



**Shire of Derby /
West Kimberley**

AGENDA

Ordinary Council Meeting Thursday, 26 May 2022

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

Date: Thursday, 26 May 2022

Time: 5:30pm

**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 Elected 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.

COPYRIGHT

Any plans or documents contained within this agenda may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

Notes for Elected 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

Councillors 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

Elected 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. Section 5.60A of the *Local Government Act 1995* states;

"a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

Section 5.60B states;

"a person has a proximity interest in a matter if the matter concerns –

(a) a proposed change to a planning scheme affecting land that adjoins the person's land;
or

(b) a proposed change to the zoning or use of land that adjoins the person's land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality) states;

"interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."

MEETING DATES

At its Ordinary Meeting of Council on 28 October 2021, Council adopted the following meeting dates for 2022;

Thursday	9 December 2021	5.30 pm	Council Chambers, Derby
January			Council in Recess
Thursday	24 February 2022	5.30 pm	Council Chambers, Derby
Thursday	31 March 2022	5.30 pm	Fitzroy Crossing
Thursday	28 April 2022	5.30 pm	Council Chambers, Derby
Thursday	26 May 2022	5.30 pm	Council Chambers, Derby
Thursday	30 June 2022	1:00pm	Remote Aboriginal Community (Location to be advised)
Thursday	28 July 2022	5.30 pm	Council Chambers, Derby
Thursday	25 August 2022	5.30 pm	Fitzroy Crossing
Thursday	29 September 2022	5.30 pm	Council Chambers, Derby
Thursday	27 October 2022	5.30 pm	Council Chambers, Derby
Thursday	24 November 2022	5.30 pm	Fitzroy Crossing
Thursday	8 December 2022	5.30 pm	Council Chambers, Derby

Council's Compliance and Strategic Review Committee and the Commercial Committee meet when required. Details of these meetings are advised as appropriate.

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 an Elected 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 an Elected 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 an Elected Member being disqualified should they be absent without leave for three consecutive meetings.

Order Of Business

1	Declaration of Opening, Announcement of Visitors	9
2	Attendance via Telephone/Instantaneous Communications	9
3	Disclosure of Interests	9
	3.1 Declaration of Financial Interests	9
	3.2 Declaration of Proximity Interests	9
	3.3 Declaration of Impartiality Interests.....	9
4	Applications for Leave of Absence	9
5	Responses to Previous Public Questions taken on Notice	9
6	Public Time	9
	6.1 Public Question Time	9
	6.2 Public Statements	9
7	Petitions, Deputations, Presentations and Submissions	10
8	Announcements by Presiding Person without Discussion	10
9	Confirmation of Minutes of Previous Meetings	10
10	Recommendations and Reports of Committees	11
	10.1 Minutes of the Audit Committee Meeting held on 19 May 2022	11
	Reports	237
11	Executive Services	237
	11.1 Delegation of Authority Register - Annual Review	237
	11.2 2020 - 21 Annual Report - Annual General Meeting of Electors.....	468
	11.3 Fitzroy Crossing Airport - Lease Renewal for Bureau of Meteorology.....	478
12	Corporate Services	497
	12.1 Budget Adjustment	497
13	Technical Services	504
	13.1 Request to close a portion of Sandford Road, Fitzroy Crossing (MRWA Ref. No 30107) and establish a new road reserve to the Sandford Road/Skuthorp Road intersection.....	504
	13.2 Shire of Derby/West Kimberley - Road Management Upgrade Strategy 2022-27 Sealed Roads.....	509
	13.3 Award of Tender T3-2022 Flood Damage Reinstatement AGRN 951	563
	13.4 Award of Tender T1-2022 - Various Road Re-sealing Works - Derby Townsite.....	568
14	Development Services	572
	Nil	
15	Community and Recreation Services	573

15.1	Request for assistance - West Kimberley Stronger Women's Business Gathering.....	573
16	Motions of which Previous Notice has been Given	583
17	New Business of an Urgent Nature	583
18	Matters for which the Meeting may be Closed (Confidential Matters).....	584
18.1	Derby Port - Kimberley Mineral Sands Lease Modifications (Major Land Transaction) - Negotiation Update.....	584
19	Closure.....	585
19.1	Date of Next Meeting.....	585
19.2	Closure of Meeting.....	585

1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS**2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS**

In accordance with regulation 14A of the Local Government (Administration) Regulations 1996 Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by absolute majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

NOTE: His Excellency the Governor, in Executive Council, has approved regulations (Gazetted 25 March 2020) to allow all Western Australian local government councils to hold meetings electronically during a public health emergency or a state of emergency. This can be via teleconference, video conference or other electronic means. The Shire of Derby/West Kimberley will provide this option for Councillors until further notice, or the COVID-19 state of emergency provision is modified accordingly.

