related expenditure was difficult to estimate at the time the 2024/25 budget was prepared. Review is ongoing to ensure that expenditure can be reconciled appropriately.

Topic - item	Explanation	Action Required	Shire Comment
Current Assets – Stock	Stock on hand has been over allocated.	We recommend allocations are reviewed and corrected to accurately report stock movement transactions.	Finance team will review and update accordingly.
Fixed Assets – Depreciation	Depreciation is higher than budgeted.	We recommend depreciation rates in the register are reviewed and amended where required as per management policies and the recent valuation report.	Finance team will review and update accordingly.
Subsidiary Ledgers – Outstanding	The debtors aged trial balance includes invoices totalling $1,179,202 outstanding for over 90 days and debtors with credit balances totalling $14,104.	We recommend reviewing overdue debtors collection procedures and review long outstanding debtors to ensure they are still collectible.	This occurs currently and Finance team are satisfied that appropriate processes are followed.
General Ledger – Allocations	Transactions have been allocated to incorrect IE codes for the applicable account type. For example: Operating expenditure has been allocated to a revenue and capital IE Codes. The report has been adjusted to correct the nature and account type.	We recommend allocations are reviewed and corrected to accurately report transactions by nature.	Recommended journals have been posted and will be represented in the coming months financial report.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Monthly Financial Statement

RECOMMENDATION

That Council receives the Monthly Financial Management Reports incorporating the Statement of Financial Activity for the period ending 31 March 2024.

MOORE

Moore Australia

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12 April 2024

Mrs Amanda Dexter
Chief Executive Officer
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728

Dear Amanda

MATTERS IDENTIFIED DURING COMPILATION OF STATUTORY MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2024

We advise we have completed the compilation of your statutory monthly financial report for the period ended 31 March 2024 and identified certain matters additional to those identified in the compilation report we wish to bring to your attention.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report and we draw your attention to the note regarding basis of preparation. Other matters which arise during our compilation we wish to bring to your attention are raised in the following pages of this letter along with suggestions to resolve these issues.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial report and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and council, which may exist. However, we aim to use our knowledge of the shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely

Tanya Browning
Director
Moore Australia (WA) Pty Ltd

MOORE

Shire of Derby/West Kimberley Period ended 31 March 2024

Topic	Item	First Identified	Explanation	Action Required	Priority
General ledger	Allocations	October 2023	Flood related expenditure has been expended as operating expenditure (materials and contracts) during the 23/24 financial year with no corresponding budget allocation.	We recommend reviewing allocations to confirm the expenditure is operating and not capital. Should the allocation be correct a budget amendment is required to authorise further expenditure.	High
Capital expenditure	YTD actual	March 2024	Derby and Fitzroy New Accommodation has exceeded the allocated budget. Some capital expenditure accounts have YTD actual expenditure without an adopted budget.	We recommend a review of expenditure to date, to determine expenditure is correctly recorded within the capital account. If no misallocations have occurred and the current balance is correct, a budget amendment adopted by an absolute majority of Council may be required to authorise further expenditure occurring.	High
Budget	Amendments	March 2024	Adopted mid-year budget review amendments have not been uploaded to the finance system.	Enter budget amendments as per mid-year adoption to ensure accurate reporting of the statements and Council decisions are processed in a timely manner.	High
Other liabilities	Contract liabilities	March 2024	Contract liabilities for the current year have not been correctly processed to be recognised as revenue where the liability exists.	We recommend contract liabilities to be processed to recognise revenue where required to avoid a material misstatement in the monthly financial report.	High
Grants	Flood damage	March 2024	Grants for flood damage have not been recognised against their allocated budgets.	We recommend flood damage income and expenditure are reviewed to avoid a material misstatement in the monthly financial report.	High
Current assets	Stock	March 2024	Stock on hand has been over allocated.	We recommend allocations are reviewed and corrected to accurately report stock movement transactions.	Medium

MOORE

Shire of Derby/West Kimberley Period ended 31 March 2024

Topic	Item	First Identified	Explanation	Action Required	Priority
Fixed assets	Depreciation	March 2024	Depreciation is higher than budgeted.	We recommend depreciation rates in the register are reviewed and amended where required as per management policies and the recent valuation report.	Medium
Subsidiary ledgers	Outstanding	March 2024	Although we acknowledge a provision for impairment of $374,162 exists, the debtors aged trial balance includes invoices totalling $1,179,202 outstanding for over 90 days and debtors with credit balances totalling $14,104. A significant portion of this receivable may be impaired at 30 June 2024.	We recommend reviewing overdue debtors collection procedures to ensure debtors outstanding for over 30 days are subject to regular review and reminder notices are issued to improve the collection rate. We recommend long outstanding debtors be reviewed to ensure they are still collectible. We recommend debtors with credit balances be investigated and remedied.	Medium
General Ledger	Allocations	July 2023	Transactions have been allocated to incorrect IE codes for the applicable account type. For example: Operating expenditure has been allocated to a revenue and capital IE Codes The report has been adjusted to correct the nature and account type. Correcting journals have not yet been posted.	We recommend allocations are reviewed and corrected to accurately report transactions by nature.	Medium

MOORE

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12 April 2024

Mrs Amanda Dexter
Chief Executive Officer
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728

Dear Amanda

COMPILATION REPORT TO SHIRE OF DERBY/WEST KIMBERLEY

We have compiled the accompanying special purpose financial report of Shire of Derby/West Kimberley which comprise the statement of financial position as at 31 March 2024, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information Shire of Derby/West Kimberley as at 31 March 2024 and for the period then ended based on the records of Shire of Derby/West Kimberley

THE RESPONSIBILITY OF SHIRE OF DERBY/WEST KIMBERLEY

The CEO of Shire of Derby/West Kimberley is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

OUR RESPONSIBILITY

On the basis of information provided by Shire of Derby/West Kimberley we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Derby/West Kimberley and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Derby/West Kimberley who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

Tanya Browning
Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.
Liability limited by a scheme approved under Professional Standards Legislation

SHIRE OF DERBY-WEST KIMBERLEY

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 March 2024

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

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SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

	Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		8,687,508	8,687,508	**8,687,576**	68	0.00%	
Rates excluding general rates		458,580	458,580	**415,153**	(43,427)	(9.47%)	▼
Grants, subsidies and contributions		20,626,150	15,703,776	**2,384,158**	(13,319,618)	(84.82%)	▼
Fees and charges		5,589,579	4,752,449	**4,776,797**	24,348	0.51%	
Interest revenue		188,500	140,229	**198,610**	58,381	41.63%	▲
Other revenue		781,028	585,771	**855,183**	269,412	45.99%	▲
Profit on asset disposals		16,890	16,890	**16,890**	0	0.00%	
		36,348,235	**30,345,203**	**17,334,367**	(13,010,836)	(42.88%)	
Expenditure from operating activities							
Employee costs		(14,303,714)	(10,727,786)	**(10,035,160)**	692,626	6.46%	▲
Materials and contracts		(27,465,972)	(20,599,479)	**(18,042,781)**	2,556,698	12.41%	▲
Utility charges		(910,422)	(682,817)	**(669,105)**	13,712	2.01%	
Depreciation		(7,502,775)	(5,624,820)	**(8,023,220)**	(2,398,400)	(42.64%)	▼
Finance costs		(89,360)	(60,282)	**(76,541)**	(16,259)	(26.97%)	▼
Insurance		(1,386,383)	(1,039,787)	**(1,334,644)**	(294,857)	(28.36%)	▼
Other expenditure		(1,307,089)	(980,317)	**(597,620)**	382,697	39.04%	▲
Loss on asset disposals		(37,048)	(37,048)	**(37,048)**	0	0.00%	
		(53,002,763)	**(39,752,336)**	**(38,816,119)**	936,217	2.36%	
Non-cash amounts excluded from operating activities	2(b)	7,522,933	5,644,978	**8,043,378**	2,398,400	42.49%	▲
Amount attributable to operating activities		**(9,131,595)**	**(3,762,155)**	**(13,438,374)**	(9,676,219)	(257.20%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		28,522,710	21,090,501	**11,983,321**	(9,107,180)	(43.18%)	▼
Proceeds from disposal of assets		73,500	73,500	**73,500**	0	0.00%	
		28,596,210	**21,164,001**	**12,056,821**	(9,107,180)	(43.03%)	
Outflows from investing activities							
Payments for property, plant and equipment		(10,724,038)	(8,141,490)	**(2,320,068)**	5,821,422	71.50%	▲
Payments for construction of infrastructure		(24,474,972)	(18,372,228)	**(5,253,260)**	13,118,968	71.41%	▲
		(35,199,010)	**(26,513,718)**	**(7,573,328)**	18,940,390	71.44%	
Amount attributable to investing activities		**(6,602,800)**	**(5,349,717)**	**4,483,493**	9,833,210	183.81%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		10,000,000	5,000,000	**5,000,000**	0	0.00%	
		10,000,000	**5,000,000**	**5,000,000**	0	0.00%	
Outflows from financing activities							
Repayment of borrowings		(395,335)	(223,707)	**(223,707)**	0	0.00%	
Transfer to reserves		(483,324)	0	**0**	0	0.00%	
		(878,659)	**(223,707)**	**(223,707)**	0	0.00%	
Amount attributable to financing activities		**9,121,341**	**4,776,293**	**4,776,293**	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		6,613,054	6,613,054	**6,613,054**	0	0.00%	
Amount attributable to operating activities		(9,131,595)	(3,762,155)	**(13,438,374)**	(9,676,219)	(257.20%)	▼
Amount attributable to investing activities		(6,602,800)	(5,349,717)	**4,483,493**	9,833,210	183.81%	▲
Amount attributable to financing activities		9,121,341	4,776,293	**4,776,293**	0	0.00%	
Surplus or deficit after imposition of general rates		**0**	**2,277,475**	**2,434,466**	156,991	6.89%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2024

	Actual 30 June 2023	Actual as at 31 March 2024
	$	$
CURRENT ASSETS		
Cash and cash equivalents	11,819,687	2,942,134
Trade and other receivables	2,207,236	3,723,428
Inventories	50,780	18,403
Other assets	313,412	0
TOTAL CURRENT ASSETS	14,391,115	6,683,965
NON-CURRENT ASSETS		
Trade and other receivables	118,798	118,798
Property, plant and equipment	47,313,725	48,569,630
Infrastructure	304,315,196	302,515,742
TOTAL NON-CURRENT ASSETS	351,747,719	351,204,170
TOTAL ASSETS	366,138,834	357,888,135
CURRENT LIABILITIES		
Trade and other payables	4,993,032	1,898,173
Other liabilities	1,192,405	814,846
Borrowings	237,288	5,013,581
Employee related provisions	963,120	963,120
Other provisions	56,144	0
TOTAL CURRENT LIABILITIES	7,441,989	8,689,720
NON-CURRENT LIABILITIES		
Borrowings	2,447,455	2,447,455
Employee related provisions	97,550	97,550
Other provisions	5,533,378	5,533,378
TOTAL NON-CURRENT LIABILITIES	8,078,383	8,078,383
TOTAL LIABILITIES	15,520,372	16,768,103
NET ASSETS	**350,618,462**	**341,120,032**
EQUITY		
Retained surplus	66,807,204	57,308,774
Reserve accounts	975,801	975,801
Revaluation surplus	282,835,457	282,835,457
TOTAL EQUITY	**350,618,462**	**341,120,032**

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

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

Judgements and 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 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated of fair value of provisions

SIGNIFICANT ACCOUNTING POLICES
Significant acccounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 11 April 2024

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2023	Actual as at 30 June 2023	Actual as at 31 March 2024
Current assets		$	$	$
Cash and cash equivalents		12,346,041	11,819,687	2,942,13
Trade and other receivables		1,888,134	2,207,236	3,723,42
Inventories		59,048	50,780	18,40
Other assets		0	313,412	
		14,293,223	14,391,115	6,683,96
Less: current liabilities				
Trade and other payables		(3,290,325)	(4,993,032)	(1,898,17
Other liabilities		0	(1,192,405)	(814,84
Borrowings		(395,335)	(237,288)	(5,013,58
Employee related provisions		(691,514)	(963,120)	(963,12
Other provisions		0	(56,144)	
		(4,377,174)	(7,441,989)	(8,689,72
Net current assets		**9,916,049**	**6,949,126**	**(2,005,75**
Less: Total adjustments to net current assets	2(c)	(178,025)	(336,072)	4,440,22
Closing funding surplus / (deficit)		**9,738,024**	**6,613,054**	**2,434,46**

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Amended Budget Estimates 30 June 2024	YTD Budget Estimates 31 March 2024	YTD Actual 31 March 2024
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(16,890)	(16,890)	(16,89
Add: Loss on asset disposals	37,048	37,048	37,04
Add: Depreciation	7,502,775	5,624,820	8,023,22
Total non-cash amounts excluded from operating activities	**7,522,933**	**5,644,978**	**8,043,37**

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 1 July 2023	Actual as at 30 June 2023	Actual as at 31 March 2024
Adjustments to net current assets		$	$	$
Less: Reserve accounts		(975,801)	(975,801)	(975,80
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		395,335	237,288	5,013,58
- Current portion of employee benefit provisions held in reserve		402,441	402,441	402,44
Total adjustments to net current assets	2(a)	**(178,025)**	**(336,072)**	**4,440,22**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is $30,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Rates excluding general rates Interims for UV mining properties.	**(43,427)**	**(9.47%)**	▼
Grants, subsidies and contributions YTD Budget is profiled as 9/12th of the annual budget.	**(13,319,618)**	**(84.82%)**	▼
Interest revenue YTD Budget is profiled as 9/12th of the annual budget. Interest earnings are higher than the YTD budget.	**58,381**	**41.63%**	▲
Other revenue YTD Budget is profiled as 9/12th of the annual budget. Licensing commission and other recreation reimbursements received.	**269,412**	**45.99%**	▲
Expenditure from operating activities			
Employee costs YTD Budget is profiled as 9/12th of the annual budget.	**692,626**	**6.46%**	▲
Materials and contracts YTD Budget is profiled as 9/12th of the annual budget. Unbudgeted expenditure for flood damage AGRN 1044.	**2,556,698**	**12.41%**	▲
Depreciation YTD Budget is profiled as 9/12th of the annual budget. Roads Depreciation is higher than YTD Budget	**(2,398,400)**	**(42.64%)**	▼

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is $30,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Finance costs Loan Interest Repayments - accrued interest treatment	**(16,259)**	**(26.97%)**	▼
Insurance Staff Housing, WATER - Insurance, AERO - Building Operations. YTD Budget is profiled as 9/12th of the annual budget.	**(294,857)**	**(28.36%)**	▼
Other expenditure YTD Budget is profiled as 9/12th of the annual budget.	**382,697**	**39.04%**	▲
Non-cash amounts excluded from operating activities Depreciation and asset disposals.	**2,398,400**	**42.49%**	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions YTD Budget is profiled as 9/12th of the annual budget. Funding not yet received: Various road grants, Staff Housing $1.2m, Recreation $2.2m, Flood AGRN $12m	**(9,107,180)**	**(43.18%)**	▼
Outflows from investing activities			
Payments for property, plant and equipment YTD Budget is profiled as 9/12th of the annual budget. Plant purchases, staff housing.	**5,821,422**	**71.50%**	▲
Payments for construction of infrastructure YTD Budget is profiled as 9/12th of the annual budget. Road flood damage works.	**13,118,968**	**71.41%**	▲
Surplus or deficit after imposition of general rates Due to variances described above	**156,991**	**6.89%**	▲

SHIRE OF DERBY-WEST KIMBERLEY

SUPPLEMENTARY INFORMATION

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SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$6.61 M	$6.61 M	$6.61 M	$0.00 M
Closing	$0.00 M	$2.28 M	$2.43 M	$0.16 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$2.94 M	% of total
Unrestricted Cash	$1.97 M	66.8%
Restricted Cash	$0.98 M	33.2%

Refer to 3 - Cash and Financial Assets

Payables

	$1.90 M	% Outstanding
Trade Payables	$0.87 M	
0 to 30 Days		68.2%
Over 30 Days		31.7%
Over 90 Days		4.1%

Refer to 9 - Payables

Receivables

	$1.82 M	% Collected
Rates Receivable	$1.75 M	81.4%
Trade Receivable	$1.82 M	% Outstanding
Over 30 Days		60.2%
Over 90 Days		53.4%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($9.13 M)	($3.76 M)	($13.44 M)	($9.68 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$8.69 M	% Variance
YTD Budget	$8.69 M	0.0%

Refer to 10 - Rate Revenue

Grants and Contributions

YTD Actual	$2.38 M	% Variance
YTD Budget	$15.70 M	(84.8%)

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	$4.78 M	% Variance
YTD Budget	$4.75 M	0.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($6.60 M)	($5.35 M)	$4.48 M	$9.83 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.07 M	%
Amended Budget	$0.07 M	0.0%

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$5.25 M	% Spent
Amended Budget	$24.47 M	(78.5%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$11.98 M	% Received
Amended Budget	$28.52 M	(58.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$9.12 M	$4.78 M	$4.78 M	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.22 M)
Interest expense	($0.05 M)
Principal due	$7.46 M

Refer to 11 - Borrowings

Reserves

Reserves balance	$0.98 M
Interest earned	$0.00 M

Refer to 4 - Cash Reserves

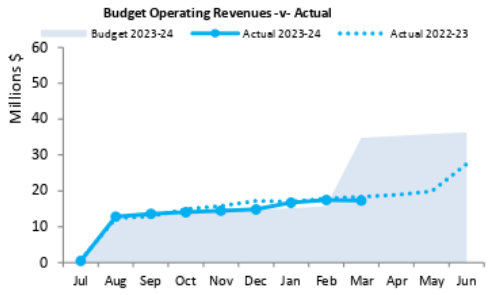
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

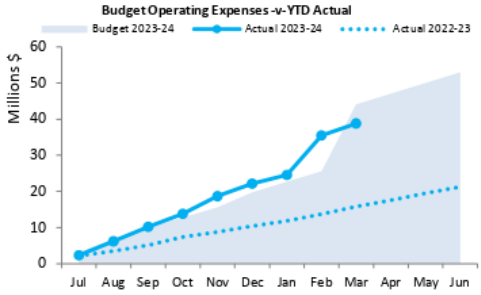
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

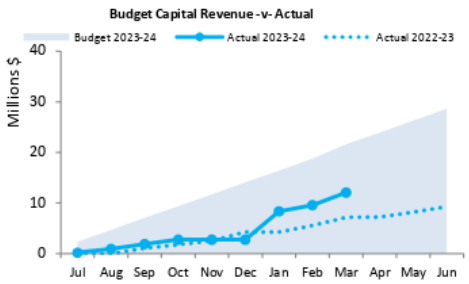


OPERATING EXPENSES

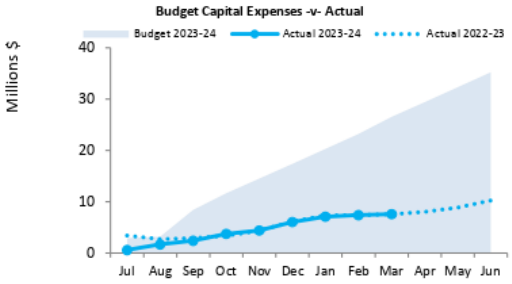


INVESTING ACTIVITIES

CAPITAL REVENUE

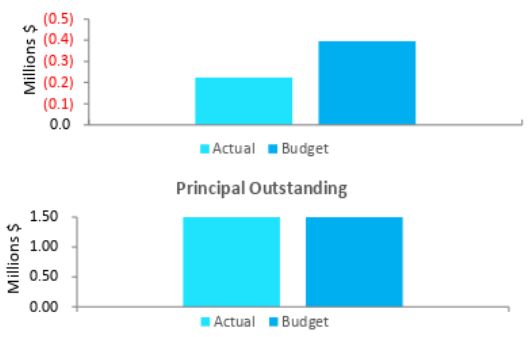


CAPITAL EXPENSES

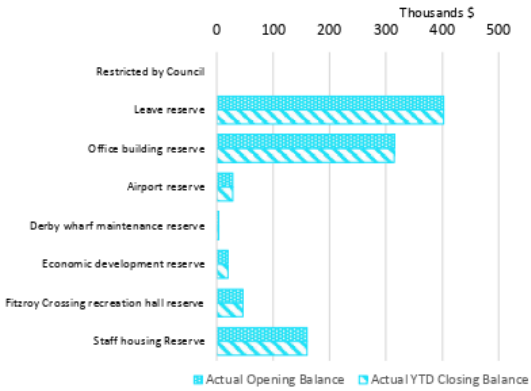


FINANCING ACTIVITIES

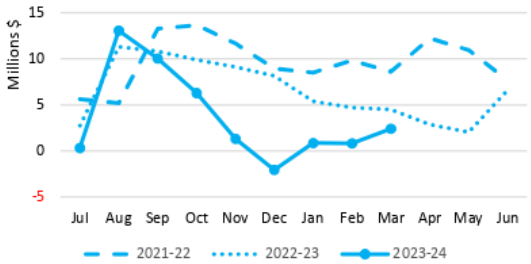
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

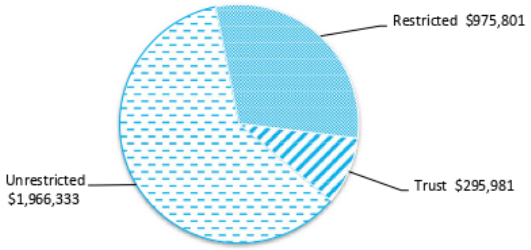
3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash On Hand	Cash and cash equivalents	2,450	0	2,450	0	Cash on Hand	Nil	Nil
Municipal Bank Account	Cash and cash equivalents	1,736,061	0	1,736,061	0	ANZ	Variable	Nil
CBA Bank Acc - Fitzroy Deposits	Cash and cash equivalents	144,535	0	144,535	0	CBA	Nil	Nil
Municipal Investment Account	Cash and cash equivalents	83,287	0	83,287	0	ANZ	Variable	Nil
Reserve Bank Account	Financial assets at amortised cost	0	975,801	975,801	0	ANZ	4.83%	Jul-24
Trust Cash at Bank	Cash and cash equivalents	0	0	0	295,981	ANZ	Nil	Nil
Total		**1,966,333**	**975,801**	**2,942,134**	**295,981**			
Comprising								
Cash and cash equivalents		1,966,333	0	1,966,333	295,981			
Financial assets at amortised cost		0	975,801	975,801	0			
		1,966,333	**975,801**	**2,942,134**	**295,981**			

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 with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government 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.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$	$
Restricted by Council										
Leave reserve	402,441	0	0	0	402,441	402,441	0	0	0	402,44
Office building reserve	314,511	0	0	0	314,511	314,511	0	0	0	314,51
Airport reserve	28,456	0	0	0	28,456	28,456	0	0	0	28,45
Derby wharf maintenance reserve	3,721	0	0	0	3,721	3,721	0	0	0	3,72
Economic development reserve	19,936	0	0	0	19,936	19,936	0	0	0	19,93
Fitzroy Crossing recreation hall reserve	46,771	0	0	0	46,771	46,771	0	0	0	46,77
Staff housing Reserve	159,965	0	483,324	0	643,289	159,965	0	0	0	159,96
	975,801	**0**	**483,324**	**0**	**1,459,125**	**975,801**	**0**	**0**	**0**	**975,80**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget (a)	YTD Actual (b)	Variance (b - a)
	$	$	$	$
Buildings	9,362,500	7,088,220	1,817,938	(5,270,282)
Furniture & Equipment	222,577	197,574	131,185	(66,389)
Plant & Equipment	1,138,961	855,696	370,945	(484,751)
Acquisition of property, plant and equipment	**10,724,038**	**8,141,490**	**2,320,068**	**(5,821,422)**
Infrastructure Roads	17,445,488	13,084,065	4,883,363	(8,200,702)
Infrastructure Footpaths	79,734	59,796	0	(59,796)
Infrastructure Drainage	8,500	6,494	8,500	2,006
Infrastructure Parks & Ovals	100,000	74,997	0	(74,997)
Infrastructure Airports	3,000,000	2,250,000	0	(2,250,000)
Infrastructure - Wharf	50,000	37,494	0	(37,494)
Infrastructure Other	3,791,250	2,859,382	361,397	(2,497,985)
Acquisition of infrastructure	**24,474,972**	**18,372,228**	**5,253,260**	**(13,118,968)**
Total capital acquisitions	**35,199,010**	**26,513,718**	**7,573,328**	**(18,940,390)**
Capital Acquisitions Funded By:				
Capital grants and contributions	28,522,710	21,090,501	11,983,321	(9,107,180)
Borrowings	10,000,000	5,000,000	5,000,000	0
Other (disposals & C/Fwd)	73,500	73,500	73,500	0
Contribution - operations	(3,397,200)	349,717	(9,483,493)	(9,833,210)
Capital funding total	**35,199,010**	**26,513,718**	**7,573,328**	**(18,940,390)**

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)* . These assets are expensed immediately.

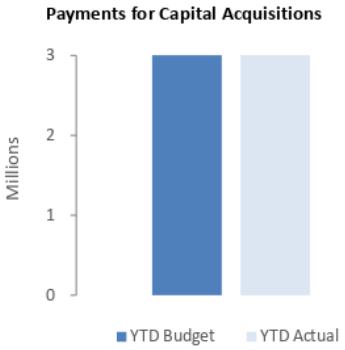
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

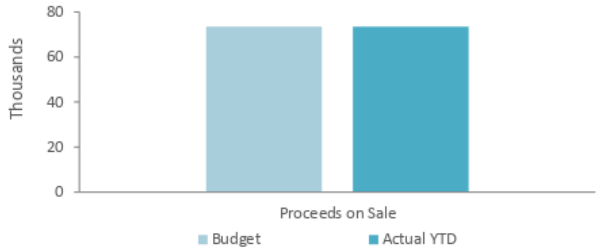
Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
4050210	ANIMAL - Building (Capital)	5,000	3,744	0	(3,744)
4080710	WELFARE - Building (Capital)	10,000	10,000	9,854	(146)
4090110	STF HOUSE - Building (Capital)	7,550,500	5,728,000	316,365	(5,411,635)
4110110	HALLS - Building (Capital)	0	0	1,178	1,178
4110210	SWIM AREAS - Building (Capital)	407,000	305,244	405,204	99,959
4110610	HERITAGE - Building (Capital)	210,000	157,491	5,240	(152,251)
4120110	ROADC - Building (Capital)	0	0	7,187	7,187
4130210	TOUR - Building (Capital)	20,000	14,994	440	(14,554)
4140210	ADMIN - Building (Capital)	9,000	9,000	10,822	1,822
4140310	PWO - Building (Capital)	420,000	408,750	0	(408,750)
4140311	PWO - Building Derby & Fitroy New Accommodation (Capital)	700,000	419,997	1,054,249	634,252
4040110	MEMBERS - Building (Capital)	0	0	5,234	5,234
4120610	AERO - Building (Capital)	31,000	31,000	2,165	(28,835)
Buildings Total		**9,362,500**	**7,088,220**	**1,817,938**	**(5,270,283)**
Plant & Equipment					
4070430	HEALTH - Plant & Equipment (Capital)	20,150	20,150	20,150	0
4070730	OTH HEALTH - Plant & Equipment (Capital)	46,682	35,010	0	(35,010)
4080730	WELFARE - Plant & Equipment (Capital)	50,646	37,980	0	(37,980)
4110330	REC - Plant & Equipment (Capital)	0	0	49,306	49,306
4120130	ROADC - Plant & Equipment (Capital)	209,409	163,476	162,059	(1,417)
4140230	ADMIN - Plant and Equipment (Capital)	0	0	2,465	2,465
4140330	PWO - Plant and Equipment (Capital)	812,074	599,080	136,965	(462,115)
Plant & Equipment Total		**1,138,961**	**855,696**	**370,945**	**(484,751)**
Infrastructure Roads					
4120140	ROADC - Roads Built Up Area - Council Funded	912,000	683,991	57,464	(626,527)
4120142	ROADC - Roads Outside BUA - Gravel - Council Funded	3,379,284	2,534,445	723,017	(1,811,428)
4120156	ROADC - Roads Built Up Area - Flood Damage	0	0	22,947	22,947
4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	0	0	4,079,935	4,079,936
4120175	ROADC - Airports (Capital)	350,000	262,494	0	(262,494)
4120176	ROADC - EPAR Works AGRN 951 (Capital)	2,500,000	1,874,997	0	(1,874,997)
4120177	ROADC - Emergency Works AGRN 1044 (Capital)	9,845,800	7,384,347	0	(7,384,347)
4120178	ROADC - Reseal Streets Derby & FX (Capital)	260,000	194,994	0	(194,994)
4120179	ROADC - DBCA Funds Works (Capital)	198,404	148,797	0	(148,797)
Infrastructure Roads Total		**17,445,488**	**13,084,065**	**4,883,363**	**(8,200,701)**
Infrastructure Footpaths					
4120171	ROADC - Footpath Repairs (Capital)	79,734	59,796	0	(59,796)
Infrastructure Footpaths Total		**79,734**	**59,796**	**0**	**(59,796)**
Infrastructure Drainage					
4120164	ROADC - Drainage (Capital)	8,500	6,494	8,500	2,006
Infrastructure Drainage Total		**8,500**	**6,494**	**8,500**	**2,006**
Infrastructure Parks & Ovals					
4090170	STF HOUSE -- Infrastructure Parks & Garden (Capital)	100,000	74,997	0	(74,997)
Infrastructure Parks & Ovals Total		**100,000**	**74,997**	**0**	**(74,997)**
Infrastructure Airports					
4120691	AERO -- Infrastructure Aiport (Capital)	3,000,000	2,250,000	0	(2,250,000)
Infrastructure Airports Total		**3,000,000**	**2,250,000**	**0**	**(2,250,000)**
Infrastructure - Wharf					
4120791	WATER -- Infrastructure Wharf (Capital)	50,000	37,494	0	(37,494)
Infrastructure - Wharf Total		**50,000**	**37,494**	**0**	**(37,494)**
Infrastructure Other					
4040290	OTH GOV - Infrastructure Other (Capital)	185,000	138,744	156,279	17,535
4090190	STF HOUSE - Infrastructure Other (Capital)	500,000	374,994	0	(374,994)
4110290	SWIM AREAS - Infrastructure Other (Capital)	0	0	7,618	7,618
4110370	REC - Infrastructure Parks & Gardens (Capital)	200,000	144,997	41,394	(103,603)
4110390	REC - Infrastructure Other (Capital)	2,461,250	1,866,909	90,573	(1,776,336)
4120190	ROADC - Infrastructure Other (Capital)	75,000	56,250	13,060	(43,190)
4120690	AERO - Infrastructure Other (Capital) - Aerodromes	10,000	7,497	13,500	6,003
4120710	WATER - Building (Capital)	20,000	14,994	1,530	(13,464)
4120790	WATER - Infrastructure Other (Capital)	40,000	29,997	9,765	(20,232)
4140390	PWO - Infrastructure Other (Capital)	300,000	225,000	27,678	(197,322)
Infrastructure Other Total		**3,791,250**	**2,859,382**	**361,397**	**(2,497,984)**
Furniture & Equipment					
4040130	MEMBERS - Plant & Equipment (Capital)	22,577	22,577	22,815	238
4040240	OTH GOV - Furniture & Equipment (Capital)	200,000	174,997	108,370	(66,627)
Furniture & Equipment Total		**222,577**	**197,574**	**131,185**	**(66,388)**
Grand Total		**35,199,010**	**26,513,718**	**7,573,328**	**(18,940,388)**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

6 DISPOSAL OF ASSETS

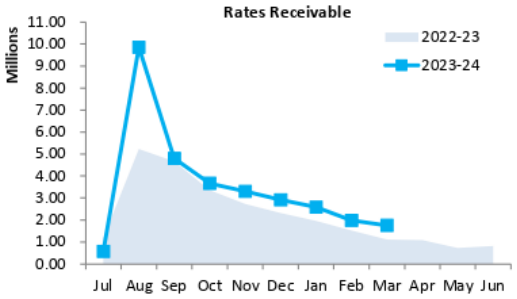
Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
4966	Kubota F3680 Mower	0	5,400	5,400	0	0	5,400	5,400	
5038	2013 Tip Truck	75,048	38,000	0	(37,048)	75,048	38,000	0	(37,04
5042	2013 Fuso Canter	18,610	22,900	4,290	0	18,610	22,900	4,290	
5085	Kubota F3690	0	7,200	7,200	0	0	7,200	7,200	
		93,658	**73,500**	**16,890**	**(37,048)**	**93,658**	**73,500**	**16,890**	**(37,04**



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

7 RECEIVABLES

Rates receivable	30 June 2023	31 Mar 2024
	$	$
Opening arrears previous years	2,274,863	1,131,847
Levied this year	8,668,941	9,102,729
Less - collections to date	(9,658,027)	(8,327,609)
Gross rates collectable	**1,285,777**	**1,906,967**
Allowance for impairment of rates receivable	(153,930)	(153,930)
Net rates collectable	**1,131,847**	**1,753,037**
% Collected	88.3%	81.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(14,104)	894,123	38,709	110,173	1,179,202	2,208,10
Percentage	(0.6%)	40.5%	1.8%	5.0%	53.4%	
Balance per trial balance						
Trade receivables						2,208,10
GST receivable						136,45
Allowance for credit losses of rates and statutory receivables						(153,93
Allowance for credit losses of trade receivables						(374,16
Total receivables general outstanding						**1,816,46**

Amounts shown above include GST (where applicable)

KEY INFORMATION

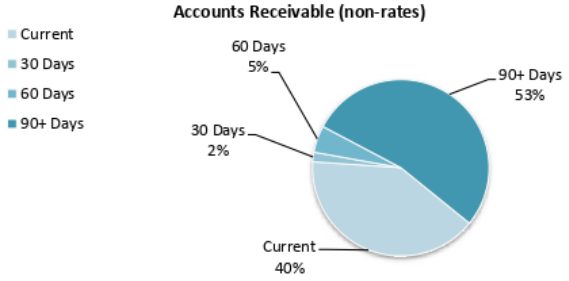
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

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



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 Mar 202
	$	$	$	$
Inventory				
Fuel	32,270	93,796	(126,475)	(40
Stock on hand	18,510	302	0	18,81
Other assets				
Prepayments	22,457	0	(22,457)	
Accrued income	290,955	0	(290,955)	
Total other current assets	**364,192**	**94,098**	**(439,887)**	**18,40**

Amounts shown above include GST (where applicable)

KEY INFORMATION

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.

SHIRE OF DERBY-WEST KIMBERLEY **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

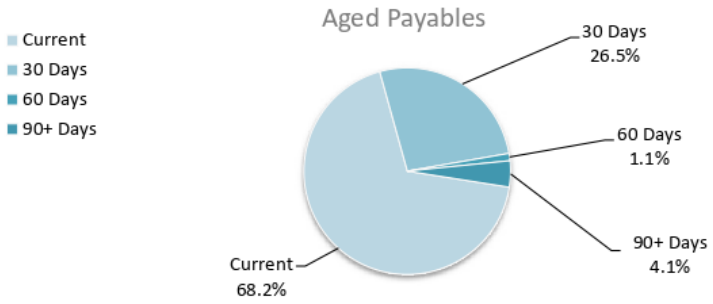
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	590,587	229,892	9,913	35,623	866,01
Percentage	0.0%	68.2%	26.5%	1.1%	4.1%	
Balance per trial balance						
Sundry creditors						866,01
ATO liabilities						192,46
Other payables						588,35
Payroll creditors						3,65
Prepaid rates						247,68
Total payables general outstanding						**1,898,17**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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.
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

					Budget			YTD Actual	
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate Revenue	Total Revenue	Rate Revenue	Interim Rate Revenue	Total Revenue
RATE TYPE				$	$	$	$	$	$
Gross rental value									
Gross Rental Value	0.1407	1,402	39,386,474	5,543,269	0	5,543,269	5,543,269	9,376	5,552,64
Unimproved value									
Unimproved Value	0.0835	151	37,667,732	3,144,239	0	3,144,239	3,144,307	(42,882)	3,101,42
Sub-Total		**1,553**	**77,054,206**	**8,687,508**	**0**	**8,687,508**	**8,687,576**	**(33,506)**	**8,654,07**
Minimum payment	**Minimum Payment $**								
Gross rental value									
Gross Rental Value	1,596	273	1,270,616	435,708	0	435,708	435,708	0	435,70
Unimproved value									
Unimproved Value	620	137	298,933	84,872	0	84,872	84,872	0	84,87
Sub-total		**410**	**1,569,549**	**520,580**	**0**	**520,580**	**520,580**	**0**	**520,58**
Discount						(70,000)			(71,921
Total general rates						**9,138,088**			**9,102,72**

SHIRE OF DERBY-WEST KIMBERLEY **FINANCING ACTIVITI**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

11 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budge
		$	$	$	$	$	$	$	$	$
Staff housing	136	26,728	0	0	(13,149)	(26,728)	13,579	0	(704)	(1,3
Staff housing	146	465,197	0	0	(54,698)	(54,699)	410,499	410,498	(20,993)	(28,5
Staff housing	148	223,894	0	0	(10,231)	(20,693)	213,663	203,201	(4,971)	(9,8
Staff housing		0	0	5,000,000	0	0	0	5,000,000	0	
Wharf fenders, boat ramp	145	137,417	0	0	(19,875)	(30,956)	117,542	106,461	(4,694)	(8,9
Derby wharf infrastructure	151	212,810	0	0	(58,649)	(40,049)	154,161	172,761	(3,178)	(6,1
Derby airport infrastructure & wharf	152	1,338,829	0	0	(54,316)	(196,344)	1,284,513	1,142,485	(11,518)	(22,3
Derby visitors centre	149	279,868	0	0	(12,789)	(25,866)	267,079	254,002	(6,215)	(12,2
Disaster Recovery, Flood Damage and Fitzroy Crossing Airstrip Refurbishment Project		0	0	5,000,000	0	0	0	5,000,000	0	
WATC short term loan		0	2,000,000	0	0	0	2,000,000	0	0	
WATC short term loan		0	2,000,000	0	0	0	2,000,000	0	0	
WATC short term loan		0	1,000,000	0	0	0	1,000,000	0	0	
Total		**2,684,743**	**5,000,000**	**10,000,000**	**(223,707)**	**(395,335)**	**7,461,036**	**12,289,408**	**(52,273)**	**(89,3**
Current borrowings		237,288					5,013,581			
Non-current borrowings		2,447,455					2,447,455			
		2,684,743					**7,461,036**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balanc Unsper
	$	$				$	%	$	$	$
Disaster Recovery, Flood Damage and Fitzroy Crossing Airstrip Refurbishment Project	0	5,000,000	WATC	Short term	3	0		0	(5,000,000)	
Staff Housing Project	0	5,000,000	WATC	Short term	3	0		0	(5,000,000)	
New loan	2,000,000	0	WATC	Short term	0	0	4.82%	(2,000,000)	0	
New loan	2,000,000	0	WATC	Short term	0	0	4.83%	(2,000,000)	0	
New loan	1,000,000	0	WATC	Short term	0	0	N/A	(1,000,000)	0	
	5,000,000	**10,000,000**				**0**		**(5,000,000)**	**(10,000,000)**	

KEY INFORMATION
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materiallly different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

Other current liabilities	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2024
	$	$	$	$	$
Other liabilities					
Contract liabilities	84,860	0	203,384	(203,384)	84,86
Capital grant/contributions liabilities	1,107,545	0	5,196,819	(5,574,378)	729,98
Total other liabilities	1,192,405	0	5,400,203	(5,777,762)	814,84
Employee Related Provisions					
Provision for annual leave	516,935	0	0	0	516,93
Provision for long service leave	446,185	0	0	0	446,18
Total Provisions	963,120	0	0	0	963,12
Other Provisions					
Other liabilities	56,144	0	0	(56,144)	
Total Other Provisions	56,144	0	0	(56,144)	
Total other current liabilities	**2,211,669**	**0**	**5,400,203**	**(5,833,906)**	**1,777,96**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

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 employee related 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.

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 DERBY-WEST KIMBERLEY **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grants, subsidies and contributions revenue Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$
Grants and subsidies			
GEN PUR - Financial Assistance Grant - General	238,603	238,603	178,95
GEN PUR - Financial Assistance Grant - Roads	69,402	69,402	52,05
GEN PUR - Financial Assistance Grant - Aboriginal Access Roads	336,667	336,667	336,66
PEST - Grants	5,000	3,744	16,53
OTH HEALTH - Grants	707,500	468,747	611,50
WELFARE - Grants	790,000	727,497	173,04
REC - Grants	321,964	241,470	
LIBRARY - Grant - Regional Library Services	4,000	2,997	
OTH CUL - Grants - Other Culture	10,000	7,497	15,00
OTH CUL - Sculptures on the Marsh - Grant	100,000	74,997	13,20
ROADC - Other Grants - Aboriginal Roads	0	0	69,17
ROADC - Other Grants - Roads/Streets	7,290	5,463	
ROADM - Street Lighting Subsidy	0	0	20,47
AGRN 1044 - Recovery - DRAFWA	17,800,000	13,350,000	675,40
ANIMAL - Grants	0	0	32,03
HERITAGE - Grants - State Wharfinger House	0	0	
	20,390,426	**15,527,084**	**2,194,04**
Contributions			
RATES - Reimbursement of Debt Collection Costs	50,000	37,494	
MEMBERS - Reimbursements	7,824	7,824	7,82
OTH GOV - Reimbursements	1,000	1,000	62
ANIMAL - Reimbursements	15,000	11,250	16
FIRE - Reimbursements	10,000	7,497	
HEALTH - Reimbursements	3,000	1,125	
OTH HEALTH - Reimbursements	3,000	1,125	
FIRE - Commissions	5,000	3,744	
LIBRARY - Fees & Charges	0	0	5
HERITAGE - Contributions & Donations	0	0	21
SWIM AREAS - Reimbursements	0	0	4
OTH CUL - Contributions & Donations - Other Culture	0	0	9,29
AERO - Reimbursements - Aerodromes	0	0	3,79
WATER - Reimbursements	0	0	159,83
TOUR - Contributions & Donations	20,000	14,994	
TOUR - Commission	5,000	3,744	
TOUR - Other Income Relating to Tourism & Area Promotion	14,000	10,494	
BUILD - Commission - BSL & CTF	400	297	
PRIVATE - Private Works Income	15,000	11,250	2,63
ADMIN - Reimbursements	17,000	12,753	
PWO - Other Reimbursements	15,000	11,250	
POC - Reimbursement.	2,500	1,872	
AGRN 1044 - Recovery - Contibutions and Donations	7,000	5,247	
LIBRARY - Other Grants	5,000	3,744	5,00
OTH CUL - Grants - Other Culture	20,000	14,994	
OTH CUL - Sculptures on the Marsh - Grant	20,000	14,994	63
	235,724	**176,692**	**190,11**
TOTALS	**20,626,150**	**15,703,776**	**2,384,15**

SHIRE OF DERBY-WEST KIMBERLEY **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grants, subsidies and contributions revenue		
Provider	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$
Capital grants and subsidies			
OLOPS - OTH GOV - Capital Grants - NDRR FS Fire Working Group	92,500	69,372	
OLOPS - Reimbursements	0	0	
OTH HEALTH - Grants	0	0	
OTH HEALTH - Capital Grants	32,000	22,500	
WELFARE - Grants	0	0	
STF HOUSE - Capital Grants	1,200,000	900,000	
OTH CUL - Grants - Other Culture	0	0	2,00
REC - Capital Grants	2,217,750	1,663,317	
REC - Grants	0	0	
ROADC - Other Grants - Roads/Streets	0	0	336,57
HERITAGE -- Capital Grants	210,000	157,500	
ROADC - Grant AGRN 591 & 1044	12,345,800	9,259,353	
ROADC - Regional Road Group Grants (MR WA)	810,000	607,500	
ROADC - Roads to Recovery - Grants	595,545	446,652	
ROADC - Other Grants -- Roads/Streets	5,445,915	4,084,434	
ROADC - Regional Road Group Grants (MRWA)	252,399	189,297	352,00
ROADC - Other Grants -- Flood Damage	600,000	450,000	8,443,41
ROADC - Other Grants -- Footpaths	79,734	59,796	
ROADC - Other Grants -- Aboriginal Roads	500,000	374,994	
ROADC - Other Grants - Aboriginal Roads	281,067	210,798	132,86
AERO - Grants -- Aerodromes	3,000,000	2,250,000	
WATER - Reimbursements	0	0	
WATER - Grant Capital	110,000	82,494	
PWO - Grant Capital	350,000	262,494	
AGRN 1044	400,000	0	2,716,46
	28,522,710	**21,090,501**	**11,983,32**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Mar 2024
	$	$	$	$
Public open spaces	295,981	0	0	**295,981**
	295,981	**0**	**0**	**295,981**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						
Rates excluding general rates	28/03/2024 item 12.1	Operating revenue	0	8,000	0	8,00
Grants, subsidies and contributions	28/03/2024 item 12.1	Operating revenue	0	18,358,996	0	18,366,99
Fees and charges	28/03/2024 item 12.1	Operating revenue	0	47,823	0	18,414,81
Interest revenue	28/03/2024 item 12.1	Operating revenue	0	1,500	0	18,416,31
Other revenue	28/03/2024 item 12.1	Operating revenue	0	113,508	0	18,529,82
Profit on asset disposals	28/03/2024 item 12.1	Non cash item	16,890	0	0	18,529,82
Employee costs	28/03/2024 item 12.1	Operating expenses	0	0	(162,927)	18,366,90
Materials and contracts	28/03/2024 item 12.1	Operating expenses	0	0	(14,918,377)	3,448,52
Utility charges	28/03/2024 item 12.1	Operating expenses	0	0	(145,247)	3,303,27
Depreciation	28/03/2024 item 12.1	Non cash item	(2,775)	0	0	3,303,27
Insurance	28/03/2024 item 12.1	Operating expenses	0	390,086	0	3,693,36
Other expenditure	28/03/2024 item 12.1	Operating expenses	0	0	(624,500)	3,068,86
Loss on asset disposals	28/03/2024 item 12.1	Non cash item	(37,048)	0	0	3,068,86
Capital grants, subsidies and contributions	28/03/2024 item 12.1	Capital revenue	0	402,000	0	3,470,86
Proceeds from disposal of assets	28/03/2024 item 12.1	Capital revenue	0	73,500	0	3,544,36
Purchase of land and buildings	28/03/2024 item 12.1	Capital expenses	0	0	(265,500)	3,278,86
Purchase of plant and equipment	28/03/2024 item 12.1	Capital expenses	0	33,185	0	3,312,04
Purchase of furniture and equipment	28/03/2024 item 12.1	Capital expenses	0	0	(122,577)	3,189,47
Purchase and construction of infrastructure-oth	28/03/2024 item 12.1	Capital expenses	0	0	(64,500)	3,124,97
Surplus or deficit at the start of the financial yea	28/03/2024 item 12.1	Opening surplus(def	0	0	(3,124,970)	
				19,428,598	**(19,428,598)**	

12.3 ACCOUNTS FOR PAYMENT - MARCH 2024

File Number: **5110 - Accounts Payable**

Author: **Aaron Gloor, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Deputy Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

Council to receive the list of accounts paid under delegated authority during the month of March 2024.

DISCLOSURE OF ANY INTEREST

Nil by Author; Nil by Responsible Officer.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's municipal and trust funds. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Office is to be provided to Council.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

    12(1) A payment may only be made from the municipal fund or a trust fund

    The Chief Executive Officer has delegated authority to make payments from the municipal and trust funds.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

    (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

        (a) the payee's name; and

        (b) the amount of the payment; and

        (c) the date of the payment; and

        (d) sufficient information to identify the transaction.

    (2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires Council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the Council after the list is prepared; and

(b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

All expenditure from the municipal fund was included in the annual budget as adopted or revised by Council.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: In accordance with section 6.8 of *the Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

CONSULTATION

Internal consultation within the Corporate Services Department.

COMMENT

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2023-24 Annual Budget as adopted by Council at its meeting held 17 August 2023 (Resolution 79/23) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

The table below summarises the payments drawn on the funds during the month. Lists detailing the payments made are appended as an attachment.

REPORT TO COUNCIL

MARCH 2024

FUND	DETAILS	AMOUNT
MUNICIPAL ACCOUNT		
EFT Payments	EFT 58383 - EFT 58676	$2,203,434.29
Municipal Cheques	CHQ	$0.00
Direct Debits	Fees & Charges, Credit Card Payments, Payroll, Payroll Liabilities	$1,201,015.81
Manual Cheques	CHQ	$0.00
TRUST ACCOUNT		
EFT Payments		*$0.00*
Trust Cheques		*$0.00*
TOTAL		**$3,404,450.10**

Creditors Outstanding as at 31/03/2024 *$ 866,014.63*

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **March 2024 - List of Paid Accounts**
2. **March 2024 - Credit Card Reconciliation**

RECOMMENDATION

That Council notes the List of Accounts for March 2024 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling $3,404,450.10.

REPORT TO COUNCIL – MARCH 2024

EFT PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATES	CREDITOR / INVOICE DETAILS	AMOUNT
EFT58677	01/03/2024	ALPHA DIVISION SECURITY SERVICES	$9,384.38
INV SDWK0015	19/10/2023	SECURITY SERVICES - RAINING ON THE ROCKS EVENT 20-22/10/2023	$9,384.38
EFT58678	01/03/2024	ANNA GAVAN	$1,635.00
INV 1	01/02/2024	AGRN 1044 - 4 DAYS CHEF FOR STRONGER TOGETHER EVENT	$1,635.00
EFT58679	01/03/2024	AMANDA DEXTER	$3,891.21
INV REIMB2302	23/02/2024	STAFF REIMBURSEMENT	$3,891.21
EFT58680	01/03/2024	ALTHAM PLUMBING	$4,414.29
INV 16985	09/02/2024	EXCAVATE BURIAL PLOTS - 09/02/2024	$308.00
INV 17011	13/02/2024	UNBLOCK DRAIN	$297.00
INV 17045	15/02/2024	REPLACE DISABLED TOILET SEAT, MATERIALS	$516.75
INV 17052	19/02/2024	TEST BACKFLOW DEVICE	$253.00
INV 17108	26/02/2024	BI ANNUAL FILTER TEST & CHANGE	$3,039.54
EFT58681	01/03/2024	AUSTRALIAN SERVICES UNION	$236.50
INV DEDUCTION	27/02/2024	PAYROLL DEDUCTION	$236.50
EFT58682	01/03/2024	BBB CATERING PTY LTD	$383,218.46
INV 6199	22/02/2024	AGRN 1044 - MALLARDS EARLY MORNING BREAKFAST CHEF 15 DAYS	$16,405.46
INV 6201	22/02/2024	AGRN 1044 - CAMP MANAGEMENT SERVICES - FEBRUARY 2024	$366,813.00
EFT58683	01/03/2024	G BISHOPS TRANSPORT SERVICES PTY LTD	$166.17
INV B239218	21/02/2024	FREIGHT	$166.17
EFT58684	01/03/2024	OFFICE NATIONAL BROOME (THE BOSS SHOP)	$3,214.77
INV 1083102	08/02/2024	STATIONERY ORDER FOR RECOVERY	$457.40
INV 1083444	13/02/2024	SUPPLY SNAP FRAMES FOR EVACUATION DIAGRAMS	$2,595.92
INV 1084396	27/02/2024	CRAFT SUPPLIES FOR YOUTH PROGRAM	$161.45
EFT58685	01/03/2024	BUGARDI CONTRACTING PTY LTD	$211,041.57
INV 0159	19/02/2024	PROGRESS CLAIM 5 - C08-2023 - ACCOMMODATION CONSTRUCTION	$211,041.57
EFT58686	01/03/2024	GLASS CO KIMBERLEY	$819.50
INV 101168	19/02/2024	RE-WIRE MESH SCREENS	$819.50
EFT58687	01/03/2024	CRAIG DAWE	$2,174.30
INV REIMB0902	09/02/2024	STAFF REIMBURSEMENT	$2,174.30
EFT58688	01/03/2024	CMT BUILDING WA PTY LTD	$582.73

INV 1118	19/02/2024	REMOVE SCREEN DOOR & REPLACE TOUGH MESH, MATERIALS	$423.23
INV 1119	19/02/2024	RE-SECURE STEEL PLATE, MATERIALS	$159.50
EFT58689	**01/03/2024**	**WINC**	**$440.20**
INV 9044622706	13/02/2024	STATIONERY ITEMS FOR FITZROY	$363.69
INV 9044624134	14/02/2024	STATIONERY ITEMS FOR ADMIN	$76.51
EFT58690	**01/03/2024**	**DERBY BUILDING SUPPLIES**	**$1,288.38**
INV 555152	07/02/2024	SUPPLY TURPS & 2X PAIL	$31.00
INV 555466	13/02/2024	SUPPLY 6X STIHL SPOOL WITH NYLON LINE	$128.88
INV 555553	15/02/2024	SUPPLY 2X LOCTITE 577	$96.86
INV 555554	15/02/2024	SUPPLY STIHL AIR FILTERS	$440.11
INV 555844	20/02/2024	SUPPLY CRC, REDUCER & GREASE	$38.80
INV 555949	22/02/2024	SUPPLY MAKITA INFLATOR	$169.00
INV 556013	23/02/2024	SUPPLY THINNER, PRIMER & BRUSH	$107.97
INV 556216	27/02/2024	SUPPLY THINNER, PRIMER, PAINTERS ROLL & BRUSH	$291.56
INV 556227	27/02/2024	SUPPLY NOZZLE ADAPTORS, ELBOWS, JOINERS ETC	$63.07
EFT58691	**01/03/2024**	**DERBY COURTHOUSE**	**$510.00**
INV REIMB1902	19/02/2024	REFUND INVOICE 28617 INCORRECT WASTE CHARGE	$510.00
EFT58692	**01/03/2024**	**DERBY 4X4 & MARINE**	**$142.71**
INV 35303-57451	22/02/2024	SUPPLY SEAL, GASKET & GREASE	$142.71
EFT58693	**01/03/2024**	**DERBY FUELS**	**$1,661.50**
INV 261695	21/02/2024	CATERING FOR ALL STAFF MEETING 21/02/2024	$737.50
INV 261976	22/02/2024	LUNCH FOR KDC WORKSHOP 22/02/2024	$300.00
INV 261977	22/02/2024	CATERING FOR STRATEGIC PLANNING DAY 22/02/2024	$249.00
INV 1116548	23/02/2024	CATERING FOR AUDIT RISK COMMITTEE MEETING 22/02/2024	$375.00
EFT58694	**01/03/2024**	**DAIMLER TRUCKS**	**$46.85**
INV XA980048813-03	13/02/2024	SUPPLY HOSE CLUTCH FLUID	$46.85
EFT58695	**01/03/2024**	**DREADNOUGHT EXPLORATION PTY LTD**	**$1,310.13**
INV A901160	14/02/2024	RATES REFUND FOR ASSESSMENT A901160	$949.78
INV A901161	14/02/2024	RATES REFUND FOR ASSESSMENT A901161	$180.15
INV A901063	14/02/2024	RATES REFUND FOR ASSESSMENT A901063	$180.20
EFT58696	**01/03/2024**	**HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS**	**$434.50**
INV 26385	19/02/2024	UNBLOCK TOILET	$434.50
EFT58697	**01/03/2024**	**DERBY PROGRESSIVE SUPPLIES**	**$947.25**
INV 081255	09/01/2024	SUPPLY LEATHER RIGGERS GLOVES	$377.96
INV 083338	20/02/2024	SUPPLY SUNSCREEN & LIP BALM	$485.41

INV 083422	21/02/2024	SUPPLY 2X METAL BRACKETS TO SUIT SUNSCREEN BOTTLES	$83.88
EFT58698	**01/03/2024**	**DERBY SPEEDWAY CLUB**	**$5,000.00**
INV SPONSORSHIP	29/02/2024	SPONSORSHIP J HOATH NATIONAL STREET STOCK TITLE 2024	$5,000.00
EFT58699	**01/03/2024**	**DERBY HARDWARE MITRE10**	**$2,365.07**
INV 10597947	21/01/2024	SUPPLY SCREWS	$12.99
INV 10596653	30/01/2024	SUPPLY 2X SOCKET PVC FAUCET	$11.99
INV 10596659	30/01/2024	SUPPLY 8X SOCKET PVC VALVE	$31.96
INV 10597193	09/02/2024	SUPPLY GLUE CLEANER & ACETONE	$56.98
INV 10597498	14/02/2024	SUPPLY 3X 35L WATER COOLER	$477.00
INV 10597817	19/02/2024	SUPPLY 32X 20KG ASPHALT, SUPPLY 32X 20KG ASPHALT	$1,471.36
INV 10597873	20/02/2024	SUPPLY NUTS & BOLTS	$9.98
INV 10597892	20/02/2024	SUPPLY CLEAR TUBING	$5.98
INV 10598076	23/02/2024	SUPPLY 2X CUT & POLISH	$39.98
INV 10598078	23/02/2024	SUPPLY BROADKNIFE & SCRAPERS	$41.96
INV 10598277	26/02/2024	SUPPLY CABLE TIES & TAPE	$154.90
INV 10598313	27/02/2024	SUPPLY VALVE BALL	$49.99
EFT58700	**01/03/2024**	**DWA INDUSTRIAL RESOURCES PTY LTD**	**$1,683.00**
INV 02023102	21/02/2024	PROVIDE CRANE ETC TO ACCESS SHED ROOF	$1,683.00
EFT58701	**01/03/2024**	**MEGAN NESHODA**	**$169.50**
INV REIMB2202	22/02/2024	PURCHASE OF FOOD SUPPLIES FOR COOKING OUTREACH PROGRAM	$169.50
EFT58702	**01/03/2024**	**DEPARTMENT OF FIRE AND EMERGENCY SERVICES.**	**$75,664.27**
INV 156950	21/02/2024	2023/24 ESL Q3 CONTRIBUTION	$75,664.27
EFT58703	**01/03/2024**	**FITZROY HARDWARE PTY LTD**	**$125.20**
INV 199807	21/02/2024	SUPPLY TRAIL BLAZER CORD	$110.00
INV 200022	27/02/2024	SUPPLY HANDLE KNOB	$15.20
EFT58704	**01/03/2024**	**4PARK PTY LTD T/AS FORPARK AUSTRALIA**	**$2,244.88**
INV 62903	22/02/2024	SUPPLY REPLACEMENT EQUIPMENT	$2,244.88
EFT58705	**01/03/2024**	**HAANA SCOTT**	**$58.70**
INV REIMB2402	24/02/2024	STAFF REIMBURSEMENT	$58.70
EFT58706	**01/03/2024**	**SAMANTHA HALL**	**$58.70**
INV REIMB2202	22/02/2024	STAFF REIMBURSEMENT	$58.70
EFT58707	**01/03/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$9,280.48**
INV 424950	05/02/2024	LOT 26818 WHARF RD, DERBY FOR 04/01/2024 TO 02/02/2024	$84.64
INV 517343	05/02/2024	LOC 26818 WHARF RD, DERBY FOR 04/01/2024 TO 02/02/2024	$94.76
INV 312249	06/02/2024	LOT 143 DERBY HIGHWAY FOR 05/01/2024 TO 05/02/2024	$4,396.86

INV 406259	07/02/2024	LOC 26818 WHARF RD, DERBY FOR 07/12/2023 TO 06/02/2024	$1,831.29
INV 335373	15/02/2024	7 MILLARD ST, DERBY FOR 15/12/2023 TO 14/02/2024	$2,339.76
INV 152662	15/02/2024	LOT 1326 GIBB RIVER RD, DERBY FOR 15/12/2023 TO 14/02/2024	$190.70
INV 416399	15/02/2024	11 CORKWOOD CT, DERBY FOR 15/12/2023 TO 14/02/2024	$125.34
INV 107820	27/02/2024	UNIT A/84 DURACK ST, CAMBALLIN FOR 29/12/2023 TO 26/02/2024	$217.13
EFT58708	**01/03/2024**	**JASON RICHARDSON**	**$500.00**
INV YW001	12/02/2024	WELCOME TO COUNTRY FOR PLANNING WORKSHOP 12/02/2024	$500.00
EFT58709	**01/03/2024**	**KIMBERLEY LAND COUNCIL (BROOME)**	**$300.00**
INV REIMB2802	28/02/2024	BOND RETURN FOR HIRE OF COMMUNITY ROOM 13-15/02/2024	$300.00
EFT58710	**01/03/2024**	**KIMBERLEY HOME ELECTRICAL**	**$1,388.20**
INV 24-00008744	16/02/2024	SUPPLY ITEMS FOR NEW 8 BEDROOM COUNCIL PROPERTY	$1,388.20
EFT58711	**01/03/2024**	**NORTH REGIONAL TAFE**	**$843.87**
INV I0022568	21/02/2024	COURSE FEES FOR CIII LIGHT VEHICLE MECHANIC - J MCALISTER	$843.87
EFT58712	**01/03/2024**	**KW TILT & TOW**	**$250.00**
INV T175	12/02/2024	REMOVAL OF SUZUKI 360ZKN FROM 11 PANTON 01/02/2024	$250.00
EFT58713	**01/03/2024**	**LATIESHA SCHINDLER-THOMAS**	**$522.92**
INV REIMB2202	22/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$522.92
EFT58714	**01/03/2024**	**THE PIER GROUP PTY LTD T/AS CS LEGAL**	**$1,756.50**
INV 032904	19/02/2024	PROFESSIONAL FEES FOR LGA SALE OF A100760	$1,756.50
EFT58715	**01/03/2024**	**LAWI KIPRONO TOO**	**$1,913.00**
INV REIMB2602	26/02/2024	STAFF REIMBURSEMENT	$1,913.00
EFT58716	**01/03/2024**	**MAXXIA PTY LTD**	**$2,242.32**
INV DEDUCTION	27/02/2024	PAYROLL DEDUCTION	$1,224.58
INV DEDUCTION	27/02/2024	PAYROLL DEDUCTION	$989.98
INV DEDUCTION	27/02/2024	PAYROLL DEDUCTION	$27.76
EFT58717	**01/03/2024**	**OMNICOM MEDIA GROUP AUSTRALIA PTY LTD**	**$402.49**
INV 1714515	29/02/2024	THE BROOME ADVERTISER - PROPOSED LEASE	$402.49
EFT58718	**01/03/2024**	**MUDMAP STUDIO**	**$6,541.20**
INV FXYPCE01	14/02/2024	COMMUNITY ENGAGEMENT PLANNING - FX YOUTH PRECINCT	$6,541.20
EFT58719	**01/03/2024**	**MARRA WORRA WORRA FITZROY WORKERS CAMP**	**$1,100.00**
INV 3789	08/02/2024	AGRN 1044 - ACCOMMODATION D D'ANTOINE 22-25/01/2024	$660.00
INV 3864	16/02/2024	AGRN 1044 - ACCOMMODATION D D'ANTOINE 14-16/02/2024	$440.00
EFT58720	**01/03/2024**	**NGIYALI ROADHOUSE**	**$603.85**
INV 767660	15/02/2024	AGRN 1044 - CATERING FOR FVFR MEETING 15/02/2024	$603.85
EFT58721	**01/03/2024**	**NORTH WEST LOCKSMITH**	**$200.00**

INV ITR-3172	16/02/2024	MAKE KEYS TO WINDOW LOCKS	$200.00
EFT58722	**01/03/2024**	**ROBYN HAVENGA**	**$5,134.87**
INV REIMB2002	20/02/2024	STAFF REIMBURSEMENT	$3,840.62
INV REIMB2202	22/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$1,294.25
EFT58723	**01/03/2024**	**COLLEEN BOLDISON**	**$575.84**
INV REIMB2102	21/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$575.84
EFT58724	**01/03/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**$240.00**
INV DB49790	14/02/2024	STAFF UNIFORMS FOR WORKS LABOURER	$279.99
EFT58725	**01/03/2024**	**ANN MAREE LOEWE**	**$3,524.76**
INV A900627	21/02/2024	RATES REFUND FOR ASSESSMENT A900627	$3,524.76
EFT58726	**01/03/2024**	**OFFICE STAR**	**$1,177.44**
INV 63466	27/02/2024	SERVICE AGREEMENT FOR RICOH ID #791 - FXVC	$1,177.44
EFT58727	**01/03/2024**	**IXOM**	**$211.42**
INV 6758902	31/12/2023	CHLORINE GAS CYLINDER HIRE FEE - DECEMBER 2023	$211.42
EFT58728	**01/03/2024**	**OSIRIS FUNERALS**	**$290.00**
INV REIMB1902	19/02/2024	REFUND OF SINKING FEE FOR 862C	$290.00
EFT58729	**01/03/2024**	**CRISDALE RECRUITMENT GROUP**	**$14,828.20**
INV SDWK2	31/01/2024	PERMANENT PLACEMENT – WORKS SUPERVISOR 31/01/2024	$14,828.20
EFT58730	**01/03/2024**	**RED SAND SPARES**	**$209.00**
INV 24-00000039	16/02/2024	MANUFACTURE REPLACEMENT HYDRAULIC HOSE	$209.00
EFT58731	**01/03/2024**	**REMOTE AREA PLUMBING**	**$22,390.00**
INV 188	14/02/2024	AGRN 1044 - DIESEL SUPPLY 01-14/02/2024	$19,360.00
INV 194	21/02/2024	AGRN 1044 - DIESEL SUPPLY - FEBRUARY 2024, LABOUR	$3,030.00
EFT58732	**01/03/2024**	**RFF PTY LTD**	**$15,372.36**
INV I001070	31/01/2024	DERBY REVITALISATION PROJECT	$15,372.36
EFT58733	**01/03/2024**	**RUSTYS IGA**	**$1,319.94**
INV 018472	08/01/2024	SUPPLIES FOR JUNIOR SCHOOL HOLIDAY PROGRAM WEEK 1	$136.89
INV 019052	10/01/2024	SUPPLIES FOR JUNIOR SCHOOL HOLIDAY PROGRAM WEEK 1	$111.51
INV 027011	16/01/2024	SMALL, MEDIUM & LARGE SWIM PANTS FOR KIOSK RESALE	$609.75
INV 017703	16/01/2024	SUPPLIES FOR JUNIOR SCHOOL HOLIDAY PROGRAM WEEK 2	$124.30
INV 014577	22/01/2024	SUPPLIES FOR JUNIOR SCHOOL HOLIDAY PROGRAM WEEK 2	$112.52
INV 015631	24/01/2024	SUPPLIES FOR JUNIOR SCHOOL HOLIDAY PROGRAM WEEK 3	$224.97
EFT58734	**01/03/2024**	**BROOME SMALL ENGINE SERVICES PTY LTD**	**$44.00**
INV 9264	17/02/2024	SUPPLY FUEL PUMP	$44.00
EFT58735	**01/03/2024**	**STUART E FISHER**	**$321.45**

INV REIMB2202	22/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$321.45
EFT58736	**01/03/2024**	**SYNDICATED INVESTMENTS PTY LTD ATF AREIT DIVERSIFIED FUND**	**$10,835.00**
INV 0041	22/02/2024	AGRN 1044 - 5A & 5B SPINIFEX RENT FOR MAR 2024	$10,835.00
EFT58737	**01/03/2024**	**TARUNDA SUPERMARKET**	**$215.55**
INV 10181758	13/02/2024	SUPPLY 6X24X600ML WATER	$85.20
INV 10186109	26/02/2024	SUPPLY BATTERIES	$130.35
EFT58738	**01/03/2024**	**TRAVELWORLD BROOME**	**$12,183.07**
INV I000041486	19/02/2024	ACCOMMODATION X5 - PROJECT MANAGEMENT COURSE 04-06/06/24	$3,671.00
INV I000041487	19/02/2024	FLIGHTS & ACCOMMODATION FOR WHS OFFICER 13-17/02/2024	$1,182.36
INV I000041489	19/02/2024	AGRN 1044 - FLIGHTS & ACCOMMODATION - D D'ANTOINE 06-10/03/2024	$912.00
INV I000041538	21/02/2024	FLIGHTS & ACCOMMODATION J WILSON 20-24/05/2024 - IEHF CONFERENCE	$2,062.00
INV I000041567	26/02/2024	AGRN 1044 - FLIGHTS & ACCOMMODATION C FEENEY 01-10/03/2024	$2,926.29
INV I000041570	26/02/2024	AGRN 1044 - FLIGHTS & ACCOMMODATION J BONE 05-08/03/2024	$1,429.42
EFT58739	**01/03/2024**	**WATER CORPORATION**	**$4,745.04**
INV 9023708280	19/12/2023	ACCOUNT FOR LICENCE OVER RESERVE 9973 14 KNOWSLEY ST EAST	$4,745.04
EFT58740	**01/03/2024**	**WILLIAM GRAND**	**$39.00**
INV REIMB2602	26/02/2024	STAFF REIMBURSEMENT	$39.00
EFT58741	**01/03/2024**	**WATTLEUP TRACTORS**	**$1,335.49**
INV 1300364	08/11/2023	SUPPLY 2X GASKETS	$22.56
INV 1301727	09/01/2024	SUPPLY 4X BLADE KIT, FREIGHT	$562.53
INV 1302324	08/02/2024	SUPPLY REPAIR KIT FOR STEERING CYLINDER, FREIGHT	$750.40
EFT58742	**01/03/2024**	**MD YUSUF ROYHAN**	**$655.92**
INV REIMB2302	23/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$655.92
EFT58743	**08/03/2024**	**ACOR CONSULTANTS PTY LTD**	**$12,466.82**
INV 102002142	29/02/2024	PREPARATION OF AS4000 CONTRACT	$1,539.12
INV 102002143	29/02/2024	FITZROY CROSSING TOWN OVAL LIGHTING - SUPERINTENDENCE	$10,927.70
EFT58744	**08/03/2024**	**ENVIRONMENTAL HEALTH AUSTRALIA**	**$212.00**
INV 3810	01/12/2023	WEBSITE ADVERTISING - ACTING AEH COORDINATOR	$212.00
EFT58745	**08/03/2024**	**AUSTRALIAN PUMP INDUSTRIES PTY LTD**	**$138.60**
INV Q16372	28/02/2024	REPLACEMENT SWIVEL FOR HOSE REEL, FREIGHT	$138.60
EFT58746	**08/03/2024**	**ARAC REFRIGERATION & AIR CONDITIONING**	**$7,410.00**
INV 9683	15/02/2024	AIR CONDITIONING SERVICE - 5A & 5B SPINIFEX	$7,410.00
EFT58747	**08/03/2024**	**BBB CATERING PTY LTD**	**$392,110.44**
INV 6228	28/02/2024	AGRN 1044 - CAMP MANAGEMENT SERVICES - MARCH 2024	$392,110.44

EFT58748	**08/03/2024**	**HALLIDAY ENTERPRISES PL T/A BK SIGNS & PROMOTIONS**	**$534.60**
INV 26665	28/02/2024	DESIGN & APPLY SIGNAGE TO P758	$534.60
EFT58749	**08/03/2024**	**BROOME TOYOTA NORTH WEST MOTOR GROUP**	**$326.32**
INV PI13075353	26/02/2024	SUPPLY HILUX DOOR PARTS	$326.32
EFT58750	**08/03/2024**	**WINC**	**$12.76**
INV 9044738217	27/02/2024	STATIONERY ITEMS FOR ADMIN	$12.76
EFT58751	**08/03/2024**	**DERBY BUILDING SUPPLIES**	**$366.69**
INV 556006	23/02/2024	SUPPLY ANGLE STEEL	$217.62
INV 556143	26/02/2024	SUPPLY GALVANISED MESH	$42.84
INV 556161	26/02/2024	SUPPLY SCREWS	$21.50
INV 556256	28/02/2024	SUPPLY HEAVY DUTY PRIMER	$41.33
INV 556339	29/02/2024	SUPPLY COOLANT	$43.40
EFT58752	**08/03/2024**	**DERBY FUELS**	**$7,068.00**
INV 261978	22/02/2024	CATERING FOR YOUTH PROGRAM 22-24/02/2024	$2,970.00
INV 262433	27/02/2024	CATERING FOR DEPARTMENT OF DEFENCE 27/02/2024	$309.00
INV 262574	28/02/2024	CATERING FOR ORGANISATIONAL MANAGEMENT TEAM 28/02/2024	$195.00
INV 262700	01/03/2024	CATERING FOR YOUTH PROGRAM 29/02 - 02/03/2024	$3,270.00
INV 262902	05/03/2024	CATERING FOR BUDGET WORKSHOP 05/03/2024	$324.00
EFT58753	**08/03/2024**	**DOUGLAS D'ANTOINE**	**$9,195.57**
INV 024	29/02/2024	EXECUTIVE OFFICER DUTIES FOR FVFRWG - 05/02/2024 TO 16/02/2024	$9,195.57
EFT58754	**08/03/2024**	**DERBY SPORTSMEN'S CLUB INC**	**$13,750.00**
INV 1858	06/03/2024	3RD QUARTER 2024 GOLF COURSE MAINTENANCE	$13,750.00
EFT58755	**08/03/2024**	**DERBY HARDWARE MITRE10**	**$292.88**
INV 10596649	30/01/2024	SUPPLY ROLLER COVER 10PK	$14.99
INV 10596968	05/02/2024	SUPPLY RUST-OLEUM & ZINC SPRAY	$40.98
INV 10597312	11/02/2024	SUPPLY TOILET ROLL HOLDER	$31.99
INV 10597497	14/02/2024	SUPPLY SHS GAL, HINGER & HANDLE	$83.97
INV 10597536	14/02/2024	SUPPLY 2X ZINC-IT AEROSOL	$57.98
INV 10597560	15/02/2024	SUPPLY CHAIN 4.5	$6.00
INV 10598022	22/02/2024	SUPPLY BRUSH SMOOTH COAT	$14.99
INV 10598379	28/02/2024	SUPPLY FERTILISER & POTTING MIX	$41.98
EFT58756	**08/03/2024**	**DWA INDUSTRIAL RESOURCES PTY LTD**	**$162.25**
INV 02023111	28/02/2024	SUPPLY 1.6MM FLOOR PLATE	$162.25
EFT58757	**08/03/2024**	**FITZROY HARDWARE PTY LTD**	**$105.00**
INV 199751	20/02/2024	SUPPLY 5X 15L WATER BOTTLES	$105.00