3 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

3.1 Declaration of Financial Interests**3.2 Declaration of Proximity Interests****3.3 Declaration of Impartiality Interests****4 APPLICATIONS FOR LEAVE OF ABSENCE****5 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****6 PUBLIC TIME****6.1 Public Question Time****6.2 Public Statements**

- 7 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS**
- 8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
- 9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Derby/West Kimberley held at the Council Chambers, Clarendon Street, Derby, on 28 April 2022 be CONFIRMED as an accurate record of its proceedings, subject to noting in regard to item 14.1, that the property owner of 36 and 38 Marmion Street, and 11 McGovern Way, Derby has advised that improvements have been made to his properties at since the photos attached to the report were taken in late 2021.

10 RECOMMENDATIONS AND REPORTS OF COMMITTEES

10.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 19 MAY 2022

File Number: 4110

Author: Sarah Smith, Executive Services Coordinator

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

For Council to receive the minutes of the Audit Committee Meeting held on 19 May 2022.

ATTACHMENTS

1. Minutes of the Audit Committee Meeting held on 19 May 2022

RECOMMENDATION

THAT COUNCIL:

1. Receive the Minutes of the Audit Committee Meeting held on 19 May 2022 and the recommendations therein be adopted.

COMMITTEE RESOLUTION AC42/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee:

1. Note the information provided by the auditor (Office of the Auditor General representative and audit firm representative) both verbally at the exit interview and in documents presented.
2. Report to Council on issues or concerns arising from the Exit Interview, Audit Report, Management Letter and draft Annual Financial Report, if appropriate.
 - (i) Recommend that Council accepts the Annual Financial Report 2020/21 and Management Letter, subject to there being no significant changes between what is presented to this meeting and the finalised report and letter.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC43/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee recommends Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 30th April 2022.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC44/22

Moved: Cr Peter McCumstie

Seconded: Cr Geoff Haerewa

That the Audit Committee recommends that Council notes the list of accounts for April 2022 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling \$1,406,723.82.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC48/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee:

Recommends that Council receives the information contained in the report detailing Sundry Debtors as at 30 April 2022.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

COMMITTEE RESOLUTION AC49/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

- 1. Receives the report on outstanding rate and service charge debt by financial year to the end of April 2022.**

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0



**Shire of Derby /
West Kimberley**

UNCONFIRMED MINUTES

Audit Committee Meeting

Thursday, 19 May 2022

Date: Thursday, 19 May 2022

Time: 4:00pm

**Location: Council Chambers
Clarendon Street
Derby**



Order Of Business

1	Declaration of Opening, Announcement of Visitors	3
2	Attendance via Telephone/Instantaneous Communications	3
3	Announcements by Presiding Person without Discussion	3
4	Disclosure of Interests	4
4.1	Declaration of Financial Interests	4
4.2	Declaration of Proximity Interests	4
4.3	Declaration of Impartiality Interests.....	4
5	Petitions, Deputations, Presentations and Submissions	4
6	Confirmation of Minutes of Previous Meetings	5
7	Reports	6
7.1	AUDIT EXIT INTERVIEW	6
7.2	STATEMENT OF FINANCIAL ACTIVITY - APRIL 2022.....	119
7.3	ACCOUNTS FOR PAYMENT - APRIL 2022.....	156
7.4	Compliance Reports - Council Minute Management.....	183
7.5	Compliance Reports - Councillor Meeting Attendance.....	218
8	New Business of an Urgent Nature	221
9	New and Emerging Items for Discussion	221
10	Matters for which the Meeting may Be Closed (Confidential Matters)	222
10.1	SUNDRY DEBTORS APRIL 2022	222
10.2	RATES OUTSTANDING APRIL 2022	223
11	Date of Next Meeting	224
12	Closure of Meeting	224

**MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY
ON THURSDAY, 19 MAY 2022 AT 4:00PM**

PRESENT: Cr Andrew Twaddle (Chair), Cr Geoff Haerewa (Shire President), Cr Peter McCumstie (Deputy Shire President), Cr Keith Bedford (via MS Teams), Cr Pat Riley (via MS Teams).