EFT58758	**08/03/2024**	**GEOTECHNICAL AND GEOLOGICAL CONSULTANTS**	**$9,460.00**
INV 7377	31/01/2024	TESTING ON GROUND AT FITZROY CROSSING TOWN OVAL	$9,460.00
EFT58759	**08/03/2024**	**HELENA GALLAGHER**	**$2,000.00**
INV REIMB2302	23/02/2024	BOND RETURN FOR HIRE OF CIVIC CENTRE 10/02/2024	$2,000.00
EFT58760	**08/03/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$24,785.56**
INV 551727	14/02/2024	20 MIMOSA ST, DERBY FOR 03/02/2024 TO 13/02/2024	$74.70
INV 551724	21/02/2024	UNIT 5/1169 SHORT ST, DERBY FOR 31/01/2024 TO 20/02/2024	$67.21
INV 539113	27/02/2024	UNIT 2/74 FALLON RD, FX FOR 11/01/2024 TO 26/02/2024	$590.51
INV 220780	01/03/2024	1013 STREETLIGHTS FOR 01/02/2024 TO 29/02/2024	$19,291.66
INV 333902	06/03/2024	24 LOCH ST, DERBY FOR 03/02/2024 TO 05/03/2024	$1,334.80
INV 321183	07/03/2024	30 CLARENDON ST, DERBY FOR 06/02/2024 TO 06/03/2024	$3,426.68
EFT58761	**08/03/2024**	**IMPART MEDIA**	**$1,320.00**
INV 2695	17/09/2023	ANNUAL HOSTING FEE FOR DERBY VC 07/03/2023 - 06/03/2024	$1,320.00
EFT58762	**08/03/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**$1,134.72**
INV P69066218	25/02/2024	CUSTOMER 2085564 REF 0090S5JAPX & 0090S5K770	$1,134.72
EFT58763	**08/03/2024**	**ITVISION**	**$2,227.50**
INV 39464	27/02/2024	SYNERGYSOFT DEBTORS 15/02/2024	$825.00
INV 39465	27/02/2024	SYNERGYSOFT RATES MODELLING WA 19/02/2024	$1,402.50
EFT58764	**08/03/2024**	**KIMBERLEY CAR HIRE**	**$12,760.00**
INV 6009	29/02/2024	29 DAY HIRE OF HILUX 1HUW 333 & 1HAE 358	$6,380.00
INV 6011	29/02/2024	29 DAY HIRE OF HILUX 1GOP 277 & 1HUW 348	$6,380.00
EFT58765	**08/03/2024**	**KIMBERLEY FIRE SYSTEMS**	**$1,283.79**
INV 19902	28/02/2024	AS1851.2012 - MAINTENANCE OF FIRE EQUIPMENT - FX JANUARY 2024	$297.00
INV 19905	28/02/2024	AS1851.2012 - MAINTENANCE OF FIRE EQUIPMENT - FEBRUARY 2024	$986.79
EFT58766	**08/03/2024**	**KIMBERLEY KRASH REPAIRS**	**$1,000.00**
INV 9824-2	29/02/2024	EXCESS DUE ON INSURANCE CLAIM	$1,000.00
EFT58767	**08/03/2024**	**THE PIER GROUP PTY LTD T/AS CS LEGAL**	**$2,509.50**
INV 032989	29/02/2024	PROFESSIONAL FEES FOR SDWK V KIMBERLEY PRAWN COMPANY	$2,110.00
INV 033004	29/02/2024	DEBT RECOVERY - BLR, A101070, A100920, A101010	$399.50
EFT58768	**08/03/2024**	**LOCK AND LOAD LASER TAG**	**$2,722.50**
INV 104644-2	19/01/2024	LASER TAG 17/01/2024 FINAL PAYMENT	$2,722.50
EFT58769	**08/03/2024**	**LAND INSIGHTS**	**$14,542.00**
INV 2496	29/02/2024	LOCAL PLANNING STRATEGY REVIEW - COMMENCEMENT	$14,542.00
EFT58770	**08/03/2024**	**MANAGED IT PTY LTD**	**$57,529.82**
INV 168428	29/02/2024	MICROSOFT SPLA LICENSE FOR JANUARY 2024	$5,396.67

INV 168429	29/02/2024	MICROSOFT SPLA LICENSE FOR FEBRUARY 2024	$5,333.04
INV 169471	01/03/2024	CITRIX LICENSING FOR MARCH 2024	$4,299.13
INV 169473	01/03/2024	CLOUD SERVER HOSTING FOR MARCH 2024	$9,236.70
INV 169492	01/03/2024	MANAGED LICENSES FOR MARCH 2024	$27,877.41
INV 169493	01/03/2024	MICROSOFT SPLA LICENSE FOR MARCH 2024	$5,386.87
EFT58771	**08/03/2024**	**MUHAMMAD SIDDIQUE**	**$267.40**
INV REIMB2702	27/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$267.40
EFT58772	**08/03/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**$473.00**
INV 8007	21/02/2024	RECTIFY ISSUE WITH MAIN BEDROOM AIRCON	$330.00
INV 8027	22/02/2024	RECTIFY ISSUE WITH KITCHEN GPO	$143.00
EFT58773	**08/03/2024**	**NORTH WEST LOCKSMITH**	**$388.00**
INV 29855	22/02/2024	SUPPLY 2X RESTRICTED CARBINE DOUBLE SIDED DEADBOLT	$238.00
INV 29869	26/02/2024	SERVICE & REPAIR EXEC FRONT DOOR LOCK	$150.00
EFT58774	**08/03/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**$2,561.12**
INV DB49627	22/02/2024	STAFF UNIFORMS FOR SENIOR RANGER	$917.65
INV DB49830	22/02/2024	STAFF UNIFORMS FOR WORKS LABOURER	$919.00
INV DB49501	28/02/2024	STAFF UNIFORMS FOR FX SENIOR CUSTOMER SERVICE OFFICER	$724.47
EFT58775	**08/03/2024**	**PETER JOHN MCCUMSTIE**	**$2,613.62**
INV ALLOW2902B	29/02/2024	PRESIDENTS ALLOWANCE OCM 29/02/2024 RES: 13/24	$2,613.62
EFT58776	**08/03/2024**	**RAY WHITE DERBY**	**$11,696.01**
INV 16488	01/03/2024	9 TOWER PLACE RENT 15/03 - 14/04/2024	$2,498.51
INV 16489	01/03/2024	33 KNOWSLEY STREET EAST RENT 15/03 - 14/04/2024	$1,738.10
INV 16490	01/03/2024	26 DELEWARR STREET RENT 17/03 - 16/04/2024	$1,825.00
INV 16518	01/03/2024	17 KNOWSLEY STREET WEST RESIDENTIAL BOND	$1,700.00
INV 16519	01/03/2024	17 KNOWSLEY STREET WEST PET BOND	$260.00
INV 16520	01/03/2024	17 KNOWSLEY STREET WEST FIRST 2 WEEKS RENT	$850.00
INV 16483	01/03/2024	15A KNOWSLEY STREET RENT 15/03 - 14/04/2024	$1,412.20
INV 16484	01/03/2024	15B KNOWSLEY STREET RENT 15/03 - 14/04/2024	$1,412.20
EFT58777	**08/03/2024**	**ROBERT SIMONS**	**$58.70**
INV REIMB2902	29/02/2024	STAFF REIMBURSEMENT	$58.70
EFT58778	**08/03/2024**	**DERBY BETTA HOME LIVING**	**$3,441.00**
INV 20310017771	01/03/2024	HOUSE SUPPLIES AS PER QUOTE	$3,441.00
EFT58779	**08/03/2024**	**HARVEY NORMAN BROOME**	**$1,534.00**
INV 265147	22/01/2024	SUPPLY 2X SPEAKER & 2X MICROPHONE FOR FX EVENTS	$1,534.00
EFT58780	**08/03/2024**	**RURAL PEST MANAGEMENT**	**$4,675.00**

INV 413	06/02/2024	GENERAL PEST SERVICE & TERMITE INSPECTION	$4,675.00
EFT58781	**08/03/2024**	**RUSTYS IGA**	**$2,155.18**
INV 015469	12/02/2024	SUPPLIES FOR COOKING PROGRAM 14/02/2024	$498.64
INV 015470	12/02/2024	SUPPLIES FOR YOUTH PROGRAM 12-17/02/2024	$290.31
INV 031912	19/02/2024	SUPPLIES FOR YOUTH PROGRAM	$669.86
INV 023325	27/02/2024	SUPPLIES FOR YOUTH PROGRAM 26/02 - 02/03/2024	$696.37
EFT58782	**08/03/2024**	**ROWAN SCOTT**	**$20.20**
INV REIMB2211	22/11/2023	STAFF REIMBURSEMENT	$20.20
EFT58783	**08/03/2024**	**PLUM OAK PTY LTD**	**$27,720.00**
INV 02.24	28/01/2024	AGRN 1044 - DAILY TOWN BUS RUN - JANUARY 2024	$27,720.00
EFT58784	**08/03/2024**	**SKIPPERS CLEANING SERVICES**	**$44,702.42**
INV 1702	29/02/2024	CLEANING OF SHIRE BUILDINGS - FEBRUARY 2024	$13,200.00
INV 1703	29/02/2024	CLEANING OF SHIRE BUILDINGS - FEBRUARY 2024	$31,502.42
EFT58785	**08/03/2024**	**TRAVIS HAYTO INVESTMENTS TAS SOCO STUDIOS**	**$3,025.00**
INV 4739	27/02/2024	SOCIAL MEDIA MANAGEMENT - FEBRUARY 2024	$3,025.00
EFT58786	**08/03/2024**	**TELSTRA LIMITED**	**$13,417.62**
INV 4275260919	02/02/2024	MOBILE SERVICE - JANUARY 2024	$38.00
INV 0463459000	12/02/2024	MAIN LINE BILLINGS - FEBRUARY 2024	$13,379.62
EFT58787	**08/03/2024**	**TRAINING MOMENTUM PTY LTD**	**$1,495.00**
INV 1157	27/02/2024	MONITORING & CLEARANCE INSPECTIONS COURSE 01-02/03/2024	$1,495.00
EFT58788	**08/03/2024**	**TARUNDA SUPERMARKET**	**$489.88**
INV 10185351	23/02/2024	AGRN 1044 - SUPPLIES FOR YOUTH COOKING PROGRAM 22/02/2024	$242.74
INV 10185694	24/02/2024	SUPPLIES FOR YOUTH COOKING PROGRAM 23/02/2024	$247.14
EFT58789	**08/03/2024**	**TRAVELWORLD BROOME**	**$5,439.66**
INV I000041593	27/02/2024	FLIGHTS & ACCOMMODATION H SCOTT 10/03/2024	$2,993.02
INV I000041616	28/02/2024	FLIGHTS & ACCOMMODATION M MIDDLETON 10/03/2024	$1,782.02
INV I000041624	29/02/2024	FLIGHTS W NEATE BROOME-PERTH RETURN 10/03/2023	$664.62
EFT58790	**08/03/2024**	**VISIMAX (BUCCI HOLDINGS PTY LTD)**	**$5,439.97**
INV 1036	16/01/2024	RANGER SUPPLIES	$5,439.97
EFT58791	**15/03/2024**	**A & B TYRES**	**$70.00**
INV 49672	01/02/2024	PUNCTURE REPAIR	$40.00
INV 49832	16/02/2024	PUNCTURE REPAIR	$30.00
EFT58792	**15/03/2024**	**AERODROME MANAGEMENT SERVICES PTY LTD**	**$4,900.50**
INV AMSINV-2401228	29/02/2024	INSPECTION REPORT CADJEBUT AERODROME	$4,900.50
EFT58793	**15/03/2024**	**ANJA JOHNSEN**	**$250.00**

INV REIMB1203	12/03/2024	BOND RETURN FOR HIRE OF GYM KEY	$250.00
EFT58794	15/03/2024	ALISTAIR HOBBS	$500.00
INV SITTING FEES-1203	12/03/2024	FVFR WORKING GROUP SITTING FEES - 12/03/2024	$500.00
EFT58795	15/03/2024	AMANDA DEXTER	$2,412.50
INV REIMB2302-2	23/02/2024	STAFF REIMBURSEMENT	$2,412.50
EFT58796	15/03/2024	AUSTRALIA POST	$461.58
INV 1013077358	03/03/2024	DERBY POSTAGE FOR FEBRUARY 2024	$461.58
EFT58797	15/03/2024	ARAC REFRIGERATION & AIR CONDITIONING	$2,360.91
INV 9803	05/03/2024	REPLACE FAULTY SPLIT SYSTEM IN BEDROOM, MATERIALS	$2,360.91
EFT58798	15/03/2024	G BISHOPS TRANSPORT SERVICES PTY LTD	$928.25
INV B240227	28/02/2024	FREIGHT	$928.25
EFT58799	15/03/2024	BUILDING AND ENERGY	$56.65
INV PERMIT 2902	29/02/2024	BSL - FEBRUARY 2024 (BA01-0003)	$56.65
EFT58800	15/03/2024	OFFICE NATIONAL BROOME (THE BOSS SHOP)	$344.33
INV 1084655	27/02/2024	SERVICE CONTRACT FOR #2690 KONICA AND #3185 CANON - FEBRUARY 2024	$344.33
EFT58801	15/03/2024	BROOME TOYOTA NORTH WEST MOTOR GROUP	$56.74
INV PI13074705	02/01/2024	SUPPLY FRONT WIPER BLADE	$56.74
EFT58802	15/03/2024	BUGARDI CONTRACTING PTY LTD	$73,903.12
INV 0167	05/03/2024	PROGRESS CLAIM 6 - CONTRACT C08-2023 - ACCOMMODATION CONSTRUCTION	$64,432.30
INV 0168	05/03/2024	VARIATION CLAIM 5 - CONTRACT C08-2023 - ACCOMMODATION CONSTRUCTION	$4,067.94
INV 0169	05/03/2024	VARIATION CLAIM 6 - CONTRACT C08-2023 - ACCOMMODATION CONSTRUCTION	$5,402.88
EFT58803	15/03/2024	ALLVOLTS POWER SOLUTIONS	$654.00
INV 214837	29/02/2024	SUPPLY 120X DURACELL COPPERTOP D BATTERIES	$654.00
EFT58804	15/03/2024	CHRIS HAMMER	$460.77
INV REIMB1103	11/03/2024	UTILITY SUBSIDY REIMBURSEMENT	$460.77
EFT58805	15/03/2024	BOC LIMITED	$647.87
INV 5006309115	29/02/2024	MONTHLY GAS CYLINDER CHARGES - FEBRUARY 2024	$647.87
EFT58806	15/03/2024	CIVIC LEGAL	$4,940.10
INV 512548	29/02/2024	AGRN 1044 - BBB CATERING CONTRACT AMENDMENTS	$4,940.10
EFT58807	15/03/2024	CMT BUILDING WA PTY LTD	$531.52
INV 1140	11/03/2024	RECTIFY ISSUE WITH FRONT ENTRY LOCK, MATERIALS	$531.52
EFT58808	15/03/2024	WINC	$39.93
INV 9044709223	22/02/2024	YEAR WALL PLANNERS FOR EXEC	$39.93
EFT58809	15/03/2024	DERBY BUILDING SUPPLIES	$1,056.82

INV 556503	05/03/2024	SUPPLY ANGLE STEEL, PERMANENT MARKER & MAKITA DISCS	$102.10
INV 556608	06/03/2024	SUPPLY 2X BDS LOCKSET WRAP & HEX SCREW	$106.08
INV 556615	06/03/2024	SUPPLY 10X HUNTER PGJ-04 ROTOR SPRINKLERS	$381.18
INV 556616	06/03/2024	STIHL NYLON LINE CF3 PRO 2.7MM X 280M	$438.60
INV 556918	11/03/2024	SUPPLY 4X DOOR MAT	$28.86
EFT58810	**15/03/2024**	**DERBY BUS SERVICE PTY LTD**	**$143.00**
INV 22103	28/02/2024	FREIGHT - FEBRUARY 2024	$143.00
EFT58811	**15/03/2024**	**DERBY 4X4 & MARINE**	**$358.23**
INV 35404-57452	11/03/2024	SUPPLY FRONT & REAR WHEEL BEARING KITS	$275.07
INV 35411-57513	11/03/2024	SUPPLY TRAILER LAMP	$83.16
EFT58812	**15/03/2024**	**DERBY FUELS**	**$3,512.21**
INV 1120039	05/03/2024	UNLEADED FOR SMALL PLANT USE	$242.21
INV 263240	08/03/2024	CATERING FOR YOUTH PROGRAM 07-09/03/2024	$3,270.00
EFT58813	**15/03/2024**	**DAIMLER TRUCKS**	**$1,558.24**
INV XA980050330-01	28/02/2024	SUPPLY FILTERS, SUPPLY FILTERS, FREIGHT, FREIGHT	$1,062.71
INV XA980051588-01	05/03/2024	SUPPLY RELAY VALVE, FREIGHT	$426.24
INV XA980050330-02	06/03/2024	SUPPLY FILTER	$69.29
EFT58814	**15/03/2024**	**DEPARTMENT OF JUSTICE BENTLEY**	**$500.00**
INV REIMB1103	11/03/2024	BOND RETURN FOR HIRE OF FX COMMUNITY HALL 31/10/2023	$500.00
EFT58815	**15/03/2024**	**DERBY PROGRESSIVE SUPPLIES**	**$1,898.37**
INV 083170	16/02/2024	SUPPLIES FOR ADMIN	$513.59
INV 084100	06/03/2024	SUPPLY TOILET PAPER, HAND TOWELS & BIN LINERS	$1,176.23
INV 084424	11/03/2024	AGRN 1044 - SUPPLY DISPOSABLE CUTLERY & BIN BAGS	$208.55
EFT58816	**15/03/2024**	**DERBY HARDWARE MITRE10**	**$1,968.95**
INV 10597926	21/02/2024	SUPPLY HINGE BUTT	$5.99
INV 10598733	06/03/2024	SUPPLY SIKAFLEX SEALANT	$26.99
INV 10598752	06/03/2024	SUPPLY MOZZIE COILS	$44.97
INV 10598698	06/03/2024	SUPPLY ZINC-IT AEROSOL & RAMSET DYNABOLT	$71.90
INV 10598699	06/03/2024	SUPPLY LENS CLEAR KIT	$34.99
INV 10598710	06/03/2024	PAINT SUPPLIES	$121.61
INV 10599159	13/03/2024	SUPPLY MERBAU 17.5M	$1,662.50
EFT58817	**15/03/2024**	**RONNIE JIMBIDEE**	**$500.00**
INV SITTING FEES-1203	12/03/2024	FVFR WORKING GROUP SITTING FEES - 12/03/2024	$500.00
EFT58818	**15/03/2024**	**KIMBERLEY ELECTRICAL CONTRACTORS**	**$198.00**
INV 26471	08/03/2024	REMOVE DAMAGED GPO	$198.00

EFT58819	**15/03/2024**	**FITZROY HARDWARE PTY LTD**	**$143.60**
INV 200264	05/03/2024	SUPPLY 5X 15L WATER BOTTLES	$105.00
INV 200396	07/03/2024	SUPPLY HANDLE & NUMBER 5-8 PLASTIC	$25.80
INV 200400	07/03/2024	SUPPLY ANGLE ALUM	$12.80
EFT58820	**15/03/2024**	**THE FITZROY RIVER LODGE**	**$1,348.50**
INV 345909	21/12/2023	CATERING STAFF CHRISTMAS DINNER 18/12/2023	$1,348.50
EFT58821	**15/03/2024**	**GEOFFREY ANDREW DAVIS**	**$500.00**
INV REIMB1103	11/03/2024	BOND RETURN FOR HIRE OF FX COMMUNITY HALL 12/10/2023	$500.00
EFT58822	**15/03/2024**	**PAUL GOSS**	**$620.81**
INV REIMB2702	27/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$620.81
EFT58823	**15/03/2024**	**HOATH REFRIGERATION & AIRCONDITIONING**	**$18,744.00**
INV 3714	18/02/2024	SERVICE & CLEAN AIR CONDITIONERS	$18,744.00
EFT58824	**15/03/2024**	**HULLS DIESEL SERVICES PTY LTD**	**$782.10**
INV 82506	02/03/2024	REGAS AIRCON	$203.50
INV 0071	02/03/2024	RESEAL STEERING CYLINDER	$352.00
INV 0072	02/03/2024	REGAS AIRCON	$226.60
EFT58825	**15/03/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$16,696.15**
INV 424950	06/03/2024	LOT 26818 WHARF RD, DERBY FOR 03/02/2024 TO 05/03/2024	$98.35
INV 517343	06/03/2024	LOC 26818 WHARF RD, DERBY FOR 03/02/2024 TO 05/03/2024	$111.55
INV 172452	07/03/2024	LOT 199 FORREST RD, FX FOR 06/02/2024 TO 06/03/2024	$4,599.28
INV 312249	07/03/2024	LOT 143 DERBY HIGHWAY FOR 06/02/2024 TO 06/03/2024	$4,463.69
INV 166519	07/03/2024	ASHLEY ST, DERBY FOR 06/02/2024 TO 06/03/2024	$5,170.22
INV 563394	13/03/2024	UNIT A/5 SPINIFEX COURT, FX FOR 11/01/2024 TO 12/03/2024	$1,353.34
INV 563395	13/03/2024	UNIT B/5 SPINIFEX COURT, FX FOR 11/01/2024 TO 12/03/2024,	$899.72
EFT58826	**15/03/2024**	**MARMINGEE HAND**	**$500.00**
INV REIMB1103	11/03/2024	BOND RETURN FOR HIRE OF FX REC CENTRE 19/09/2022	$500.00
EFT58827	**15/03/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**$236.97**
INV P69066288	05/03/2024	CUSTOMER 2085564 REF 0090S5K79G	$236.97
EFT58828	**15/03/2024**	**JOSEPH ROSS**	**$500.00**
INV SITTING FEES-1203	12/03/2024	FVFR WORKING GROUP SITTING FEES - 12/03/2024	$500.00
EFT58829	**15/03/2024**	**JILA PLUMBING**	**$4,895.61**
INV 5879	05/03/2024	AGRN 1044 - SUPPLY & INSTALL RO FILTER SYSTEM TO KITCHEN AREA	$4,895.61
EFT58830	**15/03/2024**	**KIMBERLEY CAR HIRE**	**$10,440.00**
INV 6010	29/02/2024	29 DAY HIRE OF HILUX 1HIK 288 & 1HAP 944	$7,250.00
INV 6012	29/02/2024	29 DAY HIRE OF PRADO 1HHJ 193	$3,190.00

EFT58831	**15/03/2024**	**KMART AUSTRALIA LIMITED**	**$1,575.00**
INV 041715	08/12/2023	AGRN 1044 - CHRISTMAS DECORATIONS FOR XMAS IN THE KIMBERLEY	$1,100.00
INV 041757	08/12/2023	ASSORTMENT OF LOLLIES FOR SANTA LOLLIE RUN EVENT	$475.00
EFT58832	**15/03/2024**	**OPTEON PROPERTY GROUP PTY LTD**	**$2,750.00**
INV 17389041-1	07/03/2024	MARKET RENTAL VALUATION AREA 6 & 11 DERBY AIRPORT	$2,750.00
EFT58833	**15/03/2024**	**TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES**	**$640.00**
INV 9832	09/02/2024	SUPPLY AND SERVICE SANITARY DISPOSAL UNITS - FEBRUARY 2024	$640.00
EFT58834	**15/03/2024**	**TAMARA CLARKSON**	**$21.27**
INV REIMB0203	02/03/2024	REIMBURSE TRAVEL FROM CS LEGAL	$21.27
EFT58835	**15/03/2024**	**MARIA O'CONNELL**	**$482.07**
INV REIMB1901	19/01/2024	UTILITY SUBSIDY REIMBURSEMENT	$482.07
EFT58836	**15/03/2024**	**MANAGED IT PTY LTD**	**$268.99**
INV 169334	26/02/2024	SUPPLY CABLES FOR FXVC	$268.99
EFT58837	**15/03/2024**	**MECHANICS & TYRES PTY LTD**	**$280.50**
INV 4184	05/03/2024	SUPPLY BOSCH BATTERY	$280.50
EFT58838	**15/03/2024**	**MOORE AUSTRALIA (TAX)**	**$5,060.00**
INV 434599	11/03/2024	COMPILATION OF STATEMENT OF FINANCIAL ACTIVITY 2023/24	$5,060.00
EFT58839	**15/03/2024**	**MARRA WORRA WORRA ABORIGINAL CORPORATION**	**$1,500.00**
INV REIMB1103	11/03/2024	BOND RETURN FOR HIRE OF FX COMMUNITY HALL X3	$1,500.00
EFT58840	**15/03/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**$4,840.52**
INV 8053	28/02/2024	INSTALL GPOS & DATA POINTS	$1,100.00
INV 8127	08/03/2024	REPLACE 3X FAULTY LIGHT SWITCHES, MATERIALS	$173.03
INV 8134	12/03/2024	REPLACE FAULTY BLOWER FAN FOR AC	$3,567.49
EFT58841	**15/03/2024**	**MARRA WORRA WORRA FITZROY WORKERS CAMP**	**$1,100.00**
INV 3889	26/01/2024	AGRN 1044 - ACCOMMODATION D D'ANTOINE 19-23/02/2024	$880.00
INV 3937	06/03/2024	AGRN 1044 - ACCOMMODATION D D'ANTOINE 05-06/03/2024	$220.00
EFT58842	**15/03/2024**	**NGIYALI ROADHOUSE**	**$848.86**
INV 1299584	19/04/2023	AGRN 1044 - CATERING FLOOD HUB EVENT 19/04/2023	$85.00
INV 1372998	15/02/2024	AGRN 1044 - FVFRWG FUEL TO ATTEND MEETING 15/02/2024	$160.01
INV 769821	12/03/2024	AGRN 1044 - CATERING FOR FVFRWG MEETING 12/03/2024	$603.85
EFT58843	**15/03/2024**	**ROBYN HAVENGA**	**$147.43**
INV REIMB1203	12/03/2024	UTILITY SUBSIDY REIMBURSEMENT	$147.43
EFT58844	**15/03/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**$2,983.54**
INV DB50114	27/02/2024	STAFF UNIFORMS FOR WORKS LABOURER	$22.99
INV DB50252	06/03/2024	STAFF UNIFORMS FOR WORKS LABOURER	$240.00

INV DB50274	07/03/2024	STAFF UNIFORMS FOR WORKS LABOURER	$22.99
INV DB50275	07/03/2024	STAFF UNIFORMS FOR WORKS LABOURER	$139.90
INV DB49556	11/03/2024	STAFF UNIFORMS FOR EXECUTIVE SERVICES COORDINATOR	$584.46
INV DB50227	11/03/2024	STAFF UNIFORMS FOR WORKS LABOURER	$938.98
INV DB50228	11/03/2024	STAFF UNIFORMS FOR WORKS LABOURER	$507.59
INV DB50229	11/03/2024	STAFF UNIFORMS FOR WORKS LABOURER	$526.63
EFT58845	**15/03/2024**	**OFFICE STAR**	**$4,268.00**
INV 62671	30/10/2023	SERVICE AGREEMENT FOR RICOH ID #791 FXVC	$840.84
INV 62986	05/12/2023	SERVICE AGREEMENT FOR RICOH ID #976 - FX FLOOD HUB	$572.00
INV 62954	09/12/2023	SERVICE AGREEMENT FOR RICOH ID #791 FXVC	$280.28
INV 63238	30/01/2024	SERVICE AGREEMENT FOR RICOH ID #791 FXVC	$2,354.88
INV 63271	31/01/2024	SERVICE AGREEMENT FOR RICOH ID #976 - FX FLOOD HUB	$220.00
EFT58846	**15/03/2024**	**COLLEEN GARNER**	**$500.00**
INV SITTING FEES-1203	12/03/2024	FVFR WORKING GROUP SITTING FEES - 12/03/2024	$500.00
EFT58847	**15/03/2024**	**PATRICK GREEN**	**$500.00**
INV SITTING FEES-1203	12/03/2024	FVFR WORKING GROUP SITTING FEES - 12/03/2024	$500.00
EFT58848	**15/03/2024**	**PETER JOHN MCCUMSTIE**	**$136.00**
INV REIMB0603	06/03/2024	MEALS IN PERTH TO ATTEND MINISTERIAL MEETINGS 12-16/02/2024	$136.00
EFT58849	**15/03/2024**	**PRITCHARD FRANCIS**	**$2,145.00**
INV 33472	27/02/2024	WHARFINGER HOUSE STRUCTURAL CONDITION INSPECTION - FEBRUARY 2024	$2,145.00
EFT58850	**15/03/2024**	**ROCK'S AUTOMOTIVE SERVICES PTY LTD**	**$127.00**
INV 36671	10/03/2024	SUPPLY FUEL PUMP, FREIGHT	$127.00
EFT58851	**15/03/2024**	**RAY WHITE DERBY**	**$1,846.73**
INV 16638	11/03/2024	17 KNOWSLEY STREET WEST RENT 20/03 - 19/04/2024	$1,846.73
EFT58852	**15/03/2024**	**COUNTRYMAN RUBBISH REMOVAL**	**$12,613.84**
INV 1044	15/02/2024	LITTER COLLECTION IN FITZROY CROSSING 09/12 - 10/01/2024	$1,560.96
INV 1046	15/02/2024	LITTER COLLECTION IN FITZROY CROSSING 01-14/02/2024	$4,548.88
INV 1043	15/02/2024	LITTER COLLECTION IN FITZROY CROSSING 07-14/12/2023	$3,121.92
INV 1045	15/02/2024	LITTER COLLECTION IN FITZROY CROSSING 15-31/01/2024	$3,382.08
EFT58853	**15/03/2024**	**RUSSELL CHESTNUT**	**$750.00**
INV SITTING FEES-1203	12/03/2024	FVFR WORKING GROUP SITTING FEES - 12/03/2024	$750.00
EFT58854	**15/03/2024**	**REMOTE AREA PLUMBING**	**$2,200.00**
INV 199	01/03/2024	AGRN 1044 - GENERATOR REFUEL	$2,200.00
EFT58855	**15/03/2024**	**ROBERT REID CONTRACTING**	**$145.20**
INV REIMB2002	20/02/2024	REIMBURSE ASSESSMENT OF VEHICLE FOR FLOOD DAMAGE	$145.20

EFT58856	**15/03/2024**	**RUSTYS IGA**	**$1,031.75**
INV 012575	07/02/2024	SUPPLY DOG FOOD FOR POUND	$208.00
INV 01290	22/02/2024	FOOD SUPPLIES FOR STAFF FAREWELL	$248.93
INV 024488	05/03/2024	SUPPLIES FOR YOUTH PROGRAM 05-09/03/2024	$574.82
EFT58857	**15/03/2024**	**ROWAN SCOTT**	**$583.89**
INV REIMB2102	21/02/2024	UTILITY SUBSIDY REIMBURSEMENT	$583.89
EFT58858	**15/03/2024**	**STEVEN TWEEDIE**	**$748.00**
INV 5-2023/2024	01/03/2024	CONSULTANCY SERVICES - GOVERNANCE ADVICE	$748.00
EFT58859	**15/03/2024**	**TENNANT AUSTRALIA**	**$839.01**
INV 920250382	29/02/2024	SUPPLY SERVICE PARTS	$839.01
EFT58860	**15/03/2024**	**TELSTRA LIMITED**	**$2,023.18**
INV 1718873800	27/02/2024	SERVICES AND EQUIPMENT RENTAL TO 19/03/2024	$74.94
INV 4275260810	27/02/2024	SATELLITE BILLINGS - FEBRUARY 2024	$495.00
INV 4275260919	02/03/2024	DATA SIM BILLINGS - FEBRUARY 2024	-$13.66
INV 4174249435	04/03/2024	MOBILE BILLINGS - FEBRUARY 2024	$1,466.90
EFT58861	**15/03/2024**	**SPECIALIST WHOLESALERS PTY LTD**	**$187.77**
INV 9099989	29/02/2024	SUPPLY LINE FILTER, SUPPLY 2X LINE FILTERS	$187.77
EFT58862	**15/03/2024**	**TARUNDA SUPERMARKET**	**$430.69**
INV 50157108	01/03/2024	AGRN 1044 - SUPPLIES FOR YOUTH COOKING PROGRAM 29/02/2024	$74.06
INV 10187688	01/03/2024	AGRN 1044 - SUPPLIES FOR YOUTH COOKING PROGRAM 29/02/2024	$147.82
INV 10188121	02/03/2024	AGRN 1044 - SUPPLIES FOR YOUTH COOKING PROGRAM 01/03/2024	$111.26
INV 30174881	05/03/2024	AGRN 1044 - SUPPLIES FOR CUPPA CIRCLE PROGRAM 06/03/2024	$97.55
EFT58863	**15/03/2024**	**TOTALLY WORK WEAR - BROOME**	**$330.00**
INV 24-00002622	01/03/2024	SUPPLY PPE	$330.00
EFT58864	**15/03/2024**	**TYREPOWER DERBY**	**$563.00**
INV 118566	09/03/2024	SUPPLY COOPER LT235/85R16 TYRE, ROTATION, BALANCE & DISPOSAL	$563.00
EFT58865	**15/03/2024**	**VISION POWER PTY LTD**	**$1,290.08**
INV 16957	07/03/2024	REMOVE DAMAGED CCTV POLE	$1,067.33
INV 16948	07/03/2024	INVESTIGATE ISSUE WITH CCTV AT FX IGA	$222.75
EFT58866	**15/03/2024**	**WORKPLACE TRAINING AND ADVISORY AUST PTY LTD**	**$26,048.00**
INV 11669	07/03/2024	IMPACT PROGRAM (WIP) X3	$4,125.00
INV 11697	07/03/2024	EXECUTIVE READY (WER) X3	$13,167.00
INV 11698	07/03/2024	LEADING EDGE (WLE) X4	$8,756.00
EFT58867	**22/03/2024**	**ALPHA DIVISION SECURITY SERVICES**	**$2,992.00**
INV SDWK0023	10/03/2024	SECURITY SERVICES - YOUTH CENTRE 05-08/03/2024	$1,320.00

INV SDWK0024	17/03/2024	SECURITY SERVICES - YOUTH CENTRE 11-15/03/2024	$1,672.00
EFT58868	**22/03/2024**	**ASHLEE DOUST**	**$436.40**
INV REIMB1903	19/03/2024	UTILITY SUBSIDY REIMBURSEMENT	$436.40
EFT58869	**22/03/2024**	**ALFORD CONTRACTING**	**$2,816.00**
INV 1073	19/03/2024	SUPPLY & INSTALL 8 ROLLER BLINDS	$2,816.00
EFT58870	**22/03/2024**	**AMY MORRIS**	**$103.80**
INV REIMB1103	11/03/2024	STAFF REIMBURSEMENT	$103.80
EFT58871	**22/03/2024**	**ALTHAM PLUMBING**	**$13,500.68**
INV 17091	22/02/2024	LOWER WATER SERVICE TO ENABLE RECONSTRUCTION OF ALFONSAS STREET	$13,220.44
INV 17218	15/03/2024	RECTIFY ISSUE WITH TOILET CISTERN CONTINUALLY RUNNING, MATERIALS	$280.24
EFT58872	**22/03/2024**	**ARAC REFRIGERATION & AIR CONDITIONING**	**$7,076.04**
INV 10000	19/03/2024	SUPPLY & INSTALL BREMA MOD CB840A-Q ICE MACHINE	$7,076.04
EFT58873	**22/03/2024**	**ASB MARKETING PTY LTD**	**$459.58**
INV 32714	27/02/2024	SUPPLY POLOS & SHIRTS, FREIGHT	$459.58
EFT58874	**22/03/2024**	**AUSTRALIAN SERVICES UNION**	**$236.50**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$236.50
EFT58875	**22/03/2024**	**ALLWEST BUILDING APPROVALS**	**$220.00**
INV 9919	12/03/2024	CDC (BA02-0002) #26 ASHLEY ST, DERBY BBQ SHELTER	$220.00
EFT58876	**22/03/2024**	**G BISHOPS TRANSPORT SERVICES PTY LTD**	**$762.04**
INV B241091	08/03/2024	FREIGHT	$762.04
EFT58877	**22/03/2024**	**BP COLAC SERVICE STATION**	**$1,240.00**
INV 1131773	12/03/2024	CATERING FOR 2 DAYS TRAINING	$1,240.00
EFT58878	**22/03/2024**	**BUNUBA ABORIGINAL CORPORATION**	**$500.00**
INV REIMB1903	19/03/2024	BOND RETURN FOR HIRE OF COMMUNITY HALL 08/09/2023	$500.00
EFT58879	**22/03/2024**	**BUNNINGS GROUP LIMITED**	**$453.07**
INV 2210-00157581	02/03/2024	SUPPLY LIGHTS FOR POPULATION 11 EVENT 14/03/2024	$453.07
EFT58880	**22/03/2024**	**CLEANING GARDENING & TREE SERVICES**	**$26,932.15**
INV 97	05/03/2024	CLEANING OF SHIRE BUILDINGS - JANUARY 2024	$26,932.15
EFT58881	**22/03/2024**	**DEPUTY CHILD SUPPORT REGISTRAR**	**$304.84**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$304.84
EFT58882	**22/03/2024**	**DERBY BUILDING SUPPLIES**	**$2,131.29**
INV 555273	09/02/2024	SUPPLY 2X PRESSURE SPRAYERS FOR POUND	$92.18
INV 556864	11/03/2024	SUPPLY 2X BAR FLAT STEEL	$132.70
INV 556945	12/03/2024	SUPPLY GARAGE HANDLE	$43.41

INV 557087	14/03/2024	SUPPLY MESH	$48.85
INV 557092	14/03/2024	SUPPLY 4X COMBINATION WRENCH	$84.80
INV 557093	14/03/2024	SUPPLY 6X 5L JUG	$196.88
INV 557094	14/03/2024	SUPPLY 4X STIHL CLUTCH	$475.15
INV 557156	15/03/2024	GARDENING SUPPLIES	$402.70
INV 557325	18/03/2024	SUPPLY BBQ & COVER	$654.62
EFT58883	**22/03/2024**	**DERBY 4X4 & MARINE**	**$299.31**
INV 23382-44570	07/07/2020	SUPPLY GLOBE	$64.68
INV 35432-57562	12/03/2024	SUPPLY CAMBER BOLT KIT	$187.11
INV 35466-57604	18/03/2024	SUPPLY FUEL CAP	$47.52
EFT58884	**22/03/2024**	**DERBY FUELS**	**$3,312.02**
INV 1120287	06/03/2024	16.84L UNLEADED	$42.02
INV 1123139	15/03/2024	CATERING FOR YOUTH PROGRAM 14-16/03/2024	$3,270.00
EFT58885	**22/03/2024**	**DERBY PROGRESSIVE SUPPLIES**	**$74.87**
INV 084263	08/03/2024	SUPPLY MOZZIE COILS	$74.87
EFT58886	**22/03/2024**	**DERBY HARDWARE MITRE10**	**$102.86**
INV 10599127	13/03/2024	SUPPLY QUICKSPRAY GLOSS	$11.99
INV 10599128	13/03/2024	SUPPLY HOSE CONNECTOR	$4.99
INV 10599143	13/03/2024	SUPPLY CIRC SAW BLADE	$34.99
INV 10599235	14/03/2024	SUPPLY 8X RAMSET DYNABOLT PLUS	$11.92
INV 10599253	14/03/2024	SUPPLY AIR FILTER	$12.99
INV 10599284	15/03/2024	SUPPLY 2X AIR FILTERS FOR HUSQVARNA LC118 MOWER	$25.98
EFT58887	**22/03/2024**	**DUN DIRECT PTY LTD**	**$19,712.00**
INV 01028774	13/03/2024	10000L DIESEL FOR DEPOT	$19,712.00
EFT58888	**22/03/2024**	**KIMBERLEY ELECTRICAL CONTRACTORS**	**$2,420.00**
INV 26541	28/02/2024	REPAIR GENERATOR CALLOUT 25/02/2024	$2,420.00
EFT58889	**22/03/2024**	**MEGAN NESHODA**	**$154.99**
INV REIMB1803	18/03/2024	STAFF REIMBURSEMENT	$154.99
EFT58890	**22/03/2024**	**ENVIRONMENTAL HEALTH AUSTRALIA (WA INC)**	**$855.00**
INV 34272010	22/01/2024	REGISTRATION M CHADWICK - WORLD CONGRESS 22-24/05/2024	$855.00
EFT58891	**22/03/2024**	**FITZROY HARDWARE PTY LTD**	**$1,098.60**
INV 199281	08/02/2024	SUPPLY PADLOCK	$50.00
INV 199302	09/02/2024	SUPPLY NUTS, BOLTS & WASHERS	$9.60
INV 199678	19/02/2024	SUPPLY 10L COOLANT	$52.00
INV 200785	19/03/2024	SUPPLY CLEANING EQUIPMENT	$499.00

INV 200786	19/03/2024	SUPPLY CLEANING EQUIPMENT	$488.00
EFT58892	**22/03/2024**	**HAANA SCOTT**	**$123.99**
INV REIMB1803	18/03/2024	STAFF REIMBURSEMENT	$123.99
EFT58893	**22/03/2024**	**HOATH REFRIGERATION & AIRCONDITIONING**	**$2,294.91**
INV 3769	05/03/2024	REPLACE AIRCON	$2,080.41
INV 3787	18/03/2024	RE-INSULATE PIPES THAT GO THROUGH PENETRATION	$214.50
EFT58894	**22/03/2024**	**JACOB CHARTERS**	**$114.60**
INV REIMB0803	08/03/2024	STAFF REIMBURSEMENT	$114.60
EFT58895	**22/03/2024**	**HULLS DIESEL SERVICES PTY LTD**	**$2,118.60**
INV 0069	01/03/2024	AGRN 1044 - DIAGNOSE GENSET FAULT	$2,118.60
EFT58896	**22/03/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$915.54**
INV 567769	29/02/2024	33 KNOWSLEY ST EAST, DERBY FOR 06/02/2024 TO 28/02/2024	$749.39
INV 163224	13/03/2024	LOT 99999 FALLON RD, FX FOR 11/01/2024 TO 12/03/2024	$166.15
EFT58897	**22/03/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**$1,546.45**
INV 0452-8L4291	10/03/2024	FREIGHT	$971.20
INV P69066387	17/03/2024	FREIGHT	$575.25
EFT58898	**22/03/2024**	**HERSEY'S SAFETY PTY LTD**	**$304.17**
INV 2816	23/02/2024	SUPPLY ROLL PINS & GREASE COUPLERS	$304.17
EFT58899	**22/03/2024**	**JILA PLUMBING**	**$165.61**
INV 5906	19/03/2024	REPLACE DUROPLAS TOILET SEAT, MATERIALS	$165.61
EFT58900	**22/03/2024**	**JILA GALLERY**	**$217.00**
INV 0145	01/03/2024	CATERING FOR COUNCIL MEETING 29/02/2024	$217.00
EFT58901	**22/03/2024**	**TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES**	**$640.00**
INV 9919	08/03/2024	SUPPLY AND SERVICE SANITARY UNITS - MARCH 2024	$640.00
EFT58902	**22/03/2024**	**KENNEDY INVESTMENTS WA P/L (LANCELIN BOBCAT HIRE)**	**$12,045.00**
INV 752	14/03/2024	REMOVE & REPLACE BROKEN CONCRETE	$12,045.00
EFT58903	**22/03/2024**	**LIANA INGRAM**	**$135.00**
INV REIMB1803	18/03/2024	UTILITY SUBSIDY REIMBURSEMENT	$135.00
EFT58904	**22/03/2024**	**MAXXIA PTY LTD**	**$2,245.61**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$1,224.58
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$989.98
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$31.05
EFT58905	**22/03/2024**	**MANAGED IT PTY LTD**	**$1,912.55**
INV 170715	12/03/2024	SUPPLY DELL OPTIPLEX, KEYBOARD, MOUSE & PRESENTATION POINTER	$1,912.55
EFT58906	**22/03/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**$1,577.87**

INV 7973	14/02/2024	RECTIFY ISSUE WITH AC, MATERIALS	$730.07
INV 8162	20/03/2024	REPLACE AIRCON FAN MOTOR, MATERIALS, FREIGHT	$449.32
INV 8163	20/03/2024	REPAIR PIPEWORK TO AC	$398.48
EFT58907	**22/03/2024**	**MARK CHADWICK**	**$201.54**
INV REIMB2003	20/03/2024	STAFF REIMBURSEMENT	$201.54
EFT58908	**22/03/2024**	**NETSTAR AUSTRALIA PTY LTD**	**$5,051.20**
INV 184537	27/02/2024	TRACKING UNIT FOR YOUTH SERVICES BUS	$5,051.20
EFT58909	**22/03/2024**	**NORTH WEST LOCKSMITH**	**$606.00**
INV 29994	13/03/2024	SUPPLY 5X PADLOCKS & 10X KEYS CUT	$606.00
EFT58910	**22/03/2024**	**STUDIO SCHOOLS OF AUSTRALIA LTD**	**$500.00**
INV REIMB1103	11/03/2024	BOND RETURN FOR HIRE OF FX COMMUNITY HALL 21/02/2024	$500.00
EFT58911	**22/03/2024**	**IXOM**	**$197.78**
INV 6784215	29/02/2024	CHLORINE GAS CYLINDER HIRE FEE - FEBRUARY 2024	$197.78
EFT58912	**22/03/2024**	**PROTECTOR FIRE SERVICES PTY LTD**	**$5,529.21**
INV 10086808	31/12/2023	6 MONTHLY SERVICE OF FIRE EQUIPMENT	$5,529.21
EFT58913	**22/03/2024**	**ROCK'S AUTOMOTIVE SERVICES PTY LTD**	**$340.00**
INV 36676	11/03/2024	SUPPLY 2X LED ROTATING BEACONS, FREIGHT	$340.00
EFT58914	**22/03/2024**	**REMOTE AREA PLUMBING**	**$3,394.00**
INV 201	01/03/2024	AGRN 1044 - GENERATOR REFUEL, LABOUR	$3,394.00
EFT58915	**22/03/2024**	**E & MJ ROSHER PTY LTD**	**$7,709.90**
INV 1471926	28/02/2024	SUPPLY HYDRAULIC DUMP CATCHER	$7,709.90
EFT58916	**22/03/2024**	**RUSTYS IGA**	**$799.63**
INV 02496	09/02/2024	CLEANING SUPPLIES FOR CLINICAL REFERRALS	$299.70
INV 017131	07/03/2024	SUPPLY FOOD FOR INTERNATIONAL WOMENS DAY 08/03/2024	$499.93
EFT58917	**22/03/2024**	**ROYAL LIFE SAVING SOCIETY WA**	**$627.00**
INV AX-273	30/01/2024	WORKSHOP BOOKING X3 D RENNARDSON 03-06/02/2024	$627.00
EFT58918	**22/03/2024**	**ROWAN SCOTT**	**$370.21**
INV REIMB1503	15/03/2024	REIMBURSE TRAVEL EXPENSES	$370.21
EFT58919	**22/03/2024**	**PLUM OAK PTY LTD**	**$10,188.00**
INV 659	01/03/2024	AGRN 1044 - SUPPLY 2000L DIESEL, LABOUR	$5,048.00
INV 663	04/03/2024	AGRN 1044 - SUPPLY 2000L DIESEL, LABOUR	$5,140.00
EFT58920	**22/03/2024**	**CORSIGN WA PTY LTD**	**$331.10**
INV 83305	06/03/2024	SUPPLY 2X TEMPORARY CLOSURE SIGNS FOR MADI'S PLAYGROUND	$331.10
EFT58921	**22/03/2024**	**OPTIC SECURITY GROUP NORWEST**	**$200.20**
INV 228632	02/01/2024	VISITOR CENTRE - QUARTERLY MONITORING JAN-MAR 2024	$200.20

EFT58922	**22/03/2024**	**CHRISTIE MILDENHALL**	**$87.00**
INV REIMB2003	20/03/2024	STAFF REIMBURSEMENT	$87.00
EFT58923	**22/03/2024**	**CLEANAWAY CO PTY LTD**	**$107,495.25**
INV 19285454	29/02/2024	DOMESTIC & COMMERCIAL BIN COLLECTION - FEBRUARY 2024	$99,393.22
INV 19285596	29/02/2024	PUBLIC BIN COLLECTION - FEBRUARY 2024	$8,102.03
EFT58924	**22/03/2024**	**SPECIALIST WHOLESALERS PTY LTD**	**$54.34**
INV 9167259	13/03/2024	SUPPLY 2X MALE CONNECTOR, SUPPLY 2X MALE CONNECTOR	$54.34
EFT58925	**22/03/2024**	**TARUNDA SUPERMARKET**	**$655.67**
INV 10189451	07/03/2024	AGRN 1044 - YOUTH COOKING PROGRAM SUPPLIES 07/03/2024	$46.19
INV 10189421	07/03/2024	AGRN 1044 - YOUTH COOKING PROGRAM SUPPLIES 07/03/2024	$52.97
INV 10189418	07/03/2024	AGRN 1044 - YOUTH COOKING PROGRAM SUPPLIES 07/03/2024	$151.66
INV 40174268	08/03/2024	AGRN 1044 - YOUTH COOKING PROGRAM SUPPLIES 08/03/2024	$248.74
INV 10192924	18/03/2024	AGRN 1044 - FOOD SUPPLIES CUPPA CIRCLE PROGRAM 19/03/2024	$156.11
EFT58926	**22/03/2024**	**TREVOR THOMAS MENMUIR**	**$1,500.00**
INV REIMB1303	13/03/2024	UTILITY SUBSIDY REIMBURSEMENT	$1,500.00
EFT58927	**22/03/2024**	**TRAVELWORLD BROOME**	**$10,178.42**
INV I000041670	06/03/2024	AGRN 1044 - FLIGHTS & ACCOMMODATION RECOVERY COORD. 01-14/03/24	$980.09
INV C000003169	06/03/2024	CREDIT - HOTEL FOR INVOICE I000041567	-$169.00
INV I000041721	11/03/2024	RETURN FLIGHTS CONSULTANT 18-22/03/2024	$1,124.01
INV I000041723	11/03/2024	FLIGHTS FOR EHO STAFF - NATSIEH ATTENDANCE 13-16/05/2024	$1,318.92
INV I000041796	15/03/2024	FLIGHTS & ACCOMMODATION X4 - WALGA ABORIGINAL ENGAGEMENT FORUM	$5,574.40
INV I000041805	18/03/2024	FLIGHTS PERTH - BROOME RETURN 01-13/04/2024 FOR STAFF TRAINING	$1,350.00
EFT58928	**22/03/2024**	**VISION POWER PTY LTD**	**$4,862.26**
INV 16949	07/03/2024	REMOVE CHRISTMAS LIGHTS FROM BOAB TREE, REATTACH AERIAL	$412.50
INV 16955	07/03/2024	RECTIFY ISSUE WITH LIGHTS, MATERIALS	$4,449.76
EFT58929	**22/03/2024**	**WURTH AUSTRALIA PTY LTD**	**$358.04**
INV 4320869922	13/03/2024	CONSUMABLE PARTS AND TOOLS AS PER PROPOSAL	$358.04
EFT58930	**25/03/2024**	**C PLUMMER, T PLUMMER & PERKS INDUSTRIES PTY LTD**	**$11,550.00**
INV 0001	10/01/2024	117 ROWAN STREET BOND, 117 ROWAN STREET BOND	$5,500.00
INV 0002	01/02/2024	117 ROWAN STREET RENT 10/01 - 10/02/2024	$6,050.00
EFT58931	**28/03/2024**	**BRETT ANGWIN**	**$1,554.86**
INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	$1,554.86
EFT58932	**28/03/2024**	**BIG BARRA'S ONE STOP SHOP**	**$200.00**
INV 59	15/12/2023	SUPPLY VOUCHER FOR CHRISTMAS EVENT 15/12/2023	$200.00

EFT58933	**28/03/2024**	**BELLALUCA DEMOLITION**	**$50,000.00**
INV D9830-2	13/03/2024	PROGRESS PAYMENT FOR WORKS AT 26 BARNETT WAY	$50,000.00
EFT58934	**28/03/2024**	**BRIAN ELLISON**	**$1,554.86**
INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	$1,554.86
EFT58935	**28/03/2024**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**$1,845.00**
INV 1085634	18/03/2024	SUPPLY 3X CHAIRS	$1,845.00
EFT58936	**28/03/2024**	**DERBY BUILDING SUPPLIES**	**$738.92**
INV 557170	15/03/2024	SUPPLY NUTS & BOLTS	$139.78
INV 557637	22/03/2024	SUPPLY DISPOSABLE TRAY LINERS & KILLRUST GLOSS	$130.89
INV 557638	22/03/2024	SUPPLY CABLE TIES	$216.25
INV 557731	25/03/2024	SUPPLY STIHL SPOOL WITH NYLON LINE	$252.00
EFT58937	**28/03/2024**	**DERBY FUELS**	**$186.30**
INV 1125189	21/03/2024	74.67L UNLEADED	$186.30
EFT58938	**28/03/2024**	**DOUGLAS D'ANTOINE**	**$9,268.64**
INV 025	13/03/2024	EXECUTIVE OFFICER DUTIES FOR FVFRWG - 19/02/2024 TO 01/03/2024	$9,268.64
EFT58939	**28/03/2024**	**DERBY HARDWARE MITRE10**	**$228.88**
INV 10599500	19/03/2024	SUPPLY 8.5KG GAS BOTTLE	$47.99
INV 10599508	19/03/2024	SUPPLY PADLOCK PK2	$24.99
INV 10599632	21/03/2024	SUPPLY PVC COUPLING & MICRO SPRINKLERS	$57.94
INV 10599692	22/03/2024	SUPPLY ACETONE	$16.99
INV 10599821	25/03/2024	SUPPLY RIVETER	$59.99
INV 10599823	25/03/2024	SUPPLY MULTIPURPOSE CLEANER & SPONGES	$20.98
EFT58940	**28/03/2024**	**S&E AUTOMOTIVE (EVIE MOLSON)**	**$6,608.25**
INV 9425400	16/02/2024	CONTRACT EHO FEBRUARY 2024	$6,608.25
EFT58941	**28/03/2024**	**ENVIRONMENTAL HEALTH AUSTRALIA (WA INC)**	**$660.00**
INV 35196012	14/02/2024	REGISTRATION EHO STAFF - WORLD CONGRESS PACKAGE 22-24/05/2024	$660.00
EFT58942	**28/03/2024**	**EXURBAN PTY LTD**	**$8,428.87**
INV URP-4471	04/03/2024	GENERAL TOWN PLANNING CONSULTANCY SERVICES DURING FEBRUARY 2024,	$8,428.87
EFT58943	**28/03/2024**	**FITZROY HARDWARE PTY LTD**	**$207.00**
INV 200790	19/03/2024	SUPPLY 5X 15L WATER BOTTLES	$105.00
INV 201006	25/03/2024	SUPPLY CLEANING EQUIPMENT	$102.00
EFT58944	**28/03/2024**	**THE FITZROY RIVER LODGE**	**$315.00**
INV 350758	21/03/2024	ACCOMMODATION P MCCUMSTIE 20/03/2024 TO ATTEND JOBS EXPO	$315.00
EFT58945	**28/03/2024**	**GEOFFREY ANDREW DAVIS**	**$1,554.86**

INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	$1,554.86
EFT58946	**28/03/2024**	**GREENFIELD TECHNICAL SERVICES**	**$1,886.72**
INV 3878	11/03/2024	AGRN 1044 - CONSTRUCTION MANAGEMENT PACKAGE 1 22/01 - 04/02/2024	$1,886.72
EFT58947	**28/03/2024**	**GEOFFREY CHARLES HAEREWA**	**$2,861.67**
INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCES	$2,861.67
EFT58948	**28/03/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$1,699.44**
INV 523100	08/03/2024	CCTV AT BAOBAB WAY, DERBY FOR 01/02/2024 TO 29/02/2024	$66.46
INV 163546	13/03/2024	LOT 32 AIRPORT RD, FX FOR 11/01/2024 TO 12/03/2024	$731.42
INV 104620	20/03/2024	UNIT B/277 CLARENDON ST, DERBY FOR 18/01/2024 TO 19/03/2024	$222.92
INV 442971	20/03/2024	UNIT A/277 CLARENDON ST, DERBY FOR 18/01/2024 TO 19/03/2024	$678.64
EFT58949	**28/03/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**$265.82**
INV 962574	13/03/2024	FREIGHT	$265.82
EFT58950	**28/03/2024**	**KIMBERLEY PEARL PTY LTD TAS KIMBERLEY CAMPING & OUTBACK SUPPLIES**	**$98.95**
INV 734466	21/07/2023	SUPPLY COMP STOVE	$98.95
EFT58951	**28/03/2024**	**PINDAN PRINTING - KIMBERLEY KOLORS**	**$459.03**
INV 3366	12/03/2024	2M X 2M CORFLUTE PRINT	$459.03
EFT58952	**28/03/2024**	**NORTH REGIONAL TAFE**	**$410.83**
INV I0022508	14/02/2024	COURSE FEES FOR PROVIDE FIRST AID X4	$208.84
INV I0022803	21/03/2024	COURSE FEES FOR PROVIDE CPR SKS X3	$201.99
EFT58953	**28/03/2024**	**KIMBERLEY PILBARA CATTLEMEN'S ASSOCIATION**	**$550.00**
INV 1057	03/05/2023	ASSOCIATE MEMBERSHIP RENEWAL 2023	$550.00
EFT58954	**28/03/2024**	**KERRISSA O'MEARA**	**$1,554.86**
INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	$1,554.86
EFT58955	**28/03/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**$1,718.62**
INV DB49725	14/03/2024	STAFF UNIFORMS FOR CUSTOMER SERVICE OFFICER	$334.48
INV DB50514	18/03/2024	STAFF UNIFORMS FOR MECHANIC	$210.00
INV DB50515	18/03/2024	STAFF UNIFORMS FOR APPRENTICE MECHANIC	$249.99
INV DB49179	19/03/2024	STAFF UNIFORMS FOR ENVIRONMENTAL HEALTH OFFICER	$924.15
EFT58956	**28/03/2024**	**PAUL ANTHONY BICKERTON**	**$1,554.86**
INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	$1,554.86
EFT58957	**28/03/2024**	**PETER JOHN MCCUMSTIE**	**$7,274.28**
INV ALLOW3103	31/03/2024	MARCH 2024 PRESIDENT ATTENDANCE FEE & ALLOWANCES	$7,274.28
EFT58958	**28/03/2024**	**C PLUMMER, T PLUMMER & PERKS INDUSTRIES PTY LTD**	**$6,050.00**
INV 0004	01/03/2024	117 ROWAN STREET RENT 14/03 - 14/04/2024	$6,050.00

EFT58959	28/03/2024	PRINTING IDEAS	$167.20
INV 55968	15/03/2024	PRINT & FINISH A1 MAP & WHITE BOARD LAMINATE	$167.20
EFT58960	28/03/2024	SE RENTALS PTY LTD	$185.90
INV 171623	20/03/2024	DERBY POOL PRINTER - RENTAL CONTRACT 20/04/2024 TO FOLLOWING MONTH	$185.90
EFT58961	28/03/2024	RUSTYS IGA	$670.94
INV 019471	12/03/2024	SUPPLY SNACKS FOR YOUTH PROGRAM 11-16/03/2024	$272.02
INV 013404	20/03/2024	SUPPLIES FOR YOUTH PROGRAM 18-23/03/2024	$398.92
EFT58962	28/03/2024	PLUM OAK PTY LTD	$5,158.00
INV 665	11/03/2024	AGRN 1044 - SUPPLY 2000L DIESEL, LABOUR	$5,158.00
EFT58963	28/03/2024	ST JOHN AMBULANCE BROOME	$5,964.00
INV FAINV01174887	20/03/2024	FIRST AID REMOTE TRAINING COURSE	$5,964.00
EFT58964	28/03/2024	SPORTSPOWER BROOME	$378.00
INV 24-00005473	20/03/2024	SUPPLY 2X SCOOTERS FOR FX YOUTH PROGRAM	$378.00
EFT58965	28/03/2024	TARUNDA SUPERMARKET	$310.60
INV 40174792	19/03/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE PROGRAM 20/03/2024	$66.19
INV 40174784	19/03/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE PROGRAM 20/03/2024	$100.31
INV 30177645	19/03/2024	SUPPLY MOZZIE SPRAY	$144.10
EFT58966	28/03/2024	TRAVELWORLD BROOME	$527.07
INV I000041816	19/03/2024	CAR HIRE CUSTOMER SERVICE OFFICER 10-16/03/2024	$527.07
EFT58967	28/03/2024	ANDREW JAMES TWADDLE	$1,554.86
INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	$1,554.86
EFT58968	28/03/2024	WAYNE FOLEY	$1,554.86
INV ALLOW3103	31/03/2024	MARCH 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	$1,554.86
			$2,203,434.29

FEE PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATES	CREDITOR / INVOICE DETAILS	AMOUNT
954	11/03/2024	BAS4 - ATO - IAS PAYMENT - PAYG WITHHOLDING	$112,358.00
954	04/03/2024	MER - MERCHANT FEES	$118.85
954	04/03/2024	MER - MERCHANT FEES	$344.67
954	05/03/2024	DOT - DOT PAYMENT	$5,294.15
954	07/03/2024	EXC - EXCESS TRANSACTIONS FEE	$77.00

954	07/03/2024	IINET - IINET 225211599 ($109.99)	$109.99
954	07/03/2024	BPY - BPAY FEES	$143.22
954	07/03/2024	GHA - GREYHOUND AUSTRALIA	$2,678.15
954	07/03/2024	DOT - DOT PAYMENT	$2,920.75
954	11/03/2024	DOT - DOT PAYMENT	$1,063.80
954	11/03/2024	DOT - DOT PAYMENT	$1,890.35
954	01/03/2024	MER - MERCHANT FEES	$29.95
954	12/03/2024	AGRN - AGRN1044 DE LAGE LANDEN PTY LTD (IT LEASE)	$2,119.94
954	13/03/2024	DOT - DOT PAYMENT	$3,296.60
954	14/03/2024	GHA - GREYHOUND AUSTRALIA	$1,880.00
954	14/03/2024	DOT - DOT PAYMENT	$12,570.35
954	15/03/2024	BEX - BPOINT FEES	$31.78
954	15/03/2024	DOT - DOT PAYMENT	$3,563.10
954	18/03/2024	DOT - DOT PAYMENT	$2,196.70
954	20/03/2024	DOT - DOT PAYMENT	$1,850.70
954	21/03/2024	DOT - DOT PAYMENT	$2,402.95
954	01/03/2024	MER - MERCHANT FEES	$32.00
954	21/03/2024	GHA - GREYHOUND AUSTRALIA	$765.00
954	20/03/2024	EXC - EXCESS TRANSACTIONS FEE	$0.50
954	22/03/2024	DOT - DOT PAYMENT	$2,516.20
954	20/03/2024	EXC - EXCESS TRANSACTIONS FEE	-$0.50
954	21/03/2024	EXC - EXCESS TRANSACTIONS FEE	-$0.05
954	25/03/2024	DOT - DOT PAYMENT	$1,254.40
954	25/03/2024	BAS4 - ATO - IAS PAYMENT - PAYG WITHHOLDING	$114,460.00
954	27/03/2024	DOT - DOT PAYMENT	$1,831.65
954	01/03/2024	MER - MERCHANT FEES	$178.58
954	28/03/2024	DOT - DOT PAYMENT	$151,631.95
954	28/03/2024	DOT - DOT PAYMENT	-$151,631.95
954	28/03/2024	DOT - DOT PAYMENT	$15,161.95
954	28/03/2024	GHA - GREYHOUND AUSTRALIA	$2,839.00
954	28/03/2024	GHA - GREYHOUND AUSTRALIA	-$2,839.00
954	28/03/2024	GHA - GREYHOUND AUSTRALIA	$2,439.00
954	01/03/2024	DOT - DOT PAYMENT	$1,637.20
954	01/03/2024	CMD - CHEQUE OR MERCHANT DEPOSITS FEE	$1.80
954	01/03/2024	EXC - EXCESS TRANSACTIONS FEE	$42.75

954	01/03/2024	EXC - EXCESS TRANSACTIONS FEE	$67.20
954	01/03/2024	EXC - EXCESS TRANSACTIONS FEE	$10.60
DD21677.1	01/03/2024	BOND ADMINISTRATOR	$620.00
INV BOND 12289/24	01/03/2024	RENTAL BOND FOR 4 ROWELL CT, DERBY - 12289/24	$620.00
DD21678.1	08/03/2024	MANAGED IT PTY LTD	$6,615.18
INV 169470	01/03/2024	MANAGED SERVICES FOR MARCH 2024	$6,615.18
DD21679.1	21/03/2024	THE SHELL COMPANY OF AUSTRALIA LIMITED	$3,654.21
INV FUEL - FEB24	21/03/2024	SHELL FUEL - FEB 2024	$3,654.21
DD21681.1	12/03/2024	AWARE SUPER	$37,671.91
INV SUPER	12/03/2024	SUPERANNUATION	$30,985.55
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$531.09
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$4,588.67
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$400.00
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$500.37
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$168.23
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$498.00
DD21681.2	12/03/2024	CBUS SUPERANNUATION	$957.25
INV SUPER	12/03/2024	SUPERANNUATION	$689.22
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$268.03
DD21681.3	12/03/2024	STUDENT SUPER PROFESSIONAL SUPER	$664.98
INV SUPER	12/03/2024	SUPERANNUATION	$664.98
DD21681.4	12/03/2024	THE TRUSTEE FOR SUPER RETIREMENT FUND SELECT SUPER	$828.07
INV SUPER	12/03/2024	SUPERANNUATION	$596.21
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$231.86
DD21681.5	12/03/2024	GUILD SUPER	$417.05
INV SUPER	12/03/2024	SUPERANNUATION	$417.05
DD21681.6	12/03/2024	THE EQUIPSUPER SUPERANNUATION FUND	$391.02
INV SUPER	12/03/2024	SUPERANNUATION	$391.02
DD21681.7	12/03/2024	THE CRESCENT WEALTH SUPER FUND	$1,056.83
INV SUPER	12/03/2024	SUPERANNUATION	$760.92
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$295.91
DD21681.8	12/03/2024	BRIGHTER SUPER SUNCORP EMPLOYEE SUPER PLAN	$3,270.94
INV SUPER	12/03/2024	SUPERANNUATION	$2,413.36
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$857.58
DD21681.9	12/03/2024	ING SUPERANNUATION FUND	$398.44

INV SUPER	12/03/2024	SUPERANNUATION	$398.44
DD21696.1	**21/03/2024**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**$24,268.89**
INV LOAN 245912	21/03/2024	DEAL NO. 245912 (INTEREST) DISASTER FLOOD DAMAGE CLAIMS AIRSTIP REFURB	$24,268.89
DD21710.1	**26/03/2024**	**AWARE SUPER**	**$37,652.11**
INV SUPER	26/03/2024	SUPERANNUATION	$31,153.66
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$539.49
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$4,391.67
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$400.00
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$502.02
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$167.27
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$498.00
DD21710.2	**26/03/2024**	**STUDENT SUPER PROFESSIONAL SUPER**	**$444.98**
INV SUPER	26/03/2024	SUPERANNUATION	$444.98
DD21710.3	**26/03/2024**	**THE TRUSTEE FOR SUPER RETIREMENT FUND SELECT SUPER**	**$835.43**
INV SUPER	26/03/2024	SUPERANNUATION	$601.51
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$233.92
DD21710.4	**26/03/2024**	**GUILD SUPER**	**$417.05**
INV SUPER	26/03/2024	SUPERANNUATION	$417.05
DD21710.5	**26/03/2024**	**THE EQUIPSUPER SUPERANNUATION FUND**	**$391.02**
INV SUPER	26/03/2024	SUPERANNUATION	$391.02
DD21710.6	**26/03/2024**	**THE CRESCENT WEALTH SUPER FUND**	**$1,056.82**
INV SUPER	26/03/2024	SUPERANNUATION	$760.91
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$295.91
DD21710.7	**26/03/2024**	**BRIGHTER SUPER SUNCORP EMPLOYEE SUPER PLAN**	**$3,478.67**
INV SUPER	26/03/2024	SUPERANNUATION	$2,621.09
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$857.58
DD21710.8	**26/03/2024**	**ING SUPERANNUATION FUND**	**$385.24**
INV SUPER	26/03/2024	SUPERANNUATION	$385.24
DD21710.9	**26/03/2024**	**FUTURE SUPER**	**$411.28**
INV SUPER	26/03/2024	SUPERANNUATION	$411.28
DD21712.1	**28/03/2024**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**$41,646.73**
INV LOAN	28/03/2024	LOAN 146 (49750) CAPITAL PAYMENT - STAFF HOUSING, LOAN 146 (49750) INTEREST - STAFF HOUSING	$41,646.73
DD21713.1	**08/03/2024**	**ANZ COMMERCIAL CARD SERVICES CENTRE**	**$23,071.52**
INV ANZ AOH	08/03/2024	COMMERCIAL CREDIT CARD FOR 15/01/2024 TO 12/02/2024	$1,834.35
INV ANZ WNE	08/03/2024	COMMERCIAL CREDIT CARD FOR 15/01/2024 TO 12/02/2024	$3,004.18

INV ANZ LAR	08/03/2024	COMMERCIAL CREDIT CARD FOR 15/01/2024 TO 12/02/2024	$17,805.15
INV ANZ JSK	08/03/2024	COMMERCIAL CREDIT CARD FOR 15/01/2024 TO 12/02/2024	$289.67
INV ANZ CREDIT	08/03/2024	OFFSET CREDIT FOR REFUND 15/01/2024 TO 12/02/2024	$138.17
DD21754.1	**31/03/2024**	**THE SHELL COMPANY OF AUSTRALIA LIMITED**	**$5,008.84**
INV FUEL - MAR24	31/03/2024	SHELL FUEL - MAR 2024	$5,008.84
DD21681.10	**12/03/2024**	**FUTURE SUPER**	**$411.27**
INV SUPER	12/03/2024	SUPERANNUATION	$411.27
DD21681.11	**12/03/2024**	**ONEPATH LIFE- ANZ SUPER ADVANTAGE**	**$650.93**
INV SUPER	12/03/2024	SUPERANNUATION	$650.93
DD21681.12	**12/03/2024**	**AUSTRALIAN SUPER**	**$6,779.84**
INV SUPER	12/03/2024	SUPERANNUATION	$5,679.56
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$187.10
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$499.31
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$413.87
DD21681.13	**12/03/2024**	**GANESHA SUPER**	**$719.11**
INV SUPER	12/03/2024	SUPERANNUATION	$719.11
DD21681.14	**12/03/2024**	**MLC MASTERKEY SUPER**	**$463.01**
INV SUPER	12/03/2024	SUPERANNUATION	$463.01
DD21681.15	**12/03/2024**	**HESTA**	**$260.98**
INV SUPER	12/03/2024	SUPERANNUATION	$260.98
DD21681.16	**12/03/2024**	**MLC SUPER FUND**	**$507.56**
INV SUPER	12/03/2024	SUPERANNUATION	$507.56
DD21681.17	**12/03/2024**	**REST SUPERANNUATION**	**$5,240.60**
INV SUPER	12/03/2024	SUPERANNUATION	$4,480.31
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$475.64
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$284.65
DD21681.18	**12/03/2024**	**FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND**	**$373.60**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$104.61
INV SUPER	12/03/2024	SUPERANNUATION	$268.99
DD21681.19	**12/03/2024**	**FIRSTWRAP PLUS SUPER AND PENSION**	**$1,218.46**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$341.17
INV SUPER	12/03/2024	SUPERANNUATION	$877.29
DD21681.20	**12/03/2024**	**HOST PLUS SUPERANNUATION FUND**	**$4,345.81**
INV SUPER	12/03/2024	SUPERANNUATION	$3,807.68
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$300.00

INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$238.13
DD21681.21	**12/03/2024**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**$3,055.31**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$985.13
INV SUPER	12/03/2024	SUPERANNUATION	$2,070.18
DD21681.22	**12/03/2024**	**AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS**	**$1,858.97**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$269.83
INV SUPER	12/03/2024	SUPERANNUATION	$1,589.14
DD21681.23	**12/03/2024**	**Q SUPER**	**$968.57**
INV DEDUCTION	12/03/2024	PAYROLL DEDUCTION	$211.72
INV SUPER	12/03/2024	SUPERANNUATION	$756.85
DD21710.10	**26/03/2024**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**$1,611.11**
INV SUPER	26/03/2024	SUPERANNUATION	$1,160.00
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$451.11
DD21710.11	**26/03/2024**	**ONEPATH LIFE- ANZ SUPER ADVANTAGE**	**$650.93**
INV SUPER	26/03/2024	SUPERANNUATION	$650.93
DD21710.12	**26/03/2024**	**AUSTRALIAN SUPER**	**$9,939.66**
INV SUPER	26/03/2024	SUPERANNUATION	$8,313.25
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$187.10
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$1,027.54
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$411.77
DD21710.13	**26/03/2024**	**GANESHA SUPER**	**$719.11**
INV SUPER	26/03/2024	SUPERANNUATION	$719.11
DD21710.14	**26/03/2024**	**MLC MASTERKEY SUPER**	**$642.09**
INV SUPER	26/03/2024	SUPERANNUATION	$642.09
DD21710.15	**26/03/2024**	**HESTA**	**$307.82**
INV SUPER	26/03/2024	SUPERANNUATION	$307.82
DD21710.16	**26/03/2024**	**MLC SUPER FUND**	**$725.09**
INV SUPER	26/03/2024	SUPERANNUATION	$725.09
DD21710.17	**26/03/2024**	**REST SUPERANNUATION**	**$5,236.39**
INV SUPER	26/03/2024	SUPERANNUATION	$4,476.11
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$475.64
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$284.64
DD21710.18	**26/03/2024**	**FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND**	**$444.15**
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$124.36
INV SUPER	26/03/2024	SUPERANNUATION	$319.79

DD21710.19	**26/03/2024**	**FIRSTWRAP PLUS SUPER AND PENSION**	**$1,218.46**
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$341.17
INV SUPER	26/03/2024	SUPERANNUATION	$877.29
DD21710.20	**26/03/2024**	**HOST PLUS SUPERANNUATION FUND**	**$4,241.14**
INV SUPER	26/03/2024	SUPERANNUATION	$3,703.01
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$300.00
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$238.13
DD21710.21	**26/03/2024**	**CBUS SUPERANNUATION**	**$957.25**
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$268.03
INV SUPER	26/03/2024	SUPERANNUATION	$689.22
DD21710.22	**26/03/2024**	**AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS**	**$1,980.42**
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$304.72
INV SUPER	26/03/2024	SUPERANNUATION	$1,675.70
DD21710.23	**26/03/2024**	**Q SUPER**	**$968.09**
INV DEDUCTION	26/03/2024	PAYROLL DEDUCTION	$211.72
INV SUPER	26/03/2024	SUPERANNUATION	$756.37
PE12.03.2024	12/03/2024	NET PAY	$321,565.34
PE12.03.2024	12/03/2024	NET PAY	$436.62
PE26.03.2024	26/03/2024	NET PAY	$329,564.38
		TOTAL	$1,201,015.81

The Shire Of Derby / West Kimberley
ANZ Corporate Credit Card Reconciliation
Period Reporting: 15/01/2024 to 12/02/2024