IN ATTENDANCE: Amanda Dexter (Chief Executive Officer), Wayne Neate (Director Technical and Development Services), Neil Hartley (Director of Strategic Business), Alan Thornton (Acting Director of Corporate Services), Christie Mildenhall (Acting Director of Community Services), Sarah Smith (Executive Services Coordinator), Colleen Boldison (Executive Services Support), Dean Wyber (Manager of Assets).

VISITORS: Krushna Hirani CA - Manager - Assurance & Advisory – RSM Australia and Jordan Langford-Smith – Office of the Auditor General.

GALLERY: Nil

APOLOGIES: Nil

APPROVED LEAVE OF ABSENCE: Nil

ABSENT: Nil

1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 4:04pm by Andrew Twaddle – Chair.

2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

In accordance with regulation 14A of the Local Government (Administration) Regulations 1996 Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by absolute majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

- Cr Pat Riley (arrived 4:08pm)
- Cr Keith Bedford (arrived 4:10pm)
- Alan Thornton – Acting Director of Corporate Services
- Neil Hartley – Director of Strategic Business
- Krushna Hirani CA - Manager - Assurance & Advisory – RSM Australia
- Jordan Langford Smith – Office of the Auditor General

NOTE: His Excellency the Governor, in Executive Council, has approved regulations (Gazetted 25 March 2020) to allow all Western Australian local government councils to hold meetings electronically during a public health emergency or a state of emergency. This can be via teleconference, video conference or other electronic means. The Shire of Derby/West Kimberley will provide this option for Councillors until further notice, or the COVID-19 state of emergency provision is modified accordingly.

3 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

- Nil.

4 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

4.1 Declaration of Financial Interests

- Nil.

4.2 Declaration of Proximity Interests

- Nil.

4.3 Declaration of Impartiality Interests

- Cr Peter McCumstie – Item 10.2 – Rates Outstanding April 2022
Nature: Family member involved.
- Cr Keith Bedford – Item 10.2 – Rates Outstanding April 2022
Nature: Lives in and is a member of the Junjuwa Community Incorporated.

5 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

- Audit Exit Interview – Krushna Hirani CA – RSM Australia and Jordan Langford-Smith – Office of the Auditor General.

Cr Pat Riley entered the meeting at 4:08pm.

Cr Keith Bedford entered the meeting at 4:10pm.

Krushna Hirani CA - RSM Australia and Jordan Langford-Smith – Office of the Auditor General left the meeting at 4:39pm.

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**COMMITTEE RESOLUTION AC41/22****Moved: Cr Geoff Haerewa****Seconded: Cr Keith Bedford****That the Minutes of the Audit Committee Meeting held at the Council Chambers, Clarendon Street, Derby, on 21 April 2022 be CONFIRMED.****In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle****Against: Nil****CARRIED 5/0**

7 REPORTS

7.1 AUDIT EXIT INTERVIEW

File Number: 4105

Author: Alan Thornton, Acting Director of Corporate Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Legislative

SUMMARY

The purpose of this report is to introduce the annual exit interview to be conducted by the auditor for the benefit of Councillors and the CEO. Also, to put before the Committee the following documents for 2020/21:

1. Draft - Derby WK -Exit Meeting Agenda 19 May 2022
2. DRAFT Derby-West Kimberley AFS 21 v11.1
3. Draft-Derby - Auditor's Closing Report for the year ended 30 June 2021
4. Draft - Shire of Derby West Kimberley - Final Management Letter Attachment A
5. Draft - Shire of Derby West Kimberley - Final Management Letter Attachment B
6. DRAFT RSM Audit Planning Memorandum FY21 - Derby WK - Final

DISCLOSURE OF ANY INTEREST

The author is an employee of the Shire and was involved with the production of Annual Financial Reports and the audit process.

BACKGROUND

Each year the Shire is to produce its Annual Financial Report and send this to the Shire auditor by 30 September (6.4(3) of the Local Government Act). The report was forwarded on 30 September 2021.