Card Holder : Tamara Clarkson

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
12/02/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$26.36	$2.64	$29.00	EP0025-298-2101	Yes	Refreshments - Staff Farewell
12/02/2024	DERBY LODGE Derby	Y	$272.73	$27.27	$300.00	AD08-297-2100	Yes	Accommodation - Executive Services Project Director - Ordinary Council Meeting 08/02/2024
8/02/2024	BROOME TIME RESORT BROOME	Y	$692.73	$69.27	$762.00	PC06-291-2100	Yes	Accommdation - Trade School Training - Jack McAlister-Gugeri
8/02/2024	TELSTRA PAYBYPHONE MELBOURNE	Y	$2,897.90	$289.79	$3,187.69	Various	Yes	Various
8/02/2024	BROOME TIME RESORT BROOME	Y	$692.61	$69.26	$761.87	PC06-291-2100	Yes	Accommdation - Trade School Training - Jack McAlister-Gugeri - Double Up On Booking refund on receipt
8/02/2024	MANGROVE RESORT BROOME	Y	$192.85	$19.29	$212.14	121107090.2003	Yes	Accommodation - Executive Director of Operations and Strategic Development for Derby based work - 04/02/2024
5/02/2024	GREENACRES TURF FARMS SERPENTINE	Y	$1,332.00	$133.20	$1,465.20	BC090-298-2101	Yes	3 pallets of turf (147 units) for the Fitzroy Crossing pool
5/02/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$93.64	$9.36	$103.00	120401650.2101	Yes	Refreshments - Councillors
5/02/2024	WOOLWORTHS/131-135 LOCH S DERBY	F	$13.20	$0.00	$13.20	120401650.2101	Yes	Refreshments - Councillors
5/02/2024	KMART MULGRAVE	Y	$18.18	$1.82	$20.00	OG001-298-2101	Yes	Corner protectors for reception desk, Admin building
5/02/2024	KIMBERLEY HOME & ELE DERBY	Y	$171.77	$17.18	$188.95	BO003-298-2101	Yes	Westinghouse Kettle and Sandwich Press for Kitchen in Administraton Building
5/02/2024	SHIRE OF DERBY WEST KI DERBY	Y	$20.82	$2.08	$22.90	P2102-266-2266	Yes	Trailer Registration KW15460
1/02/2024	FOOD SAFETY BRISBANE	N	$219.90	$0.00	$219.90	AD06-291-2100	Yes	Recovery and Development Advisor to complete her Food Safety Supervisor Training
1/02/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$698.27	$69.83	$768.10	120402090.2003	Yes	Flights - Director of Strategic Business - Broome to Derby and return - 19/02/2024 - 23/02/2024
1/02/2024	AVIAIR PTY LTD KUNUNURRA	Y	$234.55	$23.45	$258.00	120402090.2003	Yes	Flights - Director of Strategic Business - Broome to Derby and return - 19/02/2024 - 23/02/2024
29/01/2024	PAGODA RESORT SPA COMO	Y	$1,068.77	$106.88	$1,175.65	121407080.2700	Yes	Accommodation in Perth for Recovery Coordinator (02/02 - 08/02) AGRN 1044 Flood Recovery in person meetings located in Perth. Friday 02 through to Thursday morning 08 Feb.
29/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$698.27	$69.83	$768.10	121407080.2700	Yes	Flights Derby - Perth return for Recovery Coordinator (02/02 - 08/02)AGRN 1044 Flood Recovery in person meetings located in Perth. Friday 02 through to Thursday morning 08 Feb.
29/01/2024	SHIRE OF DERBY WEST KI DERBY	Y	$42.27	$4.23	$46.50	P663-266-2266	Yes	New Plates - KW9
29/01/2024	SHIRE OF DERBY WEST KI DERBY	Y	$41.55	$4.15	$45.70	P302-266-2266	Yes	Transfer and Licence - 1TZG219
25/01/2024	QANTAS AIRWAYS LTD (MO Mascot	Y	$172.91	$17.29	$190.20	AD06-291-2100	Yes	Flights amended - Derby to Broome Return 19/04/2024 and 29/04/2024 to attend Manager Administration training course - Manager of Administration
25/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$614.55	$61.45	$676.00	AD06-291-2100	Yes	Flight - Community Recovery and Development Advisor - 09/02/2024 & 19/02/2024 Broome to Perth and return as per 3 on 2 off roster
24/01/2024	Skippers Aviation Subiaco	Y	$968.86	$96.89	$1,065.75	121407080.2100	Yes	Flight - Community Recovery and Development Advisor - 09/02/2024 & 19/02/2024 Fitzroy Crossing to Broome and return as per 3 on 2 off roster
24/01/2024	Harvey Norman Online Homebush West	Y	$470.59	$47.06	$517.65	120502870.2101	Yes	3x STM dux Shell Tablet Case (Surface Pro 8) AP - Black | Harvey Norman 3x Cygnett OpticShield Glass Screen Protector for Surface Pro 8 | Harvey Norman
22/01/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$40.00	$4.00	$44.00	121402150.2101	Yes	Batteries
22/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$614.55	$61.45	$676.00	AD06-291-2100	Yes	Flights - Derby to Broome Return 19/04/2024 and 29/04/2024 to attend Manager Administration training course - Manager of Administration
22/01/2024	AVIAIR PTY LTD KUNUNURRA	Y	$234.55	$23.45	$258.00	AD06-291-2100	Yes	Flights - Derby to Broome Return 19/04/2024 and 29/04/2024 to attend Manager Administration training course - Manager of Administration
19/01/2024	DERBY LODGE Derby	Y	$250.00	$25.00	$275.00	AD08-297-2100	Yes	Accommodation - Executive Services Project Director 17.01.2024
19/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$784.72	$78.47	$863.19	121107090.2003	Yes	Flights - Acting Director of Community Vision - Derby to Broome return 10.03.24 - 15.03.24
19/01/2024	AVIAIR PTY LTD KUNUNURRA	Y	$234.55	$23.45	$258.00	121107090.2003	Yes	Flights - Acting Director of Community Vision - Derby to Broome return 11.03.24 - 15.03.24
18/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$629.26	$62.93	$692.19	121107090.2003	Yes	Flights - Acting Director of Community Vision - Perth to Broome return 14.02.24 - 01.03.24
18/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$325.61	$32.56	$358.17	121107090.2003	Yes	Amended Flights - Acting Director of Community Vision - Perth to Broome return 04.02.24 - 09.02.24
18/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$90.00	$9.00	$99.00	121107090.2003	Yes	Amended Flights - Acting Director of Community Vision - Perth to Broome return 04.02.24 - 09.02.24
18/01/2024	AVIAIR PTY LTD KUNUNURRA	Y	$234.55	$23.45	$258.00	121107090.2003	Yes	Flights - Acting Director of Community Vision - Derby to Broome return 14.02.24 - 01.03.24
15/01/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$698.27	$69.83	$768.10	121107090.2003	Yes	Flights - Acting Director of Community Vision - Perth to Broome return 05.02.24 - 09.02.24
15/01/2024	AVIAIR PTY LTD KUNUNURRA	Y	$234.55	$23.45	$258.00	121107090.2003	Yes	Flights - Acting Director of Community Vision -Broome to Derby return 05.02.24 - 09.02.24
15/01/2024	KIMBERLEY HOME & ELE DERBY	F	$200.00	$0.00	$200.00	120401870.2101	Yes	Staff Recognition Vouchers
				TOTAL $	17,805.15			

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
1/02/2024	AVIAIR PTY LTD KUNUNURRA	Y	$117.27	$11.73	$129.00	EX08-297-2100	Yes	Flight - CEO - Broome to Derby - 31/01/2024
29/01/2024	SHIRE OF DERBY WEST KI DERBY	Y	$41.55	$4.15	$45.70	P22-266-2266	Yes	Trailer transfer 1TZE402
29/01/2024	Lilcracka PTY LTD Greenbank	Y	$1,672.73	$167.27	$1,840.00	120502860.2101	Yes	Dog beds x 12 (Pound)
29/01/2024	DMIRS EAST PERTH EAST PERTH	Y	$819.09	$81.91	$901.00	121402410.2100	YEs	DMIRS Annual Licensce
29/01/2024	INTUIT*MAILCHIMP Sydney	N	$88.48	$0.00	$88.48	121402410.2100	Yes	Order MC17157197
				TOTAL $	3,004.18			

Card Holder : Amanda Dexter

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
12/02/2024	Matso's Broome Brewer Broome	Y	$179.10	$17.91	$197.01	EX08-298-2101	Yes	Refreshments - Welcome Lunch New Employees
12/02/2024	the executive centre perth	Y	$121.74	$12.17	$133.91	EX08-297-2100	Yes	Meeting Room Booking - Perth Meetings 09.02.2024
12/02/2024	AVIAIR PTY LTD KUNUNURRA	Y	$117.27	$11.73	$129.00	120401090.2100	Yes	Flight - Deputy President to attend Meetings in Perth 12/02/2024
9/02/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$355.10	$35.51	$390.61	120401090.2100	Yes	Flight - Deputy President to attend Meetings in Perth 12/02/2024
7/02/2024	DROPBOX*N9KDWQTCRXDQ D02FD79	Y	-$167.88	-$16.79	-$184.67	121402410.2100	Yes	Credit - Cancel Subscription
7/02/2024	SQ *FIEND MERCHANTS Como	Y	$48.89	$4.89	$53.78	121407080.2700	Yes	Refreshments - CEO and Recovery Coordinator - DFES
7/02/2024	BROADWATER RESORT COMO COMO	Y	-$650.45	-$65.05	-$715.50	EX08-297-2100	Yes	Refund - Accommodation - CEO - 04/02/2024 - 05/02/2024
5/02/2024	BROADWATER RESORT COMO COMO	Y	$867.27	$86.73	$954.00	EX08-297-2100	Yes	Accommodation - CEO - 04/02/2024 - 05/02/2024
5/02/2024	DERBY FUELS DERBY	Y	$11.82	$1.18	$13.00	120401040.2101	Yes	Lunch - Deputy President attending Development Assessment Panel Training
5/02/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$90.00	$9.00	$99.00	121407080.2700	Yes	Amended Flights Derby - Perth return for Local Recovery Coordinator (02/02 - 12/02) AGRN 1044 Flood Recovery in person meetings located in Perth. Friday 2nd through to Monday 12th February 2024
5/02/2024	AVIAIR PTY LTD KUNUNURRA	Y	$117.27	$11.73	$129.00	121407080.2700	Yes	AGRN 1044 - Flight - Local Recovery Coordinator - Derby to Broome 02.02.2024 -Series of meetings with DFES State Recovery Coordinator, Director Kimberley Floods.. Dept of Community Director of Kimberley Flood Recovery
5/02/2024	WANEWSDTI Osborne Park	Y	$25.45	$2.55	$28.00	121402410.2100	Yes	Subscription - The West Australian Digital
2/02/2024	Starlink Australia PTY LT Sydney	Y	$379.09	$37.91	$417.00	121402210.2100	Yes	Billing Period - 23 January - 22 February 2024
29/01/2024	DROPBOX*N9KDWQTCRXDQ D02FD79	Y	$172.92	$17.29	$190.21	121402410.2100	Yes	Billing period 26/01/2024 - 26/01/2025 - including overseas Txn Fee $5.54
				TOTAL	$1,834.35			

Card Holder : Jessica Karlsson

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
12/02/2024	PINCHAU*Reelbox MOLENDINAR	Y	$167.42	$16.74	$184.16	121106150.2101	Yes	Digitizing of old black and white negatives from the period of early 1900's at Sunday Island. Images are very significant for the museum. Some people living in Derby are descendants of the people in the images
9/02/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$90.00	$9.00	$99.00	121107090.2003	Yes	Flight changes - Executive Director of Operations and Strategic Development - Perth - Broome return - 26/02/2024 - 01/03/2024
9/02/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$5.92	$0.59	$6.51	121107090.2003	Yes	Flight changes - Executive Director of Operations and Strategic Development - Perth - Broome return - 26/02/2024 - 01/03/2024
				TOTAL $	289.67			

TOTAL PURCHASES FOR ABOVE STATED PERIOD	$	22,933.35
PAYMENTS AND OTHER CREDITS	$	138.17
INTEREST CHARGES	$	-
CLOSING BALANCE	$	23,071.52

13 EXECUTIVE SERVICES

13.1 REGIONAL TELECOMMUNICATIONS IN WESTERN AUSTRALIA INQUIRY

File Number: **4290**

Author: **Neil Hartley, Director, Strategic Business**

Responsible Officer: **Amanda Dexter, Chief Executive Officer**

Authority/Discretion: **Advocacy**

SUMMARY

A Western Australian State Parliamentary Inquiry into regional telecommunications in Western Australia has recently been launched. The terms of reference for the inquiry are *"to inquire into and report on issues impacting regional telecommunications in Western Australia".*

Telecommunications is a critical service to everyone in Australia, yet its service reach in remote areas like our shire is limited and even where it exists, is deficient. That lower level of access lessens the community wellbeing and the economic efficiencies of our district, and the adverse impact of that is magnified due to the remoteness of the district and its numerous communities within it.

This report proposes that a submission be made to the WA Standing Committee on Public Administration, outlining the situation in our district and calling for improvements to be made.

DISCLOSURE OF ANY INTEREST

Nil by Author.

BACKGROUND

On 20 March 2024, the WA Parliament's Legislative Assembly Standing Committee on Public Administration resolved to establish an inquiry into regional telecommunications in Western Australia. The terms of reference for the inquiry are:

> *The Standing Committee on Public Administration resolves to inquire into and report on* issues impacting regional telecommunications in Western Australia

The closing date for submissions is 26 April 2024.

The functions of the Standing Committee on Public Administration are to:

> (a) inquire into and report on —
>
> (i) the structure, efficiency and effectiveness of the system of public administration;
>
> (ii) the extent to which the principles of procedural fairness are embodied in any practice or procedure applied in decision making;
>
> (iii) the existence, adequacy, or availability, of merit and judicial review of administrative acts or decisions; and
>
> (iv) any Bill or other matter relating to the foregoing functions referred by the Council; and

(b) consult regularly with the Parliamentary Commissioner for Administrative Investigations, the Public Sector Commissioner, the Information Commissioner, the Inspector of Custodial Services, and any similar officer.

Telecommunications is a critical world-wide service and its importance will only grow over time. There are very few aspects of life or business that do not rely in some way on having telecommunications access, yet its reach in remote areas like our shire, is limited. That less than optimal service lessens the community's wellbeing and the economic efficiencies of our district. A deficiency which is magnified due to remoteness.

There are numerous reasons why improved communications would add value to our district and its communities:

Staying Connected with Family and Friends: Telecommunications in all of its forms (land-line phones, mobile phones, internet communication options) all allow in different ways for people to keep in touch with family and friends. This is more important if contact is limited by distance/isolation, like in a remote pastoral or aboriginal community locations. The ability to make quick contact with a family member reduces anxiety, stress, and the negative perceptions that isolation can bring, and enables the maintenance of a healthy level of wellbeing for all family members.

Resolving Emergency Situations and Access to Health Services: Without telecommunications generally, and a mobile service reception in particular, you will not be able to call for help during emergencies, whether that be a personal or family medical issue, a vehicle accident or breakdown along Great Northern Highway, or as a tourist you find yourself lost on a gorge entry thoroughfare off Gibb River Road. With GPS tracking applications in most mobile phones now, emergency services can be provided with an emergency's precise location. Voice communications through home telephone, mobile, or internet means can also allow critical health and safety information to be transmitted, like how to undertake CPR (Cardiopulmonary Resuscitation). Some phones and wearable devices (e.g. watches) even have emergency alarm features to draw attention to family or emergency services when needed, so the ability for these devices to communicate through a mobile phone service can be the difference between life and death in the most serious of instances.

Maintaining Safety: Telecommunications services enhance safety and a lack of that communication capacity can have disastrous consequences. In emergencies or natural disasters, having mobile phone access in particular, can therefore be a very important lifeline. Without mobile/internet/telecommunications access, you can't receive weather alerts, call for assistance, or inform others of your situation. There is not even a consistent mobile service signal along Great Northern Highway throughout the Kimberley Region, along which thousands of people travel every day, nor is there a service available to every one of the 54 Remote Aboriginal Communities within the district of the Shire of Derby/West Kimberley. Safety is therefore compromised when telecommunications services do not exist.

Reduce the Need for Expensive Alternatives: Satellite facilitated internet services are effective but expensive for users, and reliability is impacted by the environment and satellite capabilities. Relying solely on having a mobile phone signal has obvious personal safety risks in remote areas where signal strength is weak of non-existent. This risk is particularly relevant for those travelling in unfamiliar territory. Enhanced signal strength can be secured through signal booster devices, and there are alternatives such as satellite phones and communications devices, and emergency beacons, but these are not commonly held by most people, and rarely by travellers who

infrequently visit remote areas. Enhanced mobile signals in remote areas will give the best chance for everyone to stay safe.

Eliminate Navigational Errors: Mobile phones with GPS applications provide real-time navigation. Without them, tourists can struggle to find their way in remote locations like the Kimberley. This is particularly relevant for those unfamiliar with the region. Maps and compasses have long been replaced by GPS mobile phone applications, yet mobile phone service levels have not kept pace with even this quit basic level of technology.

Essential Skills Development and Employability: We all live in a technology driven world and that includes people living and working in remote locations. Being "work-ready" in a technological environment is benefitted by an early age exposure to technology. Familiarity with modern technology through good internet access, and through that access gaining a good general knowledge of how technology can benefit employees and employers, is definitely an advantage in today's job market. Owning a mobile phone for example, and having an effective mobile service, helps young people develop their school-based educational skills and improves their future work opportunities. Poor townsite mobile service levels (like in Derby townsite) therefore detract from the ability of our youth to grow their technological understanding and skill-base.

Replace Superseded Technology: Additional to the above social issues, is the technical matter of the soon to be "obsolete" 3G coverage (which Telstra is no longer providing from 1 July 2024). Whilst most mobile phone users will not be impacted by this as they live in metropolitan areas and have contemporary standard 4/5G mobile phones, there are impacts in remote areas. It is understood that removal of the 3G coverage will not automatically be replaced with a 4G signal, resulting in an absence of any signal at all in some areas. Also, people with an older model (3G) phone will need to replace that phone in order to access a telecommunications provider mobile signal.

Economic Development: Having low speed land-line or expensive satellite internet services add costs and inconvenience to local businesses, restrict business growth, and reduce the attractiveness of new businesses to establish themselves in remote areas. A goal of providing "metropolitan grade" internet services across remote areas should prevail.

STATUTORY ENVIRONMENT

The WA Parliament's Legislative Assembly Standing Committee on Public Administration resolved to establish an inquiry into regional telecommunications in Western Australia, to inquire into and report on issues impacting regional telecommunications in Western Australia.

The functions of the Standing Committee on Public Administration are to:

(a) inquire into and report on —

(i) the structure, efficiency and effectiveness of the system of public administration;

(ii) the extent to which the principles of procedural fairness are embodied in any practice or procedure applied in decision making;

(iii) the existence, adequacy, or availability, of merit and judicial review of administrative acts or decisions; and

(iv) any Bill or other matter relating to the foregoing functions referred by the Council; and

(b) consult regularly with the Parliamentary Commissioner for Administrative Investigations, the Public Sector Commissioner, the Information Commissioner, the Inspector of Custodial Services, and any similar officer.

NBN has a commitment to service the nation in some form (like fibre optic or copper cable, or via satellite). There is no know legislative requirement however, that compulsorily requires providers to service remote areas with a mobile signal. The Australian Government however, has for many years funded remote mobile telecommunications improvements through its *Mobile Black Spot Program*.

POLICY IMPLICATIONS

Nil Applicable.

FINANCIAL IMPLICATIONS

The cost of the submission is limited to staff time and can be accommodated within the Shire's existing budget for staffing resources.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership
2. Community	2.1 Safe Communities	2.1.4 Manage and respond to emergency situations
2. Community	2.2 Healthy Communities	2.2.4 Conduct and/or promote healthy lifestyle initiatives and living standards

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Reputation: That the Shire will be criticised for not contributing to the Inquiry.	Possible	Minor	Medium	Make a submission to the Inquiry.

CONSULTATION

Whilst it would have been beneficial to have engaged the community on this matter, in light of the deadline date (26 April 2024) there is no realistic opportunity for that to occur on this occasion.

COMMENT

It is not clear from the Terms of Reference of the Inquiry, when considered against the functions of the Standing Committee, what the thrust of the Inquiry might be, but none-the-less it is certainly worth longing a submission.

The concerns are obvious to everyone living in remote areas, and the solution requires positive government intervention to provide the finances or the legislation to enable an umbrella style telecommunications coverage of all areas of habituated or regularly attended areas of Western Australia.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Inquiry Submission (draft)

RECOMMENDATION

That Council authorise the President to modify as required and then lodge the submission (draft attached) with the WA Parliament's Legislative Assembly Standing Committee on Public Administration.

Hon Pierre Yang MLC (Chair)
Standing Committee on Public Administration
Parliament House
4 Harvest Terrace, West Perth WA 6005

Dear Chair,

Submission - Inquiry into issues impacting regional telecommunications in Western Australia.

Please find attached, a copy of the Shire of Derby/West Kimberley Council's position on the issues impacting regional telecommunications in Western Australia.

The concerns about sub-optimal telecommunications are obvious to everyone living in remote areas, and the solution requires positive government intervention to provide the finances or the legislation to enable an umbrella style telecommunications coverage of all areas of habituated or regularly attended areas of Western Australia, including:

1. ***Direct state government grants to all residents in the Kimberley with an existing 3G mobile phone, to enable them to purchase a 4G mobile phone;***
2. ***Direct state government grants to students and schools in remote areas to purchase contemporary standard telecommunications technology connections, boosters, and related hardware;***
3. ***Direct state government grants to aboriginal communities in remote areas to purchase contemporary standard telecommunications technology connections, boosters, and other related hardware;***
4. ***Direct state government grants to individuals to purchase mobile booster technology for their motor vehicle/house/business;***
5. ***Direct state government grants to telecommunications service providers to expand and/or enhance telecommunications service coverage and service level capacity;***
6. ***Legislation to require minimum telecommunications service standards to remotes areas, including the provision of "Metropolitan Grade" internet services, and the replacement of the superseded 3G signal technology with an equivalent 4G service area coverage; and***
7. ***Lobbying of the Federal Government to secure 1-6 above where the responsibility lays with that level of government.***

Telecommunications is a critical service to everyone, yet its service reach in remote areas like ours is limited, and even where it does exist, it is deficient. That lower level of access lessens the community wellbeing, safety, and the economic efficiencies of our district, and the adverse impact of that is magnified due to our remoteness. There are numerous reasons expanded upon in the attachment as to why improved communications would add value to any regional or remote district and its communities, and which in brief are:

- Staying Connected with Family and Friends;
- Resolving Emergency Situations and Access to Health Services;
- Maintaining Safety;
- Reducing the Need for Expensive Alternatives;
- Eliminate Navigational Errors; and

- Facilitating Essential Skills Development and Employability.

The Committee's consideration of our submission and the WA State Parliament's follow-up action to address the deficiencies of telecommunication in the Kimberley is requested.

Regards

Peter McCumstie
President

14 TECHNICAL SERVICES

14.1 TECHNICAL SERVICES - BUDGET VARIATIONS

File Number: **5120**

Author: **Wayne Neate, Director Technical and Development Services**

Responsible Officer:

Authority/Discretion: **Executive**

SUMMARY

This item is for Council to consider the reallocation of funds to maximise the benefits to council and compliance with the requirements of the various funding streams.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer

BACKGROUND

Council adopted its 23/24 financial year budget in August 2023 with the inclusion of several capital projects throughout the Infrastructure department. Several of these projects included funds which are derived from the *Roads to Recovery* fund (R2R).

This fund is a five-year program which began on 1 July 2019 and will end on 30 June 2024. The requirements for this fund are strict in that all projects have to be entered in the online portal by the 30 April 2024. All of the said projects within this fund have to be fully expended by the 30 December 2024.

There is a risk with one particular project that the funds will not be expended by this time and there are several urgent projects which require minor reallocation of funding to better meet the present needs of the community.

The *Local Roads and Community Infrastructure* (LRCI) fund has been allocated to undertake numerous small upgrades to the footpath network, however the funding body, prefer a succinct project hence a change to delivery for this funding stream will also be suggested.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution*; or

(c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

At the present time, Council has the following funds allocated to the various projects in the 2023/24 budget (see breakdown of funding in the attached spreadsheet).

RPG – Road Project Grant, FAGs – Federal Assistance Grant scheme

Geikie Gorge and Bungardi	Floodway $305,000(R2R) $610,000(RPG) – Total $910,000;
Alfonsas Street	$100,000(R2R); $350,000(FAGs); $150,000(Council) – Total $600,000;
Unallocated R2R funds	$94,000;
Sandford Road Lights	$75,000 (Council Funds);
Footpath Repairs in FX	$79,734 (LRCI); and
Derby Airport Road	$350,000 (LRCI).

The above listed funds are what Council allocated in the 2023/24 financial year budget and there are two issues that have arisen. One is that the R2R funds allocated to the Geikie Gorge road and Bungardi floodway must be spent by 30 of December 2024 as these funds are part of the R2R's 2019 - 2024 program. Officers cannot guarantee the spend, as Main Roads Western Australia are planning to upgrade the floodway as part of its works from the 2023 flood but no definite design has been presented to the Shire at this point in time, making it difficult to prepare the design work for the project.

The second issue is that LRCI have confirmed that the footpath work listed at just below $80K for multiple small works is a program style not favoured by the department, preferring instead to fund succinct/specific projects.

It is therefore be recommended that the following occurs:

1. The Geikie Gorge road and Bungardi creek floodway upgrade be moved to the 2024/25 financial year with the R2R funds coming from the new 2024 – 2029 funding stream (versus the time constrained 2019 – 2024 funding stream);
2. Alfonsas Street use all R2R funds from the above project and any unallocated funds, noting that this project will be complete in the near future and therefore guaranteeing the spend of the R2R funds from the 2019 – 2024 funding stream;
3. That the remaining funds from the Alfonsas Street project (being Council and FAG's) to be reallocated to the purchase of the Sandford Road lights ($8,000), footpath repairs in Fitzroy Crossing ($79,734), new street lighting in Fitzroy Crossing on the Horizon power network

($105,367.58) and additional funds totalling $200,000 to be allocated to the Derby Airport Road; and

4. A new LRCI project be considered to be delivered in Fitzroy Crossing, being a new footpath from the intersection of Flynn and Fallon roads to the hospital ($100,000).

Lastly officers are looking to remove the 2 bays of the ship loader where it has become unsafe and is in a deteriorated condition – it will be proposed to expend some of the Kimberley Mineral sands funds to allow this to occur.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities
2. Community	2.1 Safe Communities	2.1.2 Endeavour to provide safe, clean and well-lit streets and public spaces

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: If some of the funds are not reallocated there is a potential to lose those funds and the opportunity they provide	Almost Certain	Severe	Extreme	Appropriately allocate funds to allow full expenditure within current timeframes allowed.

CONSULTATION

Has occurred with the various funding bodies to ensure officers are operating within the constraints of the funding stream.

COMMENT

The reallocation of funds as explained within the financial section of the report is being undertaken to maximise the benefit of the spend of non-council discretionary funds, which can be reallocated to other projects whilst also spending the maximum allowable limit of non-discretionary external funds.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Funding Breakdown

RECOMMENDATION

1. That Council by ABSOLUTE MAJORITY:

1. authorise the reallocation of funds within the 2023/24 budget as follows;

a) The Geikie Gorge road and Bungardi creek floodway upgrade project be carried forward to the 2024/25 financial year with a new allocation of $305,000 from the Roads to Recovery (R2R) funding stream;

b) That all unallocated R2R and the $305,000 R2R funds from the Geikie Gorge road and Bungardi creek floodway upgrade project be allocated to the Alfonsas Street project noting these funds are from the R2R 2019 – 2024 funding stream (and the overall project remains at $600,000);

c) That now excess funds from the Alfonsas Street project (being $49,000 of Council Funds and $350,000 of the Federal Assistance Grant scheme) be reallocated to the following projects;

- **Sandford Road street lights - $8,000;**
- **Fitzroy Crossing Footpath repairs - $79,734;**
- **New Horizon Power Street lights - $105,367.58;**
- **Derby Airport Road - $200,000;**

d) Following the reallocation of the substitution of the Local Roads and Community Infrastructure (LRCI) funds as above in *dot point 2* for Fitzroy Crossing Footpath repairs, re-allocate those funds, being $79,734, plus an additional $20,266 of LRCI, to the construction of a new footpath to the Hospital on Fallon Road. Total project allocation of $100,000;

e) From the Kimberley Mineral Sands fund of 1 Million allocate $80,000 for the removal of the damaged section of the ship loader;

2. further commits to the following funding for the 2024/25 financial year:

a) To undertake the Geikie Gorge road and Bungardi creek floodway with $610,000 from Road Project grants and a new allocation of $305,000 from the new 2024 – 2029 Roads to Recovery (R2R) funding stream; and

b) $120,000 for the installation of the Sandford Road lighting from LCRI funds.

Funding shuffle Proposal

Note current R2R (labelled R2R 19-24) - funding stream projects have to be allocated by 30/4/2024 and fully expended by 31/12/2024
Currently the Shire has approx $94,000 unallocated in R2R

		23/24 allocation					Proposed 23/24 Allocation					Proposed 24/25 Allocation				
Current Projects	**Cost of Project**	R2R 19-24	RPG	Council	LCRI	FAGS	R2R 19-24	RPG	Council	LCRI	FAGS	R2R 24-29	RPG	Council	LCRI	FAGS
Giekie Gorge Road - Sealing and improvements to Bungardi floodway	$ 915,000.00	$ 305,000.00	$ 610,000.00					carry fwd				$ 305,000.00	$ 610,000.00			
Alfonsas Street	$ 600,000.00	$ 100,000.00		$ 150,000.00		$ 350,000.00	$ 499,000.00		$ 101,000.00							
Sandford Road Lights purcahse 23/24 install 24/25	$ 75,000.00			$ 75,000.00					$ 75,000.00		$ 8,000.00				$ 120,000.00	
Footpath Repairs FX	$ 79,734.00				$ 79,734.00						$ 79,734.00					
Constrcut new Footpath - Fallon rd to Hospital	$ 100,000.00									$ 100,000.00						
New street Lighting in FX - Horizon Power - Agenda item	$ 105,367.58										$ 105,367.58					
Derby Airport road	$ 550,000.00				$ 350,000.00				$ 49,000.00	$ 350,000.00	$ 150,000.00					
Current Unallocated R2R Funding	$ 94,000.00	$ 94,000.00														
Totals	$ 2,519,101.58	$ 499,000.00	$ 610,000.00	$ 225,000.00	$ 429,734.00	$ 350,000.00	$ 499,000.00	$ -	$ 225,000.00	$ 450,000.00	$ 343,101.58	$ 305,000.00	$ 610,000.00	$ -	$ 120,000.00	$ -
					Funds left to allocate		$ -	carry fwd	$ -		$ 6,898.42					

Port - Removal of 2 sections of the Ship loader - Safety concern $ 80,000.00 Note Funds are to come from KMS 1 million fund

Port Road - We are going to patch potholes and reseal as part of town resealing program ($10-$15 per sq m). Lower cost solution than reconstruction ($50+ per sq m) - with long term view to hand to MRWA

14.2 STREET LIGHTING DERBY AND FITZROY CROSSING

File Number: **8126**

Author: **Wayne Neate, Director Technical and Development Services**

Responsible Officer: **Amanda Dexter, Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This item is for Council to consider the installation of street lights across various locations in both Derby and Fitzroy Crossing.

DISCLOSURE OF ANY INTEREST

Nil Responsible Officer

The Director of Infrastructure has a proximity interest for additional streetlights in McDonald Way due to being a neighbouring property.

BACKGROUND

Over the last few years there have been several complaints for additional street lighting across various locations in both townsites. These complaints have increased in periods of high crime due to the offenders being able to move under the cover of darkness to commit crimes on properties located in the vicinity of these “dark spots”.

The Streets receiving most complaints are as follows;

Fitzroy Crossing

- Fallon Road – 4 lights
- Sadler Court – 3 lights
- Poole Court – 3 lights

Derby

- Villiers Street – 4 lights
- Johnston Street – 1 light
- Ashley Street – 1 light
- Carnarvon Street – 1 light
- McDonald Street – 2 lights

This gives a total of 10 lights in Fitzroy Crossing and 9 lights in Derby. The complaints for Fitzroy Crossing are almost coming in on a fortnightly basis due to the issues currently being experienced.

Officers have also undertaken a full audit of the town noting areas of concern of which some are being addressed by Horizon Power such as angle of lights etc to better light the road reserves. However, these proposed lights are in areas where there are little to no street lights.

Exact locations of the street lights are provided in the attachments.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The installation of the street lights does come at a significant cost with the installation in Derby costing $92,416.44 and Fitzroy Crossing costing $105,367.58.

The additional lighting will also cost $4,081.23 based on current Horizon Power rates per annum on top of the $220,000 we already pay in street lighting annually.

There currently is no budget for these costs however it will be proposed to undertake the following;

The reallocation of some funds from Alfonsas Street from the Federal Assistance Grant portion of those funds to allow the Fitzroy Crossing lights to be installed with the Derby lights installation being programmed for the 2024/25 financial budget.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	2.1 Safe Communities	2.1.2 Endeavour to provide safe, clean and well-lit streets and public spaces
1. Leadership and Governance	1.3 Effective Communication	1.3.2 Listen to and respond to the needs of our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Reputation: Sustained public pressure to alleviate issues being experienced by the community	Likely	Moderate	High	Undertake planned installation of street lights to assist in mitigating the issues being experienced by the community

CONSULTATION

Consultation has occurred with Horizon Power, residents, businesses and internally between staff to ensure appropriate and well-placed lighting can meet the purposes of the community.

COMMENT

There is an increase in pressure particularly in Fitzroy Crossing to try and reduce the issues currently being experienced to make it more liveable for the people in the town. The street lighting might go some way to alleviate the issues and provide a safer environment.

Nindinlingarri and the Department of Education have been strong advocates for lighting in Fitzroy Crossing where in Derby it has been predominately complaints from residents.

The officer recommends that both towns be serviced by additional street lighting with Fitzroy Crossing being undertaken immediately and Derby being undertaken in the 2024/25 financial year.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. **Derby Quote**
2. **Derby Design Drawing**
3. **Fitzroy Crossing quote**
4. **Fitzroy Crossing Design Drawing**

RECOMMENDATION

That Council;

1. **Agree to the project for additional street lighting in Fitzroy Crossing and allocate funds from the Alfonsas Street reconstruction totalling $105,367.58 towards the project and**
2. **Commit to proving funds for the Derby additional street lighting in the 2024/25 budget.**

CONFIDENTIAL

Your Ref:	New SLs various locations
Our Ref:	WKP0600
Enquiries:	Bobbie Garande
Telephone	(08) 9192 9904

Horizon Power
PO Box 345
Broome WA 6725
ABN 57 955 011 697

FORMAL QUOTE

Monday, 19 February 2024

Shire of Derby west Kimberley
30 Loch St
Derby
WA 6728

ATTN: Wayne Neat (via email emtds@sdwk.wa.gov.au cc Abha.Singh@sdwk.wa.gov.au)

Dear Wayne,

RE: WKP0600 Streetlights upgrades - various locations in Derby

Thank you for your request of Wednesday, 22 November 2023 for a quotation for the above.

Our quotation for this work is $ 92,416.44 (non-refundable). This amount includes GST of $ 8,401.50.

Labour Costs	=	$ 15,848.54
Equipment Costs	=	$ 2,306.52
Material Costs	=	$ 26,093.68
Contractor Related Costs	=	$ 39,766.20
Capital Contribution (excl GST)	=	$ 84,014.94
GST Amount	=	$ 8,401.50
Capital Contribution (non-refundable)	**=**	$ **92,416.44**
Less Design Fees (if paid)	=	$ 0
Balance Owing	**=**	$ 92,416.44

This offer is subject to the attached *Terms and Conditions of Quote* and is valid for a period of 30 days from the date of this correspondence.

There is no charge for initial quotes. However, Horizon Power reserves the right to charge for any additional time spent re-doing quotes or doing quote variations where the customer requirements change. If you propose to modify the works such that the works will result in the relevant connection having a total maximum load in excess of 30 kVA or CT metering involving an increase in the load capacity at the relevant site, a design fee of $6,600 (including GST) will be payable.

CONFIDENTIAL

HORIZON POWER'S SCOPE OF WORK

Horizon Power's scope of work (**Works**) which is covered by this quotation is as follows:

- Construct 8 x new streetlights at various locations
- Install new SL columns as per drawing WKP0600
- Install all required cabling and terminate
- Complete all earthing.
- Complete all live work, test & commission.

Customer scope

- Provide site access all the time

Verge reinstatement, clearing or pruning of vegetation to Horizon Power's vegetation profile and relocation of other services is not included in the quotation. The customer is to negotiate directly with the Council or Utility for these costs or repairs.

All electrical work on the customer's property / premise to allow for the changes requested is the responsibility of the customer's electrical contractor.

PAYMENT INFORMATION

If you wish to proceed with this work, please complete and sign the attached Quotation Acceptance form. The form must be returned to:

Bobbie Garande (bobbie.garande@horizonpower.com.au)
Horizon Power
PO Box 345
Broome WA 6725

Horizon Power will prepare and forward a Tax Invoice for the above work once the Quotation Acceptance form has been received at our office. Available payment options are listed at the bottom of the invoice.

Note that it is important that the Customer Details are completed on the Quotation Acceptance form, since these will be used to determine who the tax invoice will be issued to.

Please quote Horizon Power's reference number WKP0600 in all correspondence.

Yours sincerely,



Bobbie Garande
Kimberley Asset Manager
Horizon Power

CONFIDENTIAL

Your Ref: New SLs various locations
Our Ref: WKP0600
Enquiries: Bobbie Garande
Telephone (08) 9192 9904

PO Box 345
Broome WA 6725
ABN 57 955 011 697

QUOTATION ACCEPTANCE FORM

Please complete, sign and return this form if you accept the quotation provided by Horizon Power for the work specified below.

Project	Streetlights upgrades -various locations in Derby
Horizon Power Reference	WKP0600
Quotation Date	Monday, 19 February 2024
Quotation Amount (incl GST)	$92,416.44

I hereby accept this quotation and agree to abide by all conditions listed by Horizon Power in the quotation letter and any accompanying correspondence. I also acknowledge that the Tax Invoice will be issued in accordance with the Customer Details completed below.

Signature: _____

Please print name: _____

Phone No. _____

Date: _____

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Your Ref: New SLs various locations
Our Ref: WKP0600
Enquiries: Bobbie Garande
Telephone (08) 9192 9904

PO Box 345
Broome WA 6725
ABN 57 955 011 697

CUSTOMER DETAILS (For Tax Invoice Purposes)

Please ensure all items are completed

Name or Company Name: _____

Contact Name: _____
(if different)

Postal Address: _____

_____

_____

Address (*if different*): _____

_____

_____

ABN/ACN: _____
(If applicable)

Your P/O Number _____
(If applicable)

Phone No.: _____

Mobile No.: _____

Fax No.: _____

Email: _____

Horizon Power use only:

ORIGINAL – DESIGNER TO FILE
COPY – A/R USE ONLY
ELLIPSE INVOICE NO:

TERMS AND CONDITIONS OF QUOTE

4

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Acceptance of the Quote is subject to the following terms and conditions.

1. Validity of Quote
The Quote is valid for **30 days** from the date issued.

2. Acceptance of Formal Quote
By signing the Quotation Acceptance Form, you are confirming that you accept the Quote and are entering into a binding contract with Horizon Power subject to these terms and conditions including the terms and conditions in the covering letter (**Contract**). These terms and conditions form part of the Contract unless expressly excluded in writing by Horizon Power. Unless otherwise provided for in the Contract, a purported modification, variation or amendment of this Contract including the scope of works or any waiver of any rights of any party or any approval or consent shall have no effect unless in writing and signed by each party. This does not apply to any Horizon Power initiated modifications to the Works pursuant to clause 9.

3. Credit check
Horizon Power retains the right to inquire as to the credit worthiness of a customer and, in its sole discretion, may decline to perform or further perform the Works whenever Horizon Power does not receive an acceptable credit reference. You acknowledge and agree that you have no claim or right or cause of action against Horizon Power by reason of Horizon Power declining to perform or further perform the Works in the circumstances described in this clause.

4. Licence to access Site
You must grant Horizon Power an unconditional licence to access the Site for the purpose of undertaking the Works from the date the Quotation Acceptance Form is received by Horizon until the date the Works are completed. You must ensure that the Site is safe and you must indemnify Horizon Power against any loss or damage suffered by Horizon Power's officers, employees, contractors and agents (**Horizon Power Personnel**) while on the Site except to the extent such loss or damage was caused or contributed to by the Horizon Power Personnel.

5. Commencement and Completion of Works
Horizon Power will not commence Works until the cost of the Works as set out in the Quote has been received in full by Horizon Power. Any commencement and completion dates set out in the Quote are indicative only and are not guaranteed by Horizon Power.

6. Responsibility for Boundaries
You are responsible for accurately pegging all necessary boundaries to enable accurate placement of cables in the allocated alignment. You acknowledge that if the boundaries are not accurately pegged then Horizon Power may incur additional costs in performing the Works which will be treated as a modification to the Works under this Contract.

7. Adverse conditions
The cost of the Works is based upon normal soil conditions. Adverse conditions, which shall be determined at the sole discretion of Horizon Power, may incur additional charges as assessed by Horizon Power. Unless otherwise specified or agreed by both parties in writing, any additional charges will be payable by you to Horizon Power prior to Works commencing or continuing.

8. Excluded costs
Costs for reinstatement or works associated with other services are not included unless specifically stated.

9. Modification of Works
Horizon Power may, acting reasonably, vary, alter, modify or amend the Works at any time. You may request Horizon Power to modify the Works but Horizon Power may only agree in its sole discretion, Any additional charges incurred by Horizon Power due to any modification to the Works (whether the modification was made by Horizon Power or made at your request) will be payable by you to Horizon Power prior to Works commencing or continuing.

10. Design fee
If you propose to modify the Works in accordance with clause 9 such that the Works will result in the relevant connections having a total maximum load in excess of 30 kVA or CT metering involving an increase in the

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load capacity at the relevant site, you must pay Horizon Power a design fee of $6,000 (including GST).

If the actual costs incurred by Horizon Power in preparing the detailed design and formal quote exceed $6,000 (including GST), the difference will be incorporated into the formal quote and will be payable by you in accordance with the terms and conditions attached to the formal quote.

The design fee must be paid before Horizon Power will commence the relevant design and revised quote and is in addition to any amounts payable under clause 9. This design fee, once paid, is not refundable.

11. Cancellation fee

If you cancel or modify the Works, an Administration fee as published in Networks Charges Schedule will be deducted from the refund cheque or added to the revised quote and payable in advance of the modification.

12. Force Majeure

Horizon Power is not liable to you for any loss, damage or expense caused by or attributable to Force Majeure. In the event of Force Majeure, Horizon Power may suspend the Works for the period until Horizon Power considers, acting reasonably, that the event of Force Majeure has passed. Horizon Power will not be liable to you in any way in respect of such suspension.

13. Consequential losses excluded

Horizon Power will not be liable for any loss of use, production, profit, revenue, contract or anticipated savings, interruption to any business, or any special, indirect or consequential loss or damage incurred by you in connection with the Works except where such losses or damages are incurred as a result of gross negligence or willful default of Horizon Power.

14. Assignment

Horizon Power may assign, novate, licence, charge or otherwise deal with any of its rights and obligations under this Contract without your prior written consent. You must not, without Horizon Power's prior written approval, assign or novate any of your rights and obligations under the Contract.

15. Resolution of disputes

If the parties are not able to resolve a dispute arising out of this Contract, each party agrees that the dispute must be submitted to arbitration in accordance with the Institute of Arbitrators and Mediators of Australia Rules for the Conduct of Commercial Arbitrations.

16. Application of Law

Nothing contained in this Contract shall in any way limit the operation or effect of the *Electricity Corporations Act 2005*, *Energy Operators (Powers) Act 1979*, or any other Law.

17. Notice

Any notice, consent, demand, approval or communication made under this Contract must be in writing, in English and hand delivered, sent by facsimile or pre-paid post, or emailed to the recipient's address.

18. Severability

Part or all of any provision of this Contract that is illegal or unenforceable may be severed from this Contract and the remaining provisions of this Contract continue in force.

19. Survival

The clauses dealing with consequential losses will survive after the Works have been commissioned.

20. Governing Law and jurisdiction

This Contract is governed by the Law applicable in Western Australia. Each party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts of Western Australia.

For the purpose of this Contract, the following definitions apply:

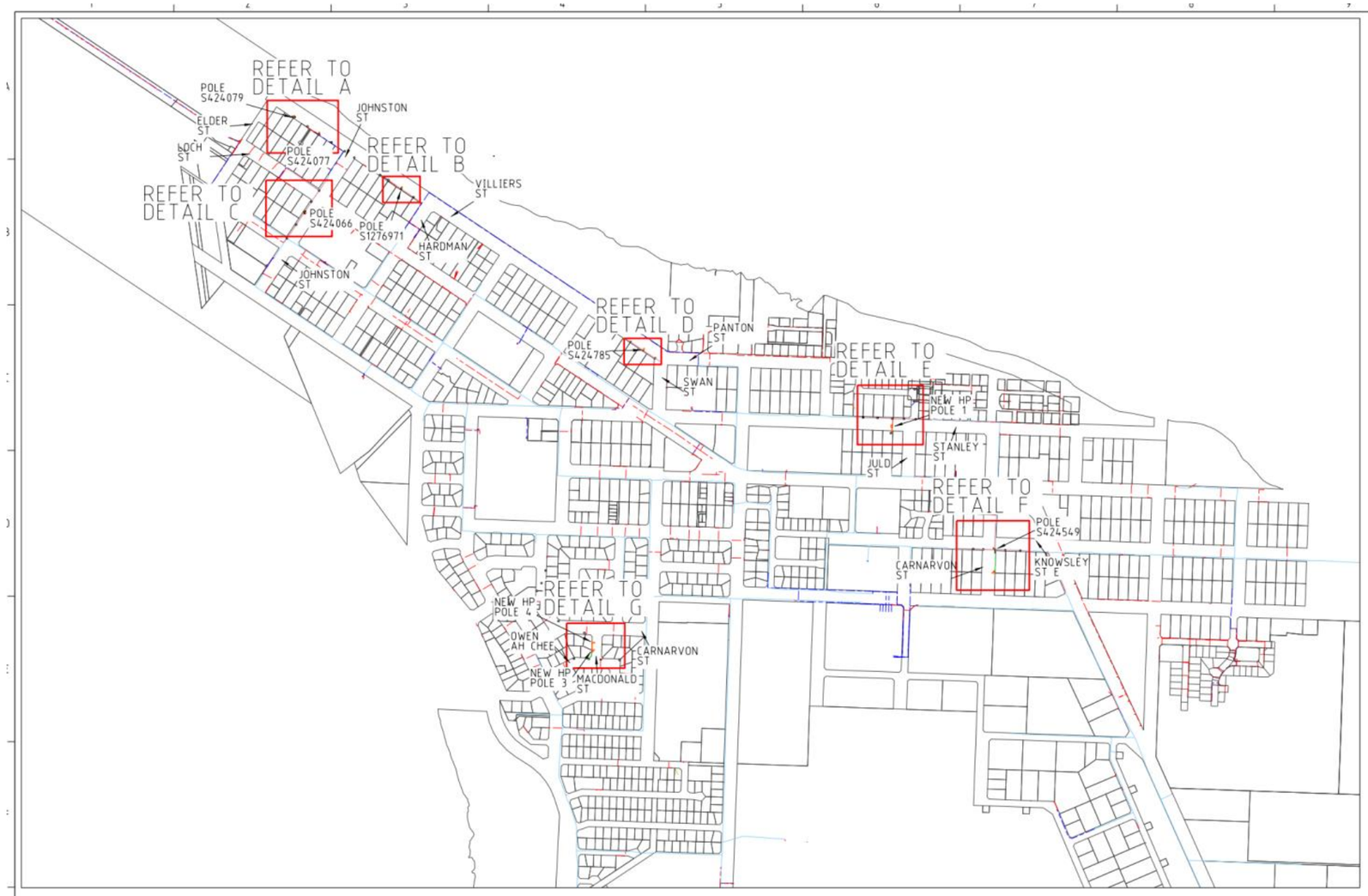
Force Majeure means any cause or event which is not reasonably within the control of the party affected and

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(without limiting the generality of the foregoing) includes Acts of God; strikes; lockouts; stoppages or restraints of labour or other industrial disturbances; war, acts of public enemies, riot or civil commotion or sabotage; fire, explosion, earthquake, landslide, flood, washout, lightning, storm or tempest; breakdown or an accident to plant, machinery, equipment, lines or pipes howsoever caused; failure of suppliers to supply equipment or machinery; and restraints, embargoes or other actions of any government.

Law means any statute, ordinance, code or other law including regulations and other enforceable instruments under it.

Works means Horizon Power's scope of work as described in the Quote.



SITE LOCATION PLAN

1:10000

200000 100000 0 200000 400000 600000 800000 1000000mm

1:10000

CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

OVERHEAD CONDUCTOR
- EXISTING LV OH COND (SIZES AS INDICATED)
- EXISTING HV OH COND (SIZES AS INDICATED)

OVERHEAD EQUIPMENT
- EXISTING POLE
- INLINE STRAIN

STREETLIGHT
- NEW STREETLIGHT
- 43W LED STREETLIGHT

URD CABLE
- EXISTING LV URD CABLE (SIZES AS INDICATED)
- EXISTING HV URD CABLE (SIZES AS INDICATED)
- NEW 16SQMM LV CABLE
- NEW 25SQMM LV CABLE

URD EQUIPMENT
- NEW HEAVY DUTY CONDUIT (SIZES AS INDICATED)
- MINIPILLAR

INSTRUCTION TO CONSTRUCTION CREWS

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WARNING

IF WORKING IN THE VICINITY OF EXISTING OVERHEAD DISTRIBUTION OR TRANSMISSION LINES CONTRACTOR TO COMPLY WITH "WORKSAFE" CLEARANCES DURING CONSTRUCTION

ISSUED FOR INFO.QUOTE

CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE
CONTACT: TEL: 0418 922 415
CONTRACTOR NAME:
CONTACT: TEL:

DIAL 1100 BEFORE YOU DIG

WARNING

BEWARE OF EXISTING SERVICES

FOR CLARITY, NOT ALL UNDERGROUND OR OVERHEAD SERVICES ARE SHOWN. IF SHOWN, LOCATIONS ARE APPROXIMATE ONLY AND SHOULD BE CHECKED. LOCATE ALL SERVICES BEFORE COMMENCEMENT OF WORK.

REFER TO WORKSAFE REGULATION 3.21.

AS CONSTRUCTED

NAME:
PAY #:
DATE:

REV	DATE	REVISION DESCRIPTION	DRN	CHK'D	DES'D	DES APP'D	APP'D
A	19.12.23	ISSUED FOR INFORMATION/QUOTE	K.K	A.R	K.K	B.G	B.G

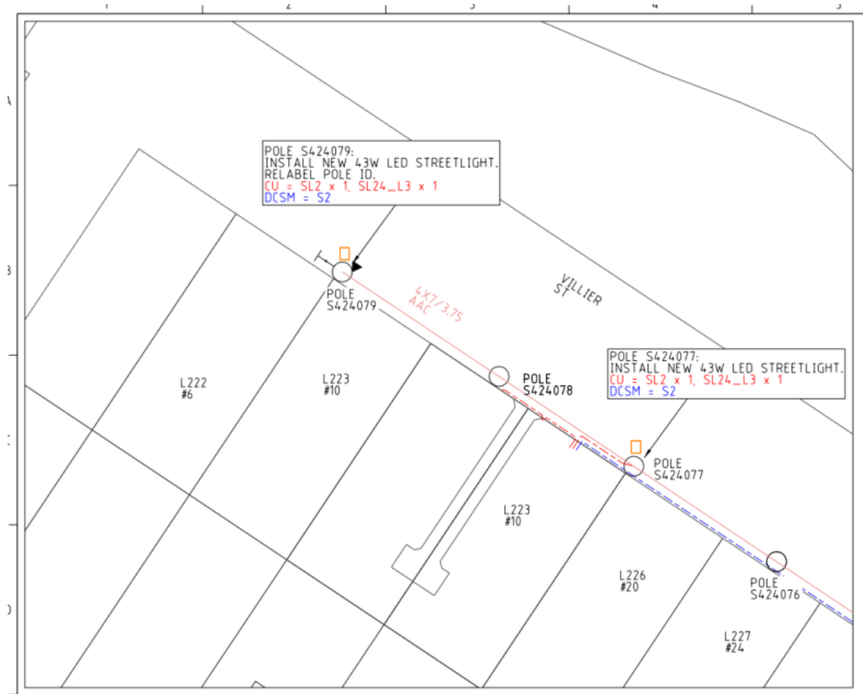
HORIZON POWER JOB / FILE No:		
DRN:	KELVIN KOH	19.12.23
CHK'D:	AFSER RAHUMAN	19.12.23
DES:	KELVIN KOH	19.12.23
DES APP'D:	BOBBIE GARANDE	19.12.23
APP'D:	BOBBIE GARANDE	19.12.23

DERBY
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - DBY
INSTALL NEW STREETLIGHTS

HORIZON POWER

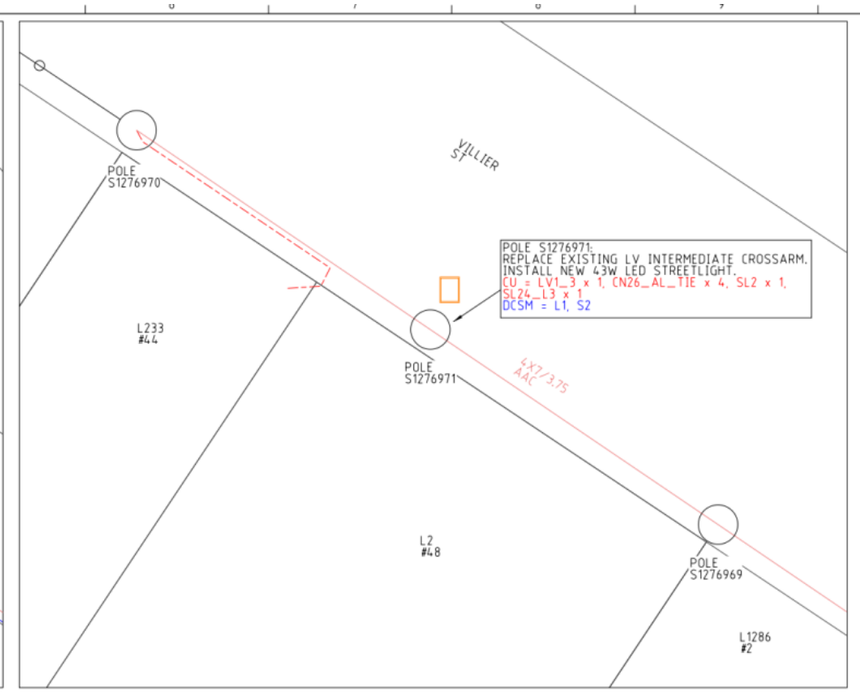
DRAWING NUMBER:	REV:
WKP0600	A
SCALE: N.A	SHEET: 1 OF 5
	SIZE: A2

DATE: 12/20/2023 12:28:33 PM BY: H088767



DETAIL A
1:1000

20000 10000 0 20000 40000 60000 80000 100000mm
1:1000



DETAIL B
1:500

10000 5000 0 10000 20000 30000 40000 50000mm
1:500

CUSTOMER INFORMATION/SCOPE OF WORK

(A) THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL

(B) PILLAR EXCLUSION ZONE TO BE PREPARED AS PER THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL CLAUSE 12.5.3. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

1. PEGGING THE PILLAR LOCATION PRIOR TO CONSTRUCTION.
2. ONLY EASILY REMOVEABLE SURFACE TREATMENT IS TO BE INSTALLED IN THIS AREA, SUCH AS BRICK PAVING.
3. CLEAR OF ALL SERVICES.
4. LOCATED 300mm ABOVE 100 YEAR FLOOD LEVEL AND NOT IN A PRECARIOUS POSITION.

(C) CLIENT TO PEG STREETLIGHT LOCATION PRIOR TO CONSTRUCTION

INSTRUCTION TO CONSTRUCTION CREWS

IT IS A REQUIREMENT OF HORIZON POWER THAT ALL EXISITNG CONDUCTOR / CABLES SIZES ARE CONFIRMED ONSITE TO ENSURE THAT ALL FITTINGS ARE OF THE APPROPRIATE SIZE AND ARE INSTALLED CORRECTLY IN ACCORDANCE TO FIM/DCSM STANDARDS.
EG: HELICAL TERMINATIONS, TIES, PG CLAMPS, LUGS, ETC

WARNING

IF WORKING IN THE VICINITY OF EXISTING OVERHEAD DISTRIBUTION OR TRANSMISSION LINES CONTRACTOR TO COMPLY WITH "WORKSAFE" CLEARANCES DURING CONSTRUCTION

CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

OVERHEAD CONDUCTOR
- EXISTING LV OH COND (SIZES AS INDICATED)
- EXISTING HV OH COND (SIZES AS INDICATED)

OVERHEAD EQUIPMENT
- EXISTING POLE
- INLINE STRAIN

STREETLIGHT
- NEW STREETLIGHT
- 43W LED STREETLIGHT

URD CABLE
- EXISTING LV URD CABLE (SIZES AS INDICATED)
- EXISTING HV URD CABLE (SIZES AS INDICATED)
- NEW 16SQMM LV CABLE
- NEW 25SQMM LV CABLE

URD EQUIPMENT
- NEW HEAVY DUTY CONDUIT (SIZES AS INDICATED)
- MINIPILLAR

ISSUED FOR INFO.QUOTE

DIAL 1100 BEFORE YOU DIG

WARNING
BEWARE OF EXISTING SERVICES

FOR CLARITY, NOT ALL UNDERGROUND OR OVERHEAD SERVICES ARE SHOWN. IF SHOWN, LOCATIONS ARE APPROXIMATE ONLY AND SHOULD BE CHECKED. LOCATE ALL SERVICES BEFORE COMMENCEMENT OF WORK.
REFER TO WORKSAFE REGULATION 3.21.

CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE	
CONTACT:	TEL: 0418 922 415
CONTRACTOR NAME:	
CONTACT:	TEL:

AS CONSTRUCTED

NAME:
PAY #:
DATE:

REV	DATE	REVISION DESCRIPTION	DRN	CHK'D	DES'D	DES APP'D	APP'D
A	19.12.23	ISSUED FOR INFORMATION/QUOTE	K.K	A.R	K.K	B.G	B.G

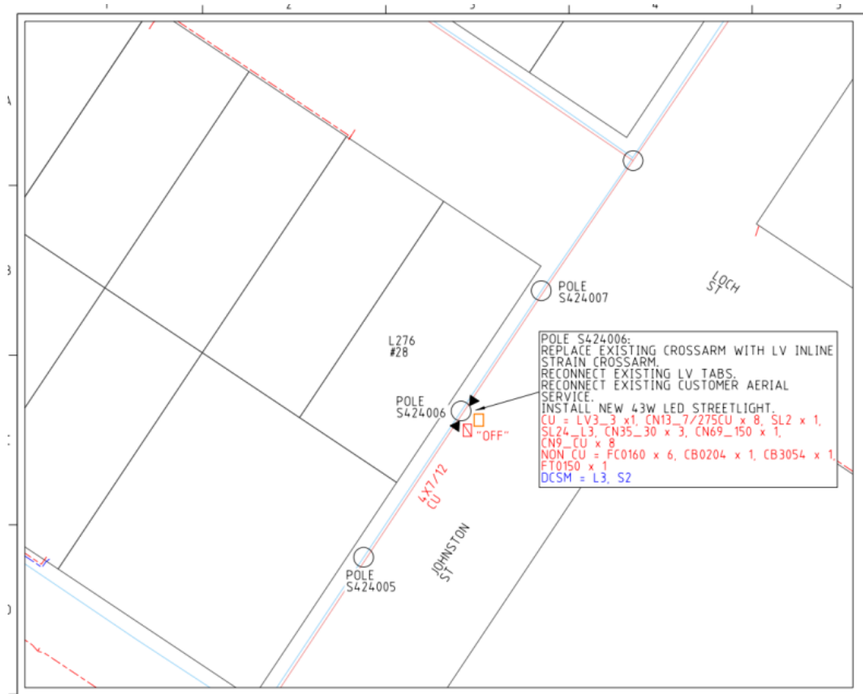
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DRN:	KELVIN KOH	19.12.23
CHK'D:	AFSER RAHUMAN	19.12.23
DES:	KELVIN KOH	19.12.23
DES APP'D:	BOBBIE GARANDE	19.12.23
APP'D:	BOBBIE GARANDE	19.12.23

DERBY
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - DBY
INSTALL NEW STREETLIGHTS

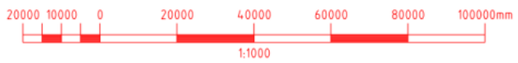
HORIZON POWER

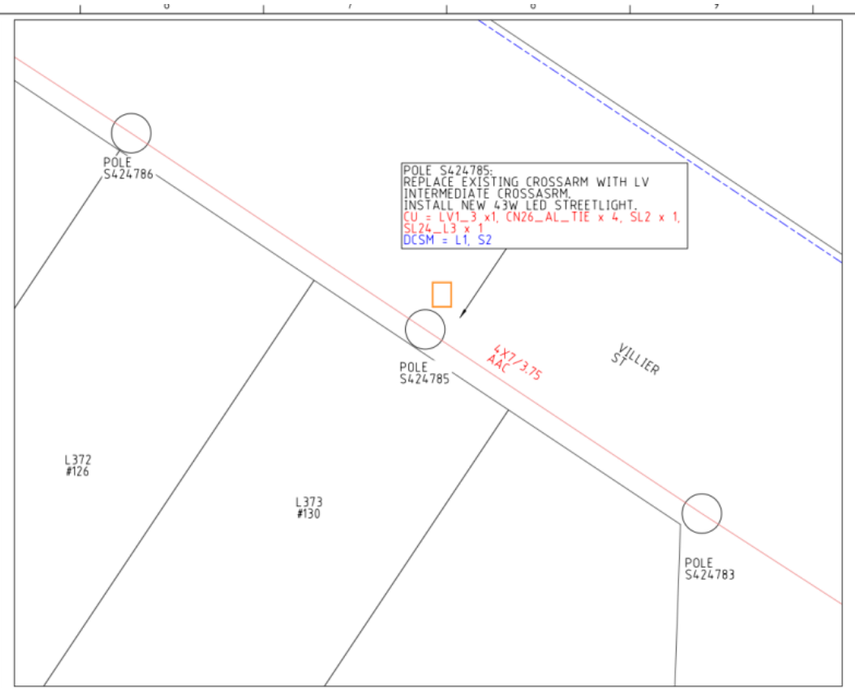
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SCALE: N.A	SHEET: 2 OF 5
SIZE: A2	

DATE: 12/20/2023 12:23:58 PM BY: H088767

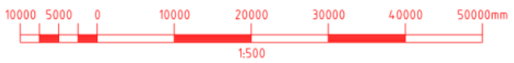


DETAIL C
1:1000





DETAIL D
1:500



CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

OVERHEAD CONDUCTOR
- EXISTING LV OH COND (SIZES AS INDICATED)
- EXISTING HV OH COND (SIZES AS INDICATED)

OVERHEAD EQUIPMENT
- EXISTING POLE
- INLINE STRAIN

STREETLIGHT
- NEW STREETLIGHT
- 43W LED STREETLIGHT

URD CABLE
- EXISTING LV URD CABLE (SIZES AS INDICATED)
- EXISTING HV URD CABLE (SIZES AS INDICATED)
- NEW 16SQMM LV CABLE
- NEW 25SQMM LV CABLE

URD EQUIPMENT
- NEW HEAVY DUTY CONDUIT (SIZES AS INDICATED)
- MINIPILLAR

CUSTOMER INFORMATION/SCOPE OF WORK

(A) THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL

(B) PILLAR EXCLUSION ZONE TO BE PREPARED AS PER THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL CLAUSE 12.5.3. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

1. PEGGING THE PILLAR LOCATION PRIOR TO CONSTRUCTION.
2. ONLY EASILY REMOVEABLE SURFACE TREATMENT IS TO BE INSTALLED IN THIS AREA, SUCH AS BRICK PAVING.
3. CLEAR OF ALL SERVICES.
4. LOCATED 300mm ABOVE 100 YEAR FLOOD LEVEL AND NOT IN A PRECARIOUS POSITION.

(C) CLIENT TO PEG STREETLIGHT LOCATION PRIOR TO CONSTRUCTION

INSTRUCTION TO CONSTRUCTION CREWS

IT IS A REQUIREMENT OF HORIZON POWER THAT ALL EXISITNG CONDUCTOR / CABLES SIZES ARE CONFIRMED ONSITE TO ENSURE THAT ALL FITTINGS ARE OF THE APPROPRIATE SIZE AND ARE INSTALLED CORRECTLY IN ACCORDANCE TO FIM/DCSM STANDARDS. EG: HELICAL TERMINATIONS, TIES, PG CLAMPS, LUGS, ETC

WARNING

IF WORKING IN THE VICINITY OF EXISTING OVERHEAD DISTRIBUTION OR TRANSMISSION LINES CONTRACTOR TO COMPLY WITH "WORKSAFE" CLEARANCES DURING CONSTRUCTION

ISSUED FOR INFO.QUOTE

CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE
CONTACT: TEL: 0418 922 415
CONTRACTOR NAME:
CONTACT: TEL:

WARNING
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REFER TO WORKSAFE REGULATION 3.21.

DIAL 1100 BEFORE YOU DIG

AS CONSTRUCTED

NAME:
PAY #:
DATE:

REV	DATE	REVISION DESCRIPTION	DRN	CHK'D	DES'D	DES APP'D	APP'D
A	19.12.23	ISSUED FOR INFORMATION/QUOTE	K.K	A.R	K.K	B.G	B.G

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DERBY
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - DBY
INSTALL NEW STREETLIGHTS

HORIZON POWER

DRAWING NUMBER:	REV:
WKP0600	A

SCALE: N.A	SHEET: 3 OF 5	SIZE: A2

DATE: 12/20/2023 12:23:58 PM BY: H088767

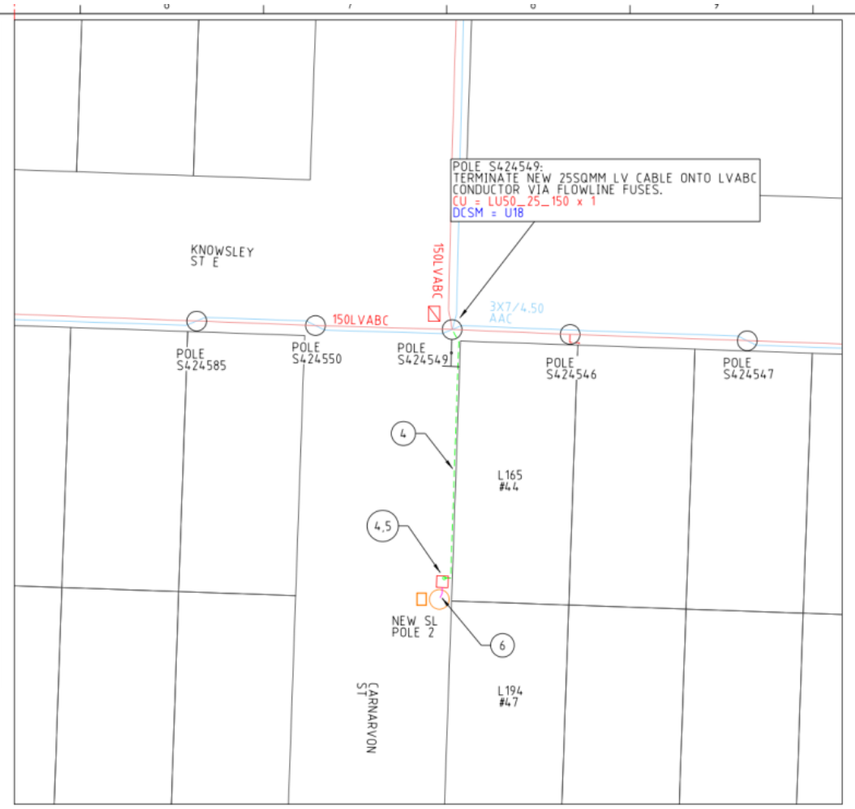


DETAIL E

1:1000

20000 10000 0 20000 40000 60000 80000 100000mm

1:1000



DETAIL F

1:1000

20000 10000 0 20000 40000 60000 80000 100000mm

1:1000

CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

- OVERHEAD CONDUCTOR
  - EXISTING LV OH COND (SIZES AS INDICATED)
  - EXISTING HV OH COND (SIZES AS INDICATED)
- OVERHEAD EQUIPMENT
  - EXISTING POLE
  - INLINE STRAIN
- STREETLIGHT
  - NEW STREETLIGHT
  - 43W LED STREETLIGHT
- URD CABLE
  - EXISTING LV URD CABLE (SIZES AS INDICATED)
  - EXISTING HV URD CABLE (SIZES AS INDICATED)
  - NEW 16SQMM LV CABLE
  - NEW 25SQMM LV CABLE
- URD EQUIPMENT
  - NEW HEAVY DUTY CONDUIT (SIZES AS INDICATED)
  - MINIPILLAR

ISSUED FOR INFO.QUOTE

HORIZON POWER SCOPE OF WORK

2. REFER TO NOTES ON POLE FOR CONSTRUCTION DETAILS.
3. INSTALL NEW 16SQMM SL CABLE WITHIN CONDUIT FROM EXISTING MINIPILLAR ON L25#28 STANLEY ST TO NEW SL POLE 1. TERMINATE NEW 16SQMM SL CABLE ONTO EXISTING MINIPILLAR VIA 20A REDSPOT FUSE.
   CU = CN41_TERMITE x 16, DCSM = U8-1
4. INSTALL NEW MINIPILLAR AS PER PILLAR EXCLUSION ZONE AS INDICATED ON DWG ADJACENT TO NEW SL POLE 2.
   CU = LU10 x 1, DCSM = U8
5. INSTALL NEW 25SQMM SL CABLE WITHIN 0-500mm ALIGNMENT FROM POLE S424549 TO NEW MINIPILLAR ADJACENT TO NEW SL POLE 2. TERMINATE NEW 25SQMM LV CABLE ONTO NEW MINIPILLAR.
   CU = CN42_TERM x 82, DCSM = U8
6. INSTALL NEW 16SQMM SL CABLE FROM NEW MINIPILLAR ADJACENT TO NEW SL POLE 2 TO NEW SL POLE 2. TERMINATE NEW 16SQMM LV CABLE ONTO NEW MINIPILLAR ADJACENT TO NEW SL POLE 2 VIA 20A REDSPOT FUSE.
   CU = CN41_TERMITE x 6, DCSM = U8-1

CUSTOMER INFORMATION/SCOPE OF WORK

A. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL

B. PILLAR EXCLUSION ZONE TO BE PREPARED AS PER THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL CLAUSE 12.5.3. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

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4. LOCATED 300mm ABOVE 100 YEAR FLOOD LEVEL AND NOT IN A PRECARIOUS POSITION.

C. CLIENT TO PEG STREETLIGHT LOCATION PRIOR TO CONSTRUCTION

INSTRUCTION TO CONSTRUCTION CREWS

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WARNING

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CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE
CONTACT: TEL: 0418 922 415
CONTRACTOR NAME:
CONTACT: TEL:

DIAL 1100 BEFORE YOU DIG

WARNING

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REFER TO WORKSAFE REGULATION 3.21.

AS CONSTRUCTED

NAME:
PAY #:
DATE:

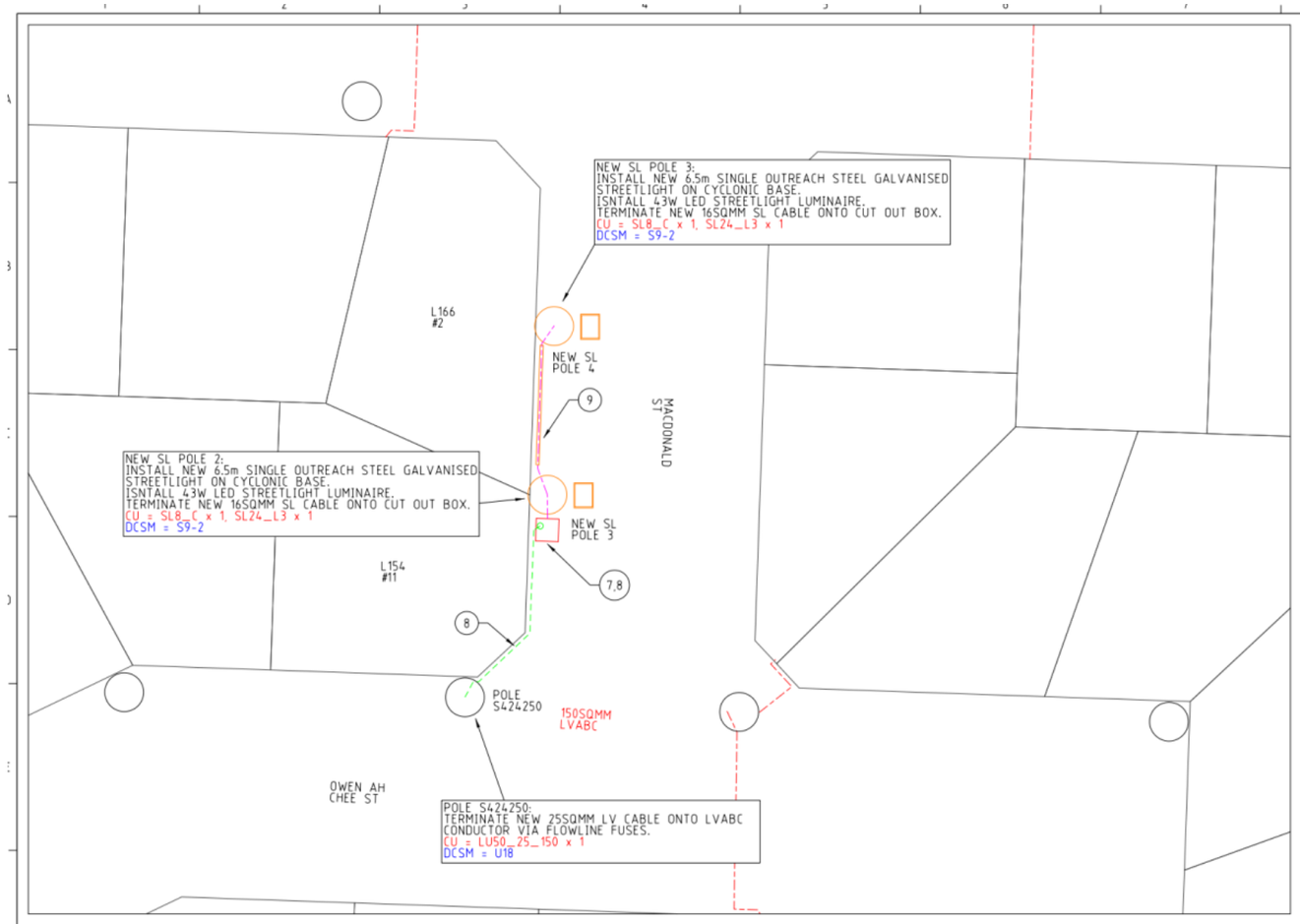
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DES APP'D:	BOBBIE GARANDE	19.12.23
APP'D:	BOBBIE GARANDE	19.12.23

DERBY
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - DBY
INSTALL NEW STREETLIGHTS

HORIZON POWER

DRAWING NUMBER:	REV:
WKP0600	A
SCALE: N.A	SHEET: 4 OF 5
	SIZE: A2



DETAIL G
1:500

10000 5000 0 10000 20000 30000 40000 50000mm
1:500

HORIZON POWER SCOPE OF WORK

(2) REFER TO NOTES ON POLE FOR CONSTRUCTION DETAILS.

(7) INSTALL NEW MINIPILLAR AS PER PILLAR EXCLUSION ZONE AS INDICATED ON DWG ADJACENT TO NEW SL POLE 3.
CU = LU10 x 1, DCSM = U8

(8) INSTALL NEW 25SQMM SL CABLE WITHIN 0-500mm ALIGNMENT FROM POLE S424250 TO NEW MINIPILLAR ADJACENT TO NEW SL POLE 3. TERMINATE NEW 25SQMM LV CABLE ONTO NEW MINIPILLAR.
CU = CN42_TERM x 40, DCSM = U8

(9) INSTALL NEW 16SQMM SL CABLE WITHIN 0-500mm ALIGNMENT AND WITHIN CONDUIT FROM NEW SL POLE 3 TO NEW SL POLE 4.
CU = CN41_TERMITE x 40

ISSUED FOR INFO.QUOTE

INSTRUCTION TO CONSTRUCTION CREWS

IT IS A REQUIREMENT OF HORIZON POWER THAT ALL EXISITNG CONDUCTOR / CABLES SIZES ARE CONFIRMED ONSITE TO ENSURE THAT ALL FITTINGS ARE OF THE APPROPRIATE SIZE AND ARE INSTALLED CORRECTLY IN ACCORDANCE TO FIM/DCSM STANDARDS. EG: HELICAL TERMINATIONS, TIES, PG CLAMPS, LUGS, ETC

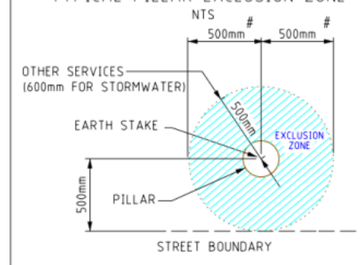
WARNING

IF WORKING IN THE VICINITY OF EXISTING OVERHEAD DISTRIBUTION OR TRANSMISSION LINES CONTRACTOR TO COMPLY WITH "WORKSAFE" CLEARANCES DURING CONSTRUCTION

REV	DATE	REVISION DESCRIPTION	DRN	CHK'D	DES'D	DES APP'D	APP'D
A	19.12.23	ISSUED FOR INFORMATION/QUOTE	K.K	A.R	K.K	B.G	B.G

HORIZON POWER JOB / FILE No:		
DRN:	KELVIN KOH	19.12.23
CHK'D:	AFSER RAHUMAN	19.12.23
DES:	KELVIN KOH	19.12.23
DES APP'D:	BOBBIE GARANDE	19.12.23
APP'D:	BOBBIE GARANDE	19.12.23

TYPICAL PILLAR EXCLUSION ZONE



CUSTOMER INFORMATION/SCOPE OF WORK

(A) THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL

(B) PILLAR EXCLUSION ZONE TO BE PREPARED AS PER THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL CLAUSE 12.5.3. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

1. PEGGING THE PILLAR LOCATION PRIOR TO CONSTRUCTION.
2. ONLY EASILY REMOVEABLE SURFACE TREATMENT IS TO BE INSTALLED IN THIS AREA, SUCH AS BRICK PAVING.
3. CLEAR OF ALL SERVICES.
4. LOCATED 300mm ABOVE 100 YEAR FLOOD LEVEL AND NOT IN A PRECARIOUS POSITION.

(C) CLIENT TO PEG STREETLIGHT LOCATION PRIOR TO CONSTRUCTION

CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE
CONTACT: TEL: 0418 922 415
CONTRACTOR NAME:
CONTACT: TEL:

DERBY
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - DBY
INSTALL NEW STREETLIGHTS

CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

OVERHEAD CONDUCTOR
- EXISTING LV OH COND (SIZES AS INDICATED)
- EXISTING HV OH COND (SIZES AS INDICATED)

OVERHEAD EQUIPMENT
- EXISTING POLE
- INLINE STRAIN

STREETLIGHT
- NEW STREETLIGHT
- 43W LED STREETLIGHT

URD CABLE
- EXISTING LV URD CABLE (SIZES AS INDICATED)
- EXISTING HV URD CABLE (SIZES AS INDICATED)
- NEW 16SQMM LV CABLE
- NEW 25SQMM LV CABLE

URD EQUIPMENT
- NEW HEAVY DUTY CONDUIT (SIZES AS INDICATED)
- MINIPILLAR

DIAL 1100 BEFORE YOU DIG

WARNING
BEWARE OF EXISTING SERVICES
FOR CLARITY, NOT ALL UNDERGROUND OR OVERHEAD SERVICES ARE SHOWN. IF SHOWN, LOCATIONS ARE APPROXIMATE ONLY AND SHOULD BE CHECKED. LOCATE ALL SERVICES BEFORE COMMENCEMENT OF WORK.
REFER TO WORKSAFE REGULATION 3.21.

AS CONSTRUCTED
NAME:
PAY #:
DATE:

HORIZON POWER

DRAWING NUMBER:	REV:
WKP0600	A
SCALE: N.A	SHEET: 5 OF 5 SIZE: A2

DATE: 12/20/2023 12:23:50 PM BY: H088747

CONFIDENTIAL

Your Ref:	New SLs various locations Fitzroy Crossing
Our Ref:	WKP0601
Enquiries:	Bobbie Garande
Telephone	(08) 9192 9904

Horizon Power
PO Box 345
Broome WA 6725
ABN 57 955 011 697

FORMAL QUOTE

Monday, 19 February 2024

Shire of Derby west Kimberley
30 Loch St
Derby
WA 6728

ATTN: Wayne Neat (via email emtds@sdwk.wa.gov.au cc Abha.Singh@sdwk.wa.gov.au)

Dear Wayne,

RE: WKP0601 Streetlights upgrades - various locations in Fitzroy Crossing

Thank you for your request of Wednesday, 22 November 2023 for a quotation for the above.

Our quotation for this work is $ 105,367.58 (non-refundable). This amount includes GST of $ 9,578.900.

Labour Costs	=	$ 14,592.97
Equipment Costs	=	$ 1,531.74
Material Costs	=	$ 16,349.41
Contractor Related Costs	=	$ 63,314.56
Capital Contribution (excl GST)	=	$ 95,788.68
GST Amount	=	$ 9,578.90
Capital Contribution (non-refundable)	**=**	**$ 105,367.58**
Less Design Fees (if paid)	=	$ 0
Balance Owing	**=**	$ 105,367.58

This offer is subject to the attached *Terms and Conditions of Quote* and is valid for a period of 30 days from the date of this correspondence.

There is no charge for initial quotes. However, Horizon Power reserves the right to charge for any additional time spent re-doing quotes or doing quote variations where the customer requirements change. If you propose to modify the works such that the works will result in the relevant connection having a total maximum load in excess of 30 kVA or CT metering involving an increase in the load capacity at the relevant site, a design fee of $6,600 (including GST) will be payable.

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HORIZON POWER'S SCOPE OF WORK

Horizon Power's scope of work (**Works**) which is covered by this quotation is as follows:

- Construct 10 x new streetlights at various locations as per drawing WKP0601
- Install all required cabling and terminate
- Complete all earthing.
- Complete all live work, test & commission.

Customer scope

- Provide site access all the time

Verge reinstatement, clearing or pruning of vegetation to Horizon Power's vegetation profile and relocation of other services is not included in the quotation. The customer is to negotiate directly with the Council or Utility for these costs or repairs.

All electrical work on the customer's property / premise to allow for the changes requested is the responsibility of the customer's electrical contractor.

PAYMENT INFORMATION

If you wish to proceed with this work, please complete and sign the attached Quotation Acceptance form. The form must be returned to:

Bobbie Garande (bobbie.garande@horizonpower.com.au)
Horizon Power
PO Box 345
Broome WA 6725

Horizon Power will prepare and forward a Tax Invoice for the above work once the Quotation Acceptance form has been received at our office. Available payment options are listed at the bottom of the invoice.

Note that it is important that the Customer Details are completed on the Quotation Acceptance form, since these will be used to determine who the tax invoice will be issued to.

Please quote Horizon Power's reference number WKP0601 in all correspondence.

Yours sincerely,



Bobbie Garande
Kimberley Asset Manager
Horizon Power

CONFIDENTIAL

Your Ref: New SLs various locations Fitzroy Crossing
Our Ref: WKP0601
Enquiries: Bobbie Garande
Telephone (08) 9192 9904

PO Box 345
Broome WA 6725
ABN 57 955 011 697

QUOTATION ACCEPTANCE FORM

Please complete, sign and return this form if you accept the quotation provided by Horizon Power for the work specified below.

Project	Streetlights upgrades -various locations in Fitzroy Crossing
Horizon Power Reference	WKP0601
Quotation Date	Monday, 19 February 2024
Quotation Amount (incl GST)	$105,367.58

I hereby accept this quotation and agree to abide by all conditions listed by Horizon Power in the quotation letter and any accompanying correspondence. I also acknowledge that the Tax Invoice will be issued in accordance with the Customer Details completed below.

Signature: _____

Please print name: _____

Phone No. _____

Date: _____

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Your Ref: New SLs various locations Fitzroy Crossing
Our Ref: WKP0601
Enquiries: Bobbie Garande
Telephone (08) 9192 9904

PO Box 345
Broome WA 6725
ABN 57 955 011 697

CUSTOMER DETAILS (For Tax Invoice Purposes)

Please ensure all items are completed

Name or Company Name: _____

Contact Name: _____
(*if different*)

Postal Address: _____

_____

_____

Address (*if different*): _____

_____

_____

ABN/ACN: _____
(*If applicable*)

Your P/O Number _____
(*If applicable*)

Phone No.: _____

Mobile No.: _____

Fax No.: _____

Email: _____

Horizon Power use only:

ORIGINAL – DESIGNER TO FILE
COPY – A/R USE ONLY
ELLIPSE INVOICE NO:

4

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TERMS AND CONDITIONS OF QUOTE

Acceptance of the Quote is subject to the following terms and conditions.

1. Validity of Quote
The Quote is valid for **30 days** from the date issued.

2. Acceptance of Formal Quote
By signing the Quotation Acceptance Form, you are confirming that you accept the Quote and are entering into a binding contract with Horizon Power subject to these terms and conditions including the terms and conditions in the covering letter (**Contract**). These terms and conditions form part of the Contract unless expressly excluded in writing by Horizon Power. Unless otherwise provided for in the Contract, a purported modification, variation or amendment of this Contract including the scope of works or any waiver of any rights of any party or any approval or consent shall have no effect unless in writing and signed by each party. This does not apply to any Horizon Power initiated modifications to the Works pursuant to clause 9.

3. Credit check
Horizon Power retains the right to inquire as to the credit worthiness of a customer and, in its sole discretion, may decline to perform or further perform the Works whenever Horizon Power does not receive an acceptable credit reference. You acknowledge and agree that you have no claim or right or cause of action against Horizon Power by reason of Horizon Power declining to perform or further perform the Works in the circumstances described in this clause.

4. Licence to access Site
You must grant Horizon Power an unconditional licence to access the Site for the purpose of undertaking the Works from the date the Quotation Acceptance Form is received by Horizon until the date the Works are completed. You must ensure that the Site is safe and you must indemnify Horizon Power against any loss or damage suffered by Horizon Power's officers, employees, contractors and agents (**Horizon Power Personnel**) while on the Site except to the extent such loss or damage was caused or contributed to by the Horizon Power Personnel.

5. Commencement and Completion of Works
Horizon Power will not commence Works until the cost of the Works as set out in the Quote has been received in full by Horizon Power. Any commencement and completion dates set out in the Quote are indicative only and are not guaranteed by Horizon Power.

6. Responsibility for Boundaries
You are responsible for accurately pegging all necessary boundaries to enable accurate placement of cables in the allocated alignment. You acknowledge that if the boundaries are not accurately pegged then Horizon Power may incur additional costs in performing the Works which will be treated as a modification to the Works under this Contract.

7. Adverse conditions
The cost of the Works is based upon normal soil conditions. Adverse conditions, which shall be determined at the sole discretion of Horizon Power, may incur additional charges as assessed by Horizon Power. Unless otherwise specified or agreed by both parties in writing, any additional charges will be payable by you to Horizon Power prior to Works commencing or continuing.

8. Excluded costs
Costs for reinstatement or works associated with other services are not included unless specifically stated.

9. Modification of Works
Horizon Power may, acting reasonably, vary, alter, modify or amend the Works at any time. You may request Horizon Power to modify the Works but Horizon Power may only agree in its sole discretion, Any additional charges incurred by Horizon Power due to any modification to the Works (whether the modification was made by Horizon Power or made at your request) will be payable by you to Horizon Power prior to Works commencing or continuing.

10. Design fee

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If you propose to modify the Works in accordance with clause 9 such that the Works will result in the relevant connections having a total maximum load in excess of 30 kVA or CT metering involving an increase in the load capacity at the relevant site, you must pay Horizon Power a design fee of $6,000 (including GST).

If the actual costs incurred by Horizon Power in preparing the detailed design and formal quote exceed $6,000 (including GST), the difference will be incorporated into the formal quote and will be payable by you in accordance with the terms and conditions attached to the formal quote.

The design fee must be paid before Horizon Power will commence the relevant design and revised quote and is in addition to any amounts payable under clause 9. This design fee, once paid, is not refundable.

11. Cancellation fee

If you cancel or modify the Works, an Administration fee as published in Networks Charges Schedule will be deducted from the refund cheque or added to the revised quote and payable in advance of the modification.

12. Force Majeure

Horizon Power is not liable to you for any loss, damage or expense caused by or attributable to Force Majeure. In the event of Force Majeure, Horizon Power may suspend the Works for the period until Horizon Power considers, acting reasonably, that the event of Force Majeure has passed. Horizon Power will not be liable to you in any way in respect of such suspension.

13. Consequential losses excluded

Horizon Power will not be liable for any loss of use, production, profit, revenue, contract or anticipated savings, interruption to any business, or any special, indirect or consequential loss or damage incurred by you in connection with the Works except where such losses or damages are incurred as a result of gross negligence or willful default of Horizon Power.

14. Assignment

Horizon Power may assign, novate, licence, charge or otherwise deal with any of its rights and obligations under this Contract without your prior written consent. You must not, without Horizon Power's prior written approval, assign or novate any of your rights and obligations under the Contract.

15. Resolution of disputes

If the parties are not able to resolve a dispute arising out of this Contract, each party agrees that the dispute must be submitted to arbitration in accordance with the Institute of Arbitrators and Mediators of Australia Rules for the Conduct of Commercial Arbitrations.

16. Application of Law

Nothing contained in this Contract shall in any way limit the operation or effect of the *Electricity Corporations Act 2005*, *Energy Operators (Powers) Act 1979*, or any other Law.

17. Notice

Any notice, consent, demand, approval or communication made under this Contract must be in writing, in English and hand delivered, sent by facsimile or pre-paid post, or emailed to the recipient's address.

18. Severability

Part or all of any provision of this Contract that is illegal or unenforceable may be severed from this Contract and the remaining provisions of this Contract continue in force.

19. Survival

The clauses dealing with consequential losses will survive after the Works have been commissioned.

20. Governing Law and jurisdiction

This Contract is governed by the Law applicable in Western Australia. Each party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts of Western Australia.

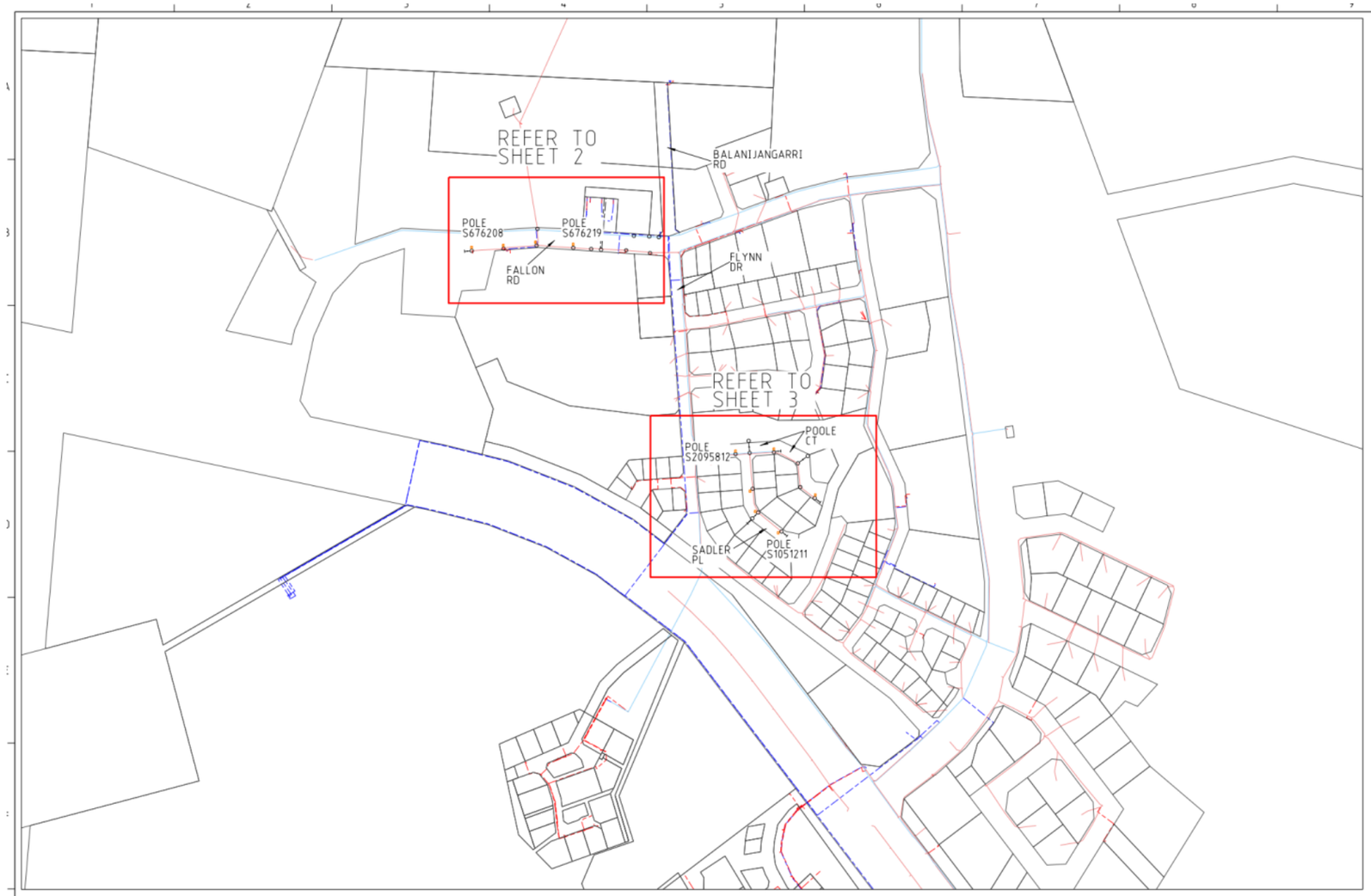
For the purpose of this Contract, the following definitions apply:

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Force Majeure means any cause or event which is not reasonably within the control of the party affected and (without limiting the generality of the foregoing) includes Acts of God; strikes; lockouts; stoppages or restraints of labour or other industrial disturbances; war, acts of public enemies, riot or civil commotion or sabotage; fire, explosion, earthquake, landslide, flood, washout, lightning, storm or tempest; breakdown or an accident to plant, machinery, equipment, lines or pipes howsoever caused; failure of suppliers to supply equipment or machinery; and restraints, embargoes or other actions of any government.

Law means any statute, ordinance, code or other law including regulations and other enforceable instruments under it.

Works means Horizon Power's scope of work as described in the Quote.



SITE LOCATION PLAN

1:5000

100000 50000 0 100000 200000 300000 400000 500000mm

1:5000

CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

OVERHEAD CONDUCTOR
- EXISTING LV OH COND (SIZES AS INDICATED)
- EXISTING HV OH COND (SIZES AS INDICATED)

OVERHEAD EQUIPMENT
- EXISTING POLE
- LV ISOLATOR

STREETLIGHT
- NEW STREETLIGHT
- 43W LED STREETLIGHT

URD CABLE
- EXISTING LV URD CABLE (SIZES AS INDICATED)
- EXISTING HV URD CABLE (SIZES AS INDICATED)

STAY
- GROUND STAY
- AERIAL STAY

INSTRUCTION TO CONSTRUCTION CREWS

IT IS A REQUIREMENT OF HORIZON POWER THAT ALL EXISITNG CONDUCTOR / CABLES SIZES ARE CONFIRMED ONSITE TO ENSURE THAT ALL FITTINGS ARE OF THE APPROPRIATE SIZE AND ARE INSTALLED CORRECTLY IN ACCORDANCE TO FIM/DCSM STANDARDS. EG: HELICAL TERMINATIONS, TIES, PG CLAMPS, LUGS, ETC

WARNING

IF WORKING IN THE VICINITY OF EXISTING OVERHEAD DISTRIBUTION OR TRANSMISSION LINES CONTRACTOR TO COMPLY WITH "WORKSAFE" CLEARANCES DURING CONSTRUCTION

ISSUED FOR INFO.QUOTE

CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE
CONTACT: TEL: 0418 922 415
CONTRACTOR NAME:
CONTACT: TEL:

DIAL 1100 BEFORE YOU DIG

WARNING

BEWARE OF EXISTING SERVICES.

FOR CLARITY, NOT ALL UNDERGROUND OR OVERHEAD SERVICES ARE SHOWN. IF SHOWN, LOCATIONS ARE APPROXIMATE ONLY AND SHOULD BE CHECKED. LOCATE ALL SERVICES BEFORE COMMENCEMENT OF WORK.

REFER TO WORKSAFE REGULATION 3.21.

AS CONSTRUCTED

NAME:
PAY #:
DATE:

REV	DATE	REVISION DESCRIPTION	DRN	CHK'D	DES'D	DES APP'D	APP'D
A	22.12.23	ISSUED FOR INFORMATION/QUOTE	K.K	A.R	K.K	B.G	B.G

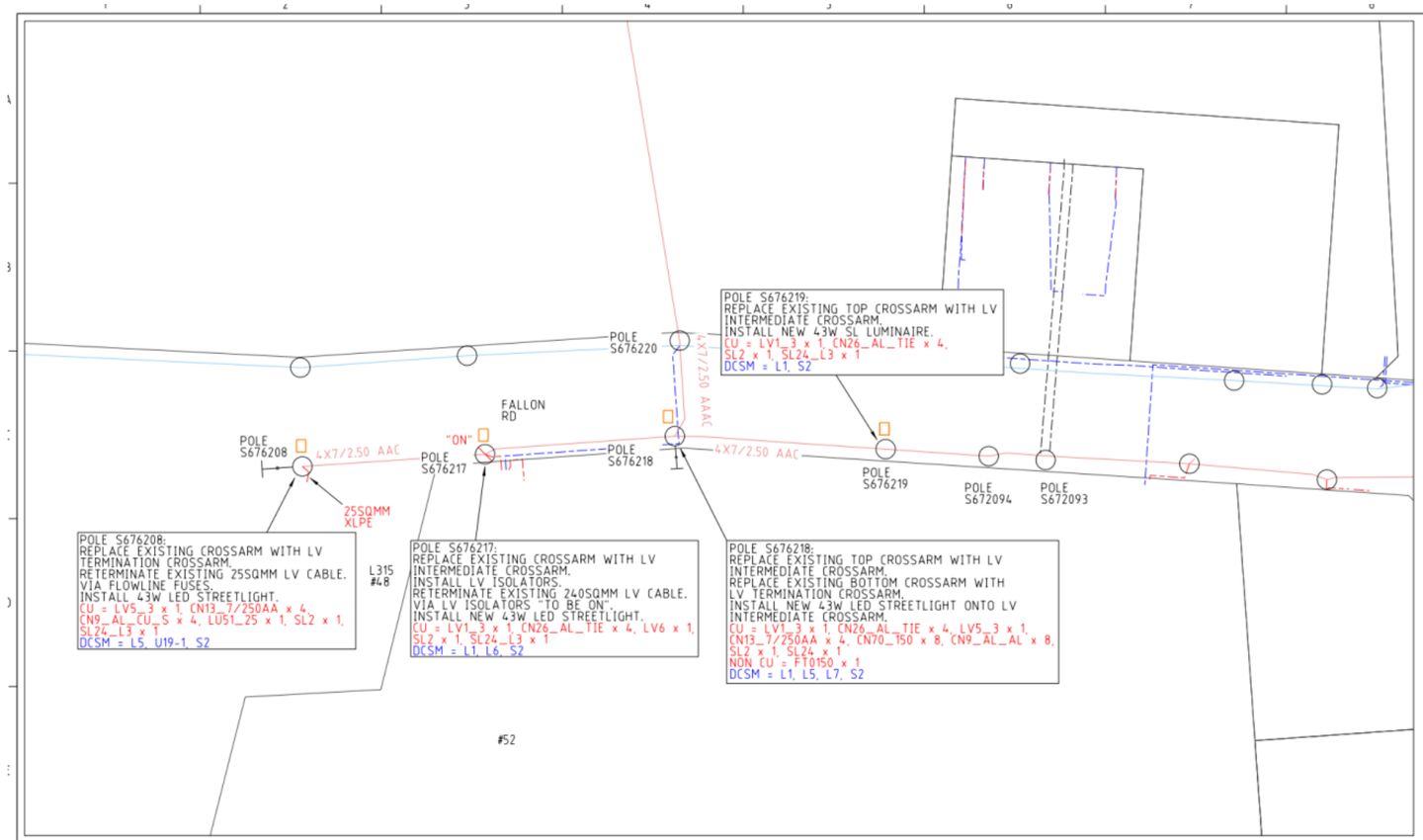
HORIZON POWER JOB / FILE No:		
DRN:	KELVIN KOH	22.12.23
CHK'D:	AFSER RAHUMAN	22.12.23
DES:	KELVIN KOH	22.12.23
DES APP'D:	BOBBIE GARANDE	22.12.23
APP'D:	BOBBIE GARANDE	22.12.23

FITZROY CROSSING
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - FIT
INSTALL NEW STREETLIGHTS

HORIZON POWER

DRAWING NUMBER: WKP0601 REV: A

SCALE: N.A SHEET: 1 OF 3 SIZE: A2



DETAIL A

1:1000

20000 10000 0 20000 40000 60000 80000 100000mm

1:1000

CUSTOMER INFORMATION/SCOPE OF WORK

(A) THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL

(B) PILLAR EXCLUSION ZONE TO BE PREPARED AS PER THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL CLAUSE 12.5.3. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

1. PEGGING THE PILLAR LOCATION PRIOR TO CONSTRUCTION.
2. ONLY EASILY REMOVEABLE SURFACE TREATMENT IS TO BE INSTALLED IN THIS AREA, SUCH AS BRICK PAVING.
3. CLEAR OF ALL SERVICES.
4. LOCATED 300mm ABOVE 100 YEAR FLOOD LEVEL AND NOT IN A PRECARIOUS POSITION.

(C) CLIENT TO PEG STREETLIGHT LOCATION PRIOR TO CONSTRUCTION

INSTRUCTION TO CONSTRUCTION CREWS

IT IS A REQUIREMENT OF HORIZON POWER THAT ALL EXISITNG CONDUCTOR / CABLES SIZES ARE CONFIRMED ONSITE TO ENSURE THAT ALL FITTINGS ARE OF THE APPROPRIATE SIZE AND ARE INSTALLED CORRECTLY IN ACCORDANCE TO FIM/DCSM STANDARDS. EG: HELICAL TERMINATIONS, TIES, PG CLAMPS, LUGS, ETC

WARNING

IF WORKING IN THE VICINITY OF EXISTING OVERHEAD DISTRIBUTION OR TRANSMISSION LINES CONTRACTOR TO COMPLY WITH "WORKSAFE" CLEARANCES DURING CONSTRUCTION

CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

OVERHEAD CONDUCTOR
- EXISTING LV OH COND (SIZES AS INDICATED)
- EXISTING HV OH COND (SIZES AS INDICATED)

OVERHEAD EQUIPMENT
- EXISTING POLE
- LV ISOLATOR

STREETLIGHT
- NEW STREETLIGHT
- 43W LED STREETLIGHT

URD CABLE
- EXISTING LV URD CABLE (SIZES AS INDICATED)
- EXISTING HV URD CABLE (SIZES AS INDICATED)

STAY
- GROUND STAY
- AERIAL STAY

ISSUED FOR INFO.QUOTE

DIAL 1100 BEFORE YOU DIG

WARNING
BEWARE OF EXISTING SERVICES
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REFER TO WORKSAFE REGULATION 3.21.

CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE
CONTACT: TEL: 0418 922 415
CONTRACTOR NAME:
CONTACT: TEL:

AS CONSTRUCTED

NAME:
PAY #:
DATE:

REV	DATE	REVISION DESCRIPTION	DRN	CHK'D	DES'D	DES APP'D	APP'D
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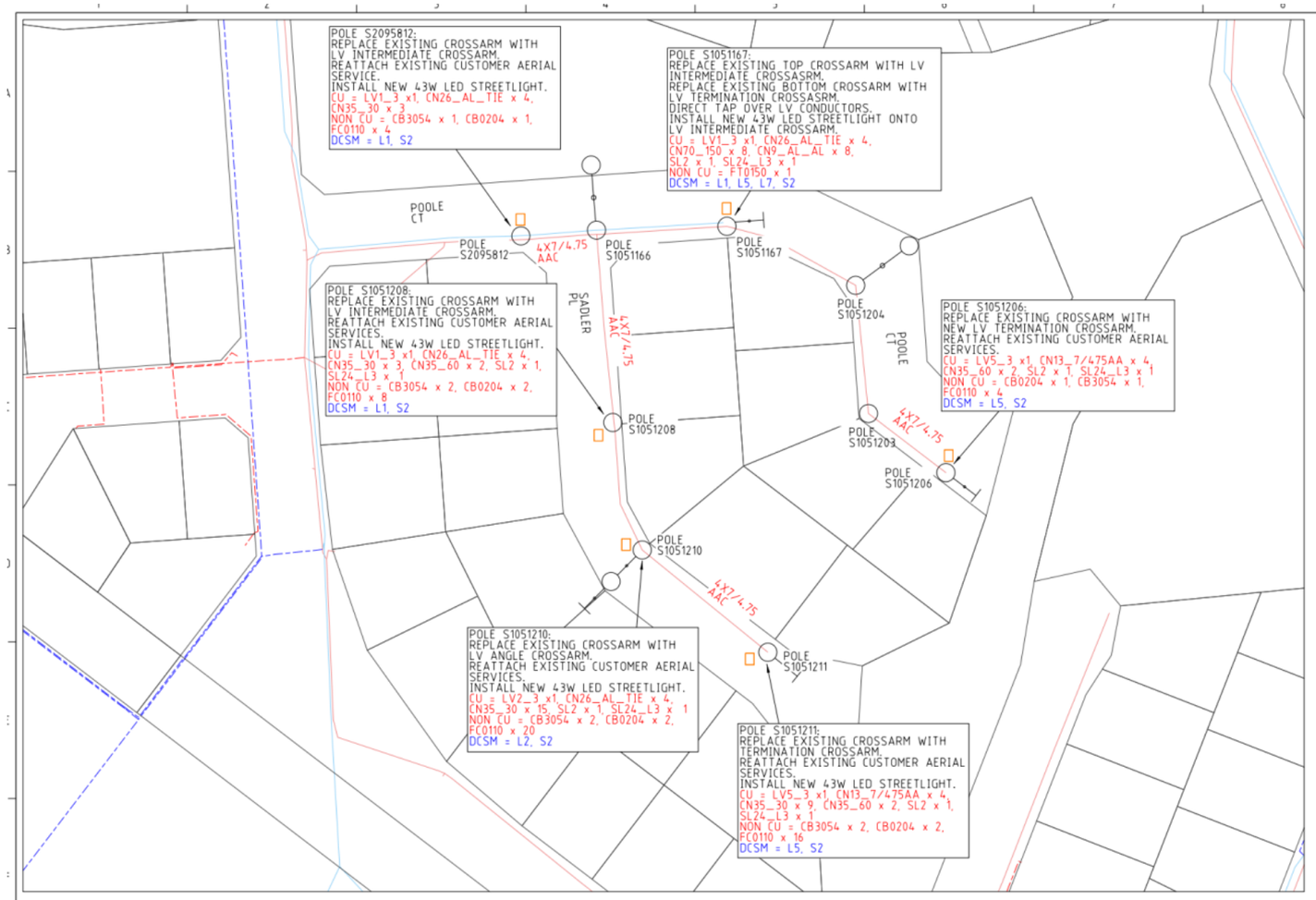
HORIZON POWER JOB / FILE No:

DRN:	KELVIN KOH	22.12.23
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DES APP'D:	BOBBIE GARANDE	22.12.23
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FITZROY CROSSING
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - FIT
INSTALL NEW STREETLIGHTS

HORIZON POWER

DRAWING NUMBER: WKP0601 REV: A
SCALE: N.A SHEET: 2 OF 3 SIZE: A2
DATE: 12/22/2023 7:54:51 AM BY: H088767



DETAIL B

1:1000

CUSTOMER INFORMATION/SCOPE OF WORK

20000 10000 0 20000 40000 60000 80000 100000mm

1:1000

(A) THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL

(B) PILLAR EXCLUSION ZONE TO BE PREPARED AS PER THE WESTERN AUSTRALIAN DISTRIBUTION CONNECTIONS MANUAL CLAUSE 12.5.3. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

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WARNING

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CONSTRUCTION NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT SCOPE OF WORK.

LEGEND

OVERHEAD CONDUCTOR
- EXISTING LV OH COND (SIZES AS INDICATED)
- EXISTING HV OH COND (SIZES AS INDICATED)

OVERHEAD EQUIPMENT
- EXISTING POLE
- LV ISOLATOR

STREETLIGHT
- NEW STREETLIGHT
- 43W LED STREETLIGHT

URD CABLE
- EXISTING LV URD CABLE (SIZES AS INDICATED)
- EXISTING HV URD CABLE (SIZES AS INDICATED)

STAY
- GROUND STAY
- AERIAL STAY

ISSUED FOR INFO.QUOTE

DIAL 1100 BEFORE YOU DIG

WARNING
BEWARE OF EXISTING SERVICES.
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REFER TO WORKSAFE REGULATION 3.21.

CONTACT DETAILS

CUSTOMER NAME: WAYNE NEATE
CONTACT: TEL: 0418 922 415
CONTRACTOR NAME:
CONTACT: TEL:

AS CONSTRUCTED

NAME:
PAY #:
DATE:

REV	DATE	REVISION DESCRIPTION	DRN	CHK'D	DES'D	DES APP'D	APP'D
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FITZROY CROSSING
DISTRIBUTION NETWORK
UNDERGROUND INSTALLATION
UNMETERED SUPPLY APPLICATION - FIT
INSTALL NEW STREETLIGHTS

HORIZON POWER

DRAWING NUMBER:	REV:
WKP0601	A
SCALE: N.A	SHEET: 3 OF 3
SIZE: A2	

FILEPATH: C:\Users\h088767\OneDrive - Regional Power Corporation T/A Horizon Power\Kelvin Koh\Kelvin Koh\Kimberley\WKP0601\WKP0601 - Design Drawing - Rev A.dgn DATE: 12/22/2023 7:31:33 AM BY: H088767

15 DEVELOPMENT SERVICES

Nil

16 COMMUNITY AND RECREATION SERVICES

16.1 COMMUNITY FUNDING SCHEME GRANTS PROGRAM REVIEW

File Number: **GS/045/5**

Author: **Christie Mildenhall, Manager Community Services**

Responsible Officer: **Jess Karlsson, Executive Director of Operations and Strategic Development**

Authority/Discretion: **Executive**

SUMMARY

The Community Grants Program Review report presented to Council at the Ordinary Council Meeting (OCM) on 28 March 2024 was deferred to allow additional information to be prepared. This report provides a draft Terms of Reference for the Community Grants Review Group (CGRG) for endorsement.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

The report recommending improvements to the Shire's current Community Grants Program processes was presented to Council at OCM on 28 March 2024. At this meeting, feedback was received from Elected Members to provide more information regarding the processes and guidelines for the CGRG. The item was subsequently deferred.

These guidelines have now been developed and included as a draft Terms of Reference document for review – see Attachment Two.

Councillors O'Meara and Foley expressed an interest in becoming members of this group.

STATUTORY ENVIRONMENT

Part 6 – Financial Management of the *Local Government Act 1995* applies to this report in that each year Council allocates an annual budget to donate to community organisations through the Community Funding Scheme.

POLICY IMPLICATIONS

Policy F19 – Community Funding Scheme provides guidance as to the provision of financial and non-monetary assistance to community groups and non-for-profit organisations by the Shire.

FINANCIAL IMPLICATIONS

The amount of money available to be distributed to community groups each year is allocated as part of Council's budgeting process. In the 2023/24 financial year $40,000 was allocated for the Community Development Grants Program, with a further $35,000 allocated for stipulated events

such as the Derby and Fitzroy Crossing Rodeo events, Festivals in Derby and Fitzroy Crossing and the Mowanjum Festival.

This report recommends the availability of additional funding to support individuals participating in events at a State, Federal or International representative levels.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs
1. Leadership and Governance	1.3 Effective Communication	1.3.2 Listen to and respond to the needs of our communities
2. Community	2.2 Healthy Communities	2.2.2 Facilitate a range of accessible sporting and recreational activities
2. Community	2.4 Sustainable Communities	2.4.1 Support and assist volunteer, community and sporting groups

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Organisation's Operations: The grant program fails to meet the needs of community organisations	Likely	Minor	Medium	Adopt recommended changes to the Community Development Grants program.
Community: Lack of understanding about when the Shire will support individuals and perceptions of favouritism	Possible	Minor	Low	Adopt recommended position on individual sponsorship

CONSULTATION

Members of the assessment panel were consulted in the development of this report, along with other Officers who work in the Community Development Team. External consultation was not deemed to be necessary, although ad hoc feedback from applicants to the program was considered.
Elected Members provided feedback at the 28 March 2024 OCM, which has been included through the development of a Terms of Reference document – Attachment One.

COMMENT

EXCERPT FROM OCM REPORT 28 MARCH 2024

Since the last review of the Community Development Grants program, in 2022, more than half of the funding requests received have been deemed to not meet the Community Development Grant guidelines and have been referred to Council for decision. This report recommends minor procedural changes, to reduce the administrative time spent on the grants program. These recommendations will also increase opportunities for community projects, which meet criteria, to be supported by the Shire, within a more reasonable timeline.

The report also provides information on the establishment of a funding program aimed at addressing funding requests being received to support individuals attending representative level events and programs.

The Shire provides funding and in-kind support to community-based organisations through the Community Development Grants Scheme. Through the program organisations are able to access grants of up to $5,000 (ex GST) as cash or in-kind contributions towards the cost of undertaking projects, activities and events which enhance the community participation and wellbeing and wide community benefit. Additionally, they must align with community priorities as identified in the Shires Strategic Community Plan.

Grant money is available across a wide range of projects and services to ensure diversity of activities within the Shire. Projects may fall into areas such as arts and culture, education, sport and recreation, youth, seniors, health and welfare, tourism and non-for-profit business development. The funded projects must be accessible, equitable and affordable to community members and must take place within the Shire of Derby/ West Kimberley. Projects held outside the Shire may be considered if the applicant can suitably demonstrate the involvement of Shire residents or if it promotes the Shire on a regional basis.

Funding requests are considered as part of a quarterly competitive process and one-off funding contributions of $5,000 (ex GST) will be considered for each project. A total of $40,000 is available across the four funding rounds.

The Shire also provides funding for some significant, annual community events. These events are determined at the time of budget adoption.

During this financial year the Shire has received a number of requests to support individuals or groups attending activities in a representative capacity. Under the current Community Development Grant Guidelines these activities are ineligible for funding as;

- Individuals are ineligible for funding.
- Activities must take place within the Shire’s boundaries unless it can be evidenced that it will have significant benefit to the community.

Such requests are currently being referred to Council on a case-by-case basis. In considering one of these requests at the 30 November Ordinary Council Meeting the Council endorsed the following recommendation;

RESOLUTION 137/23

Moved: Cr Geoff Davis
Seconded: Cr Wayne Foley

That Council;

1. **Approves a partial sponsorship of $5,000.00 (ex GST) to the Derby Speedway Club as a sponsorship towards Jake Hoath's attendance at the Speedway Sedans Australia National Street Stock Title subject to:**
   - **(a) Submission of an acquittal at the conclusion of the event;**
   - **(b) Suitable promotional recognition of the Shire's contribution; and**
2. **Request Officers investigate and establish guidelines to govern the donation of financial support for individual community members at representative events and provide a report to Council outlining the recommendations.**

In Favour: Crs Geoff Davis, Andrew Twaddle, Peter McCumstie, Wayne Foley, Brian Ellison, Kerrissa O'Meara, Brett Angwin and Paul Bickerton

Against: Nil

CARRIED 8/0 BY ABSOLUTE MAJORITY

The last review of the Shire's Community Development Grants program was undertaken in September 2022. As a result of this review the Shire's Quick Grants Program and Community Development Grants were consolidated into one program and clarifications were made around what the funding can be used for.

Since the review 20 requests for funding have been received (not including funding requests being considered at this meeting). Of these nine have been processed as applications to the Community Development Grants. Six have been successful for receiving full or partial funding. Three have been declined as the projects did not meet funding timelines (i.e. the project has either commenced or will commence within eight weeks of the closing date of the funding round).

The remaining 11 requests have been referred to Council for decision as they did not meet the grants guidelines. The most common reason they did not meet the guidelines are not meeting funding timelines (seven requests), the business structure of the organisation requesting funding (three requests), nature of project being funded not being in line with the grant guidelines (three requests) and amount of funding being requested is in excess of $5,000, the maximum amount granted under the program (three requests).

As outlined the most common reasons for grant applications being unsuccessful is that the project is due to the project timelines. Under the Shire's grants guidelines, it is stipulated that projects cannot commence within eight weeks of the closing of the funding round. This is to allow time for the applications to be reviewed assessed by the assessment panel, further clarification sought from applicants if required, then referred to Council for endorsement. Due to Council meeting deadlines this usually means it is unlikely that it will get to the Council meeting immediately after the closure of the round.

Currently funding applications are assessed on a quarterly basis, with funding rounds closing on the last day of March, June, September and December. Previously the Community Development Grants were assessed once per year as part of the annual budgeting process. Whilst this change

has allowed greater opportunity for projects to be funded it still does not provide the flexibility desired by the community in delivering their projects and activities.

In order to address the issues of timeliness for application assessment and notification of outcomes are provided consideration could be given to;

1. Increasing the frequency of which applications are assessed. If applications were assessed on a monthly or bi-monthly basis funding it is likely the more funding requests could be addressed through the Community Development Grants Scheme and less needing to be referred to Council as a stand-alone item on the Council Meeting Agenda. This will save time for both Councillors and Officers, whilst also improving the timeliness for applicants.
2. Where there is insufficient time for the funding request to be referred to Council allowance could be made for the CEO in consultation with the Shire President to endorse the Officer recommendation. This will still allow for Council involvement and oversight of how the funding is distributed, but will also increase the likelihood of an application being successful by reducing the amount of time required to process and assess applications.

Whilst these changes will not alleviate the need for Council to consider some funding requests this is expected to reduce the number that don't meet guidelines and are therefore required to be considered by Council. Funding requests which fall outside the nature of the grant guidelines will continue to be referred to Council.

Additionally, there has recently been an increase in the number of funding requests which seek to obtain support to attend representative events. Examples of this include, Derby District High School's participation in YOH Fest, Derby Speedway Club's support of Jake Hoath at the National Speedway Championships in Victoria and Krui3ers participation at the In the Pine's Festival. At the November Council meeting Council endorsed a recommendation for guidelines to be developed to guide the donation of funds to individuals at these types of events, as payments for individuals are currently not allowable under the Community Funding Program.

A desktop review showed a mixed approach by other local governments in addressing these types of requests. Those who will provide financial assistance offer small donations programs which allocated funding based on the location of the activity or the level of representation. Funding is generally available for sports, arts, culture, community or training activities.

Donations generally range between $150 to $500 per individual. The Town of Port Hedland provides a more generous program which starts at $500 per individual for regional representation to $2,000 for representation requiring international travel. Unlike the other funding programs identified they also provide group-based funding ranging between $2,000 and $5,000. None of the other Kimberley Shire's appear to offer a program for individuals. A summary of the funding provided as attachment one.

Should the Shire decide to implement a similar program budget will need to be allocated for the program.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. **Desktop Research - Representative Funding**
2. **Terms of Reference**

RECOMMENDATION

That Council by ABSOLUTE MAJORITY;

1. **Delegates the determination of Community Grant applications to a subgroup of Council – "Community Grant Review Group" comprising of the President and 2 Councillors, being xxx and xxx ;**

2. **Approves the Terms of Reference as guidelines for the Community Grants Review Group (CGRG) as per Attachment Two.**

3. **Approves increasing the frequency of Community Development Funding round assessments to be completed monthly, with applications closing on the last day of each month;**

4. **Approves adding to existing Shire Community Grants guidelines a funding scheme to support individuals and groups attending representative sport, recreation, arts, cultural or community events effective the commencement of the 2024/25 financial year;**

5. **Allocates a budget amount, in line with standard budget approval, to support individuals attending representative events, making the following funding levels available under the scheme, noting that once the annual budget is exhausted no further funding will be granted until the following financial year;**
    a. **Regional level representation - $500 (ex GST) per individual**
    b. **State level representation - $750 (Ex GST) per individual**
    c. **National level representation - $1000 (Ex GST) per individual**

6. **Delegates the determination of finalising and publishing updated funding guidelines to the Chief Executive Officer, in line with above stipulations, to be implemented by 1 July 2024.**

		Individuals					Groups					
LGA	Metro / Regional	Within LG Region	Intrastate Travel / State Representation	Interstate Travel / State Representation	International Travel / National Representation	International Representation	Within LG Region	Intrastate Travel / State Representation	Interstate Travel / State Representation	International Travel / National Representation	Criteria	Other comments
City of Albany	Regional	-	$500	$500	$500	-	-	$1,000	$1,000	$1,000	Athletic events, or developmennt activities (Community, Arts and Sport)	
City of Armadale	Metro	$150	$150	$250	$350	-	-	-	-	-	Selected to represent that State or Nation in a sporting, recreation, educational or arts activity.	
City of Busselton	Regional	-	-	$250	$500	$500	-	-	-	-		
City of Greater Geraldton	Regional	-	-	-	-	-	-	-	-	-		No program identified
City of Mandurah	Metro	At discretion of the Manager	At discretion of the Manager	$200	$200		-	-	-	-	Selected by State or National Sporting body	Maximum $1000 per club for the same competition. Funds paid to club to distribute.
City of Subiaco	Metro	-	-	-	-	-	-	-	-	-		No program identified
City of Swan	Metro	-	-	$250	$350	$500	-	-	-	-		Funding available until budget is exhausted.
Shire of Ashburton	Regional	-	-	-	-	-	-	-	-	-	-	Maximum $500 per financial year.
Shire of Broome	Regional	-	-	-	-		-	-	-	-	-	No program
Shire of Carnamah	Regional	-	-	-	-	-	-	-	-	-		No information on website
Shire of Chapman Valley	Regional	-	-	$100	$500	-	-	-	-	-		
Shire of Coorow	Regional	-	$500	$500	$500	-	-	-	-	-	Youth Development Programs - personal development, leadership skills and contribute to community progress.	
Shire of Cue	Regional	-	-	-	-	-	-	-	-	-		No program identified
Shire of East Pilbara	Regional	-	$300	$500	$700	-	-	$900	$1,500	$2,100		Group donations capped at the equivilent of 3 people's funding
Shire of Halls Creek	Regional	-	-	-	-	-	-	-	-	-	-	No program
Shire of Irwin	Regional	-	-	$400	$400	-	-	-	-	-	For people achieving representation at a national sporting event or a scholarship to the Mid West Academy of Sport.	Also eligible for $400 of services at Irwin Recreation Centre
Shire of Karratha	Regional	-	-	-	-	-	-	-	-	-	Support to undertake specific training / development	Maximum $1000 per person.
Shire of Meekatharra	Regional	-	-	-	-	-	-	-	-	-		No program identified
Shire of Minegenew	Regional	-	-	-	-	-	-	-	-	-		No program identified
Shire of Morawa	Regional	-	-	-	-	-	-	-	-	-		No program identified
Shire of Mount Magnet	Regional	-	-	-	-	-	-	-	-	-		No program identified
Shire of Wyndham / East Kimberley	Regional	-	-	-	-	-	-	-	-	-	-	No program
Town of Port Hedland	Regional	$500	$1,000	$2,000	$2,000	-	$2,000	$5,000	$5,000	$5,000	Representation at a regional, national or international competition, event or conference in sports, arts, culture, community or training.	

Shire of Derby / West Kimberley

SHIRE OF DERBY/WEST KIMBERLEY COMMUNITY GRANT REVIEW GROUP

Terms of Reference

1. Name of Subcommittee

Community Grants Review Group (CGRG).

2. OBJECTIVES

Assisting the Shire of Derby/West Kimberley (Shire) to distribute Community Grant Funding through the Shire's Community Grants program with due care and diligence in line with:

1. Policy F19 – Community Funding Scheme
2. The Community Grants guidelines (Grants » Shire of Derby / West Kimberley (sdwk.wa.gov.au))
3. Code of Conduct for Shire Councillors.
4. Shire's Values and Vision.
5. Shire's Strategic Community Plan.
6. The Shire's annual community grants budget.
7. Recommendations from Community Development team employees.

3. RESPONSIBILITIES AND SCOPE OF ACTIVITIES

3.1 CGRG is responsible for reviewing all applications received via the Shire Community Grants program.
3.2 Making decisions on whether funding applications are approved, or rejected, in line with Community Grant guidelines, and recommendations from the Community Development team.
3.3 Providing guidance to Community Development team on communication to applicants.
3.4 Providing guidance to Community Development team regarding reports to Council on Community Grants.

4. CGRG MEMBERSHIP

4.1 The CGRG is a group with representation from the Shire's Council, with membership appointed annually by the Council any changes in membership require the Council's formal approval. Invited guests, including Shire employees have no decision-making voting powers.
4.2 Council Membership- three (3) Council members (including the Shire President).
4.3 The Chair is to be appointed at the first Group meeting following each Annual General Meeting and will be selected by the Group.
4.4 The Executive Director of Operations and Strategic Development, Manager of Community Development, and Community Development Team Leader, are Ex Officio and have no voting rights. Each of these employees may request another employee, with relevant skills and experience attend on their behalf. Either one, two or all three must be present at each meeting. However, the Group reserves the right to invite other ex officio/non-voting members, as is appropriate.

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ABN: 99 934 203 062 www.sdwk.wa.gov.au

Shire of Derby / West Kimberley

4.5 One of the employee representatives will be responsible for capturing minutes and providing communications and reporting to applicants, Council, and other stakeholders, as required.
4.6 From time-to-time individuals with specific skills may be invited to attend a meeting for a special purpose, but such an individual will have no voting rights.
4.7 Other Elected Members have the right to attend, as an ex-officio guest, at any time, upon their request.

5. VOTING AND QUORUM

5.1 Quorum is two of the three Council Members / Group members.
5.2 If a Quorum cannot be met due to unavailability or conflicts of interest, the applications will be reviewed by Council at the next Ordinary Council Meeting.
5.3 Voting will be via majority vote (two out of three voting members), and no one Group Member has additional voting power.
5.4 Voting must be done in line with Community Grant guidelines.

6. CONFLICTS OF INTEREST

6.1 Voting and non-voting members must declare any conflicts of interest with applications and step out of discussion and voting for this application.
6.2 In the case of any Group members having a conflict, the remaining two Group members will review applications.
6.3 In the case of two or more Group members having a conflict with any application, the application will be reported to Council for voting at the next Ordinary Council Meeting.

7. MEETINGS

7.1 The subcommittee will meet at least six (6) times per calendar year, unless there are no applications to review received during the month.
7.2 Meetings will be held the first week of each month – unless there are no applications received the month prior.
7.3 Meetings may be held virtually or in person.
7.4 Meetings will be structured with the use of an agenda and supporting documents. Regular agenda items could include:

- Quorum present
- Conflict of interest
- Terms of Reference (first meeting)
- Applications received and summary reports with recommendations presented by Community Development team.
- New Business
- Any other business/information
- Close/confirmation of next meeting.

8. SYSTEM OF REPORTING

8.1 The minutes taken at the CGRG meeting are to be included in the Council Agenda papers for the noting at the next Ordinary Council Meeting.

Shire of Derby / West Kimberley

9. REVIEWING THE CGRG PERFORMANCE

9.1 The council has an obligation to monitor the sub committee's performance and compliance with its Terms of Reference.

Approved by Shire of Derby/West Kimberley Council: XX April 2024 TBC post OCM

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16.2 YOUTH ENGAGEMENT AND SAFETY AT DERBY YOUTH CENTRE

File Number: **CS/080/20**

Author: **Jess Karlsson, Executive Director of Operations and Strategic Development**

Responsible Officer: **Amanda Dexter, Chief Executive Officer**

Authority/Discretion: **Advocacy**

SUMMARY

This recommendation paper has been developed to outline the benefits, financial implications, and risk management approaches for increasing youth engagement and safety at the Derby Youth Centre.

This paper outlines and compares the costs, and benefits of the various options considered, including the key recommendation for installing a fence, with the option of art murals, at the Derby Youth Centre.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

Context and Background

The current Derby Youth Service Centre owned by the Shire of Derby West/Kimberley (SDWK) including the land located between Loch Street, Hardman Street and Clarendon Street in Derby is considered unsafe for youth services participants and employees, due to uncontrolled public access. This increasing risk is evidenced by the number of incident reports received, and complaints made by employees working from the centre.

There are youth services operated from this centre five days per week, and SDWK employees work from this site five to six days per week.

On average, there are around 50 to 100 children and/or young people at this site at any one time 5 days per week and 316 different children and/or young people have frequented the facility on a casual basis multiple times this year alone.

The Youth Services team has submitted 16 formal incident reports over the past 60 days.)

The following actions have been taken as short-term risk management, whilst the option of installing a new fence has been considered:

- Security Guard on site from 5th March 2024 to current date and prior to that in 2023 for a period of 4 months.
- Additional SDWK youth services employees onsite.
- Rangers including this area in their patrols – deemed unviable due to other priorities and limited powers.

Unfortunately, none of the above solutions have addressed the issue, and all cost a significant amount - see further details in Financial Implications.

The only strategy attempted, which has had some success, is reengaging with WA Police. The new management team overseeing Youth services have raised concerns with WA Police, and they have responded positively, providing more presence around the centre when officers are available on an ad hoc basis.

This recommendation also encourages youth to engage in a series of art projects, to encourage them to take pride in the facility, through playing an important role in beautifying the Derby Youth Centre.

See attachment 1: Business Case and Recommendation_Safety Concerns at Derby Youth Centre

STATUTORY ENVIRONMENT

1. Work Health and Safety Act. WA 2020
2. Children and Community Services Act. WA 2004 (amended 2021)

POLICY IMPLICATIONS

1. PC1 Risk and Opportunity Management Policy
2. PC2 Work Health and Safety Policy

FINANCIAL IMPLICATIONS

There are financial implications in addressing this issue, outlined below are the key costs involved in the various solutions considered.

Current Solution

Current solutions cost SDWK approximately $170,000 per year.

Security Officer - Currently the cost for one contract security officer employed at Youth Centre on a part-time/casual basis for 19 hours per week is $1672, a total of $86,944 per year at the current hourly rate.

Increased shire staffing - The increase in staffing required at the centre due to safety reasons is on average $1600 per week, a total of $85,800 per year.

Recommended Solution

Recommended solution includes two parts;

1. Secure fence installation

   This will cost SDWK approximately $115,000, as a once off capital expense.
2. Art installations

   These will cost approximately $5,000-$8,000 each (currently awaiting quote from local youth artist). The recommendation is to complete four art murals, as a series, to be completed over 12 months, totalling $20,000 – 32,000 for the art murals.

The recommended solutions (1&2) will total $135,000-147,000 (pending art mural costs). This investment in the Derby Youth Centre is expected to show financial return on investment within 12 months of installation, due to the reduction in need for security guard shifts, and additional Youth Officer hours.

Potential Sources of Funding

Grant funding of $40,000, and $10,000 has been included for 'facility upgrades' in two (2) recent grant applications for youth services. The total grant amount requested is $510,000 over two years, with $50,000 (25,000 per year x two) towards facility upgrades and safety. If these grants are successful, this $50,000 could offset the total amount of up to $148,000 for the fencing and art installations.

Outcome of funding application is expected in June 2024.

Future funding applications can also include contributions, towards the fence and art installations, wherever possible, to offset the Shire's contribution.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	2.2 Healthy Communities	2.2.3 Provide access to a range of places and spaces where people can meet,recreate, socialise, learn and connect
2. Community	2.1 Safe Communities	2.1.3 Provide activities, programs, places and spaces that engage young people

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
People Health & Safety: Continuing to ignore the reports submitted, and complaints from our Youth Services team could lead to WHS/WorkSafe claims, if any employee injuries or illness occur. This recommendation will significantly reduce current level of WHS risk.	Unlikely	Major	Medium	This recommendation will significantly reduce the current level of WHS risk.

See other risks and management plans, outlined in Attachment 1: Business Case and Recommendations_Youth Engagement and Safety

CONSULTATION

Consultation has occurred with the following stakeholders and community members.

1. Youth Services employees
2. Youth participating in the Youth Programs
3. WA Police – Derby based.

All the stakeholders listed above supported this proposal.

The WA Police are unable to provide a formal letter of support, as their policy prohibits letters of support for community projects, though local Police Officers fully support the installation of a fence at Derby Youth Centre.

COMMENT

Please see attachment 1: Business Case and Recommendation_ Safety Concerns at Derby Youth Centre.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Business Case Youth Centre & Services Youth Engagment & Safety Derby

RECOMMENDATION

That Council by ABSOLUTE MAJORITY:

1. Approves the recommendation of installing a new, upgraded fence at the Derby Youth Centre;

2. Approves expenditure of up to $148,000 (noting this amount includes art installations) (inc. GST) for the purpose of installing the Derby Youth Centre fence, and four (4) art installations, within the FY24 Shire budget;

3. Delegates oversight of this project to the Shire CEO; and

4. Notes that Shire administration will pursue funding to offset the cost of fence installation at the Derby Youth Centre.

BUSINESS CASE & RECOMMENDATION FOR APPROVAL

Youth Engagement and Safety Concerns at Derby Youth Centre Facility

21st March 2024

Prepared by:
Paul Fromont, Manager of Wellbeing, Safety and Compliance, Jess Karlsson, Executive Director of Operations and Strategic Development.

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4.2. Funding Risk – Rating Low 4
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4.5. Work, Health, Safety – Rating Low 4
- *Physical contact from people not permitted to attend or be on the Youth Centre grounds.*
- *Physical harm from broken bottles/glass from discarded litter. Psychological harm from being exposed to drunken and verbally abusive people, and/or domestic violence within the grounds. A risk of assault, abuse and harm from people walking through the unsecured area. 4*

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1. Executive Summary

This business case has been developed to outline the benefits, financial implications, and risk management approaches for increasing safety and youth engagement, at the Derby Youth Centre.
This paper outlines and compares the costs and benefits of the various options considered, including the key recommendation for installing a fence, and art installations, at the Derby Youth Centre.

2. Context and Background

The current Derby Youth Service Centre owned by the Shire of Derby West/Kimberley (SDWK) including the land located between Loch Street, Hardman Street and Clarendon Street in Derby is considered unsafe for youth services participants and employees, due to uncontrolled public access. This increasing risk is evidenced by the number of incident reports received, and complaints made by employees working from the centre.

There are youth services operated from this centre five days per week, and SDWK employees work from this site five to six days per week.
On average, there are around 50 to 100 children and/or young people at this site at any one time 5 days per week and 316 different children and/or young people have frequented the facility on a casual basis multiple times this year alone.

The Youth Services team has submitted 16 formal incident reports over the past 60 days.

The following actions have been taken as short-term risk management, whilst the option of installing a new fence has been considered:
Security Guard on site from 5th March 2024 to current date and prior to that in 2023 for a period of 4 months.
Additional SDWK youth services employees onsite.
Rangers including this area in their patrols – deemed unviable due to other priorities and limited powers.
Unfortunately, none of the above solutions have addressed the issue, and all cost a significant amount - see further details in Financial Implications.

The only strategy attempted, which has had some success, is reengaging with WA Police. The new management team overseeing Youth services have raised concerns with WA Police, and they have responded positively, providing more presence around the centre when officers are available on an ad hoc basis.

Pictures 1 & 2 below.
Litter at the Centre on a regular basis, including broken glass and wine bottles, found onsite daily.




3. Financial Implications

There are financial implications in addressing this issue, outlined below are the key costs involved in the various solutions considered.

1. Current Solution

Current solutions cost SDWK approximately $170,000 per year.

Security Officer - Currently the cost for one contract security officer employed at Youth Centre on a part-time/casual basis for 19 hours per week is $1672, a total of $86,944 per year at the current hourly rate.

Increased shire staffing - The increase in staffing required at the centre due to safety reasons is on average $1600 per week, a total of $85,800 per year.

2. Recommended Solution

Recommended solution (fence installation) will cost SDWK approximately $120,000 (inc. GST), as a once off capital expense.
The recommended solution is expected to show financial return on investment within nine (9) months of installation.

Sources of Funding

Grant funding of $40,000 has been included in a recent grant application for youth services. The total grant amount requested is $360,000 over two years, with $20,000 per year towards venue safety. If successful, this $40,000 will offset the total amount of $100,000, for the fencing.
Outcome of funding application is expected in June 2024.

Further contributions towards this fence will be included in funding applications, wherever possible, to offset the Shire's contribution.

4. Risk Assessments

4.1. Cost Risk – Rating Low

Installing a Fence is considered the lowest risk / cost option, compared to other options.

- Once installed, very limited maintenance costs will be required for the upkeep of the fence.
- The style and strength of the fence construction proposed is deemed to be suitable for the Kimberley weather patterns. The construction method of the fence would be considered tamper proof and limited damage could occur from vandalism.
- If there is significant damage to the fence, such as a vehicle driving into the fence, insurance will cover most of the repair costs.

4.2. Funding Risk – Rating Low

There is a risk of SDWK losing Youth Service funding if safety issues are not addressed promptly.

The programs SDWK are funded to deliver, are affected by the distraction, and deterrent of having drunk, disorderly and dangerous people wandering through the site.

4.3. Contract Obligation Risk – Rating Low

There has been one quote received from a Kimberley based fence builder. Further quotes will be sought, in line with the SDWK Procurement Policy, if this proposal receives Council Support.

4.4. Reputational Risk – Rating Low

Risk of fence being built poorly, looking intrusive. This can be mitigated with project management and oversight from Youth Services and Community Management team.

The fence is intended to also be used for promotional banners. The quality of these banners would need to comply with the shires style guide.

4.5. Work, Health, Safety – Rating Low

Continuing to ignore the reports submitted, and complaints from our Youth Services team could lead to WHS/WorkSafe claims, if any employee injuries or illness occur.

4.6 Other Risks if applicable – Rating

With the foot traffic through the facility occurring on a regular basis, the children and youth are exposed to direct and indirect dangers.

- Physical contact from people not permitted to attend or be on the Youth Centre grounds.
- Physical harm from broken bottles/glass from discarded litter. Psychological harm from being exposed to drunken and verbally abusive people, and/or domestic violence within the grounds. A risk of assault, abuse and harm from people walking through the unsecured area.

5. Community Engagement / Consultation Process

Consultation has occurred with the following stakeholders and community members.

1. Youth Services employees
2. Youth participating in the Youth Programs
3. WA Police – Derby based.

6. Project / Proposal Specifics

Install a perimeter fence around the Derby Youth Centre grounds. Remove the old, dilapidated cyclone ring lock mesh fence that is around part of the facility.
Security officer will no longer be required. The additional Youth Team staff roster can revert to normal level.

7. Action Plan inc. Timelines

April 2024 - Approval be granted at the April Council meeting.
May 2024 – Obtain three confirmed quotes from suppliers and installer.
June 2024 – Assess the three quotes and select the preferred supplier.
July 2024 – Appoint the preferred supplier.
August 2024 – Old fence is removed, and the new fence is installed.
September 2024 – Payment to supplier be made after a full inspection of satisfaction is carried out.

8. Proposed Resolution for Approval

Options.

Option 1 – Remain the same, reject the request for fencing, leave the staffing levels and security officer roster in place, continued to be appointed indefinitely. This option has the biggest cost implications for the shire with ongoing additional staffing costs and security officer costs, approximately $170,000 per year additional.

Option 2 - Remove the Security Officer and additional Youth Team staffing and no new fence is installed. This option is the most dangerous and considered to be too high a risk to the Youth and employees at the Centre. This option would put the Shire and staff members at risk of legal action should an issue take place and the risk of losing State Government funding currently in place for not managing risks as expected.

Option 3 - Preferred option – Approve and Install the requested fencing, remove the security officer and reduce the staffing level back to normal. The initial cost for the fence will be recovered by reducing costs by removing the security officer and additional staff. In basic terms, the fence will be recovered in the cost saving within nine (9) months at worst.

APPENDICES 1

Photos of Youth Centre





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APPENDICES 2

Quote from Westcoast Fabrications and Fencing. Note two options on the quote, partly fenced area and the whole fenced area.

WEST COAST
Building & Construction

WESTCOAST FABRICATIONS & FENCING

West Coast Building and Construction

Quote No:	1856
Date:	26/02/2024
For:	Shire Of Derby/ West Kimberley paul.fromont@sdkw.wa.gov.au

Quote

10 Ord Way
Broome, WA, 6725
westcoastbc01@gmail.com
www.westcoastbc.com.au
0433 354 755
ABN: 47163936848

Description	Amount
Removal and disposal of approximately 200m of 1000mm high chainmesh fencing	$8,000.00
Optio 1- 292m section. Supply and install 292m of 1800mm high black garrison fencing including 1- double gate 4m wide and 2- p/a gates 1m wide	$90,800.00
Option 2- 207m section Supply and install 207m of 1800mm high black garrison fencing including 2- p/a gates and 1- double gate	$67,240.00
Subtotal	$166,040.00
10%	$16,604.00
Total	$182,644.00
Total	**$182,644.00**

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APPENDICES 3

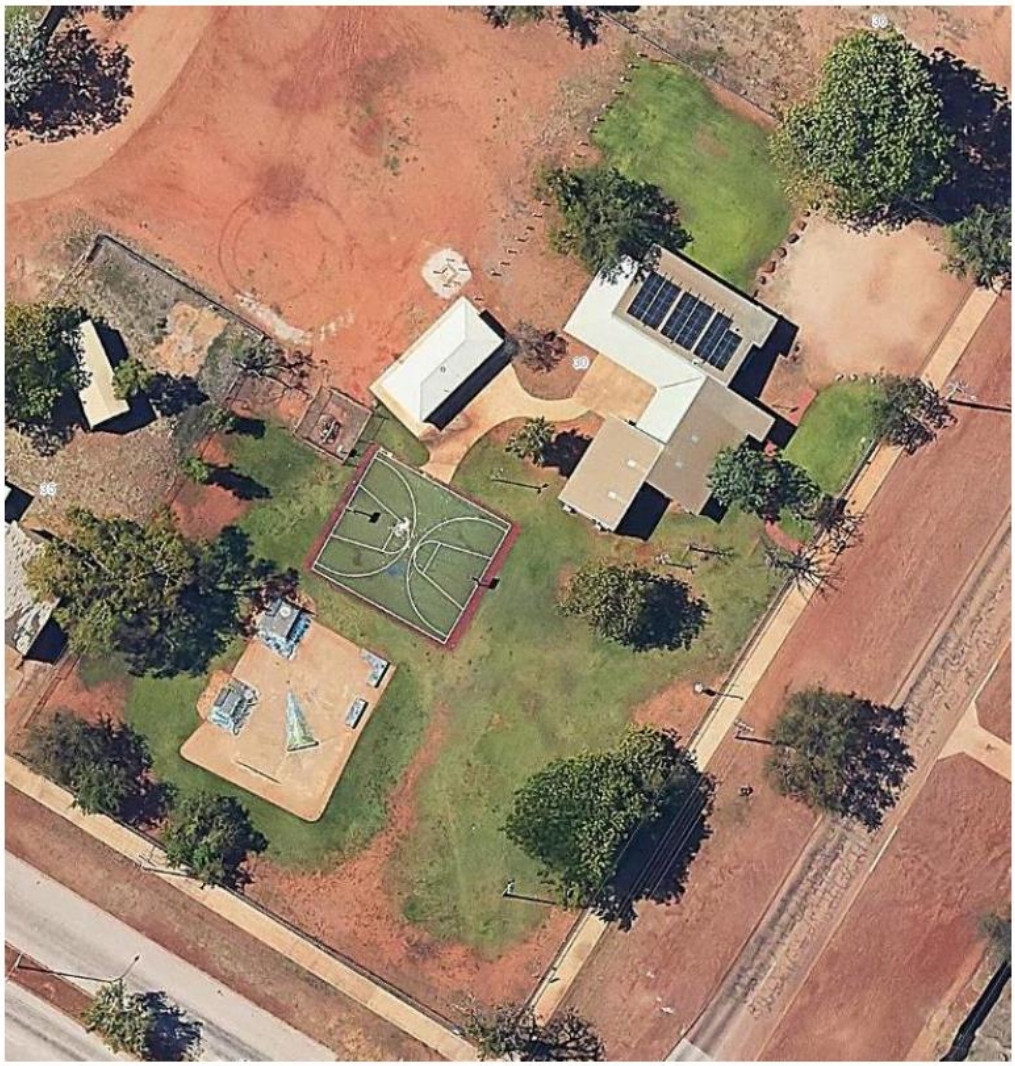
Photos of fence type and colour, height 1.8m





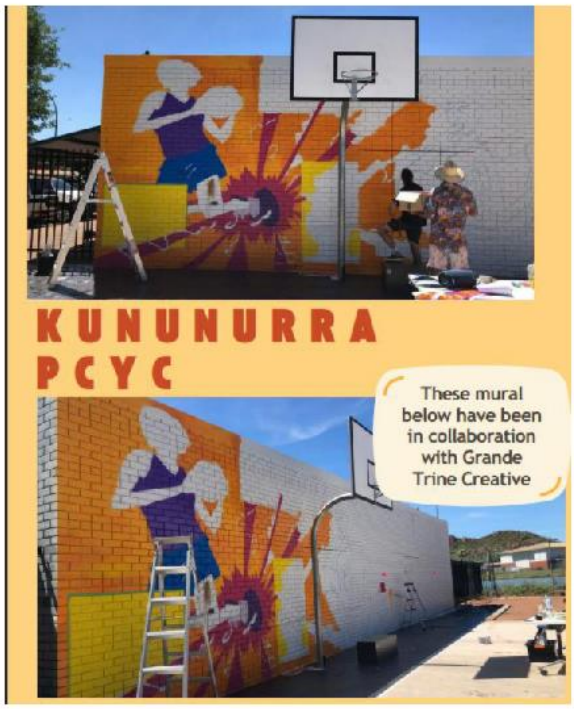
APPENDICES 4

Map of the Derby Youth Centre area

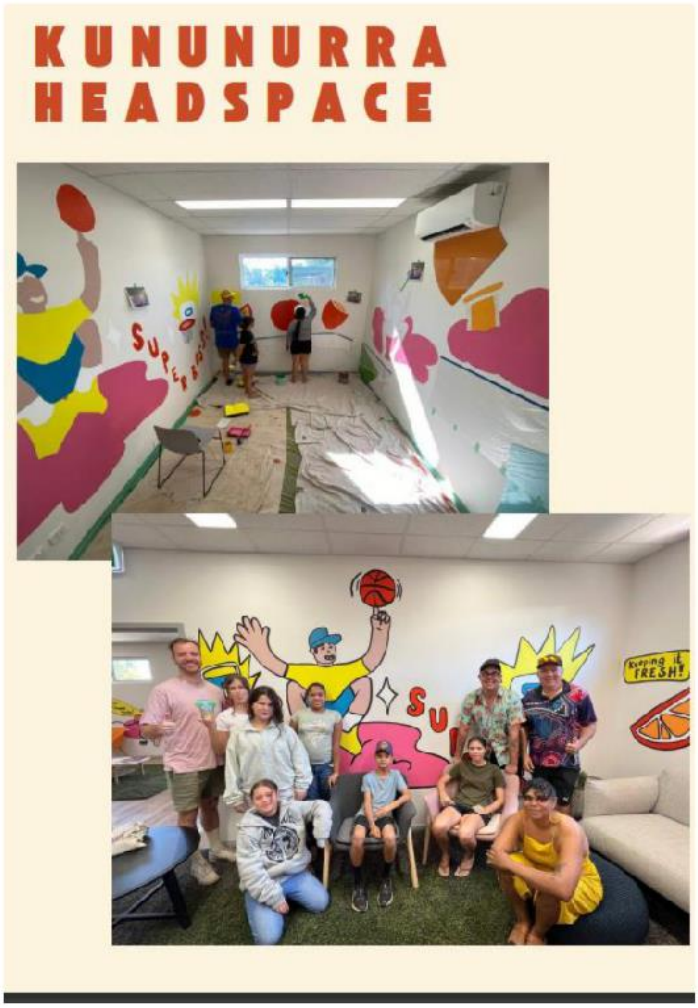


APPENDICES 5: EXAMPLES OF ART INSTALLATIONS

Examples of art works completed with youth, in various locations across WA, including the Kimberley.




KUNUNURRA
PCYC


KUNUNURRA
HEADSPACE

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

18 NEW BUSINESS OF AN URGENT NATURE

19 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)

Nil

20 CLOSURE

20.1 Date of Next Meeting

The next ordinary meeting of Council will be held Thursday, 30 May 2024 in the Karrayili Adult Education Centre, Fitzroy Crossing.

20.2 Closure of Meeting