The attached Audit Planning Memorandum, referred to in the auditor's Closing Report, was the plan for the 20/21 audit. The plan was for the audit process to be completed and the audit signed off by the Office of the Auditor General before the end of December 2021 (5.54(1) of the Local Government Act requires that the annual financial report be accepted by Council by 31 December and (2) provides that if the audit report is not available by 31 December then the report is to go to Council within 2 months of it being received).

The order of events is:

- Audit Committee reviews audit process with the auditors, Annual Financial Report and Management Letter.
- Audit Committee refers the Annual Financial Report and Management Letter to Council.
- The Chief Executive Officer, once satisfied with it, signs the Annual Financial Report and forwards it to the auditor.
- The OAG reviews the audit file, Annual Financial Report and Management Letter. Once satisfied (process takes 5 working days) issues the audit report and the audit is then complete.

- Council:
 - Receives the Annual Financial Report from the Audit Committee.
 - Is provided the Audit Report (which should be received prior to the April Council meeting agenda being distributed).
 - Is provided the draft Annual Report (as prepared by staff and presented together with an agenda item report to the May Council meeting).
 - Accepts the Annual Report, that is the draft Annual Report once complete (includes Annual Financial Report and Audit Report (by Absolute Majority)).

STATUTORY ENVIRONMENT

Various parts of the Local Government Act and Regulations apply to the process of the Annual Financial Report, Audit Process and Audit Report. This report references significant parts of the legislation in the background and comment.

POLICY IMPLICATIONS

There is no specific policy relating to the Annual Financial Reports or the audit.

FINANCIAL IMPLICATIONS

The Annual Financial Report, audit of this and audit report provide information on what has occurred. The current position as shown on the draft Annual Financial Report is less than the current position estimated and used for the 2020/21 budget. This variance will be explored and explained as part of the annual budget review which is being conducted at this time and will be reported in March.

STRATEGIC IMPLICATIONS

GOAL	OUTCOME	STRATEGY
1. Leadership and Governance	1.3 Effective Communication	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Failure to prepare and adopt the Annual Financial Report would result in non-compliance with its statutory responsibilities under the Local Government Act 1995	Rare	Moderate	Low	Accept officer recommendation

CONSULTATION

The author has consulted with:

- Office of the Auditor General, the firm it appointed to conduct the audit RSM;
- Moore Australia, the Shire's financial services provider; and
- Shire staff.

COMMENT

The OAG does not have the staff resources to conduct these audits and so it outsources much of this function to various audit firms. So instead of the one entity conducting the audit then reporting to Council we now have the audit firm and OAG. The firm conducts the audit and reports to the OAG who signs off on the audit once they have reviewed the conduct findings and Annual Financial Report.

Due to Covid-19 and Western Australian (WA) border closures audit firms have stated that they have been under resourced for 2020/21 audits since under normal circumstances audit firms attract interstate and overseas auditors during the audit period.

Additionally, the OAG has stated that the OAG audits WA State Government agencies prior to auditing WA Local Governments. Significant issues were identified by the OAG concerning State Government agencies that needed to be resolved before the OAG commenced Local Government 2020/21 audits. As at mid-March 2022 approximately 25% of WA Local Governments were still to have their audits completed. The OAG has apologised for the delay in finalising Local Government audits. The OAG has put in place measures to avoid delays for 2021/22 Local Government audits. With the aim of completing Local Government audits by the 31 December, as per the Local Government Act.

The process is for the auditor and OAG to meet with Council members (does not have to be the whole Council or any specific Council members) and the CEO to conduct the audit exit interview. This is done to provide Council members and the CEO with information, on the audit, directly from the auditor. Also to allow any matters of concern to be raised and discussed so that the CEO can more confidently sign the Annual Financial Report.

The draft Annual Financial Report for 2020/21, attached to this agenda, may be subject to change. As may the audit report and management letter (therefore there may be a need to forward to Councillors a revised copies prior to the meeting).

The recommendation is that the Committee note the information provided and report to Council, if it sees a need to do so, on any aspect of the exit interview. The final part of the recommendation is to refer the reports and letter to Council for acceptance, which by the meeting day should be the final versions.

Please note that the following persons will be attending the meeting via telephone:

Senior Director Financial Audit - Office of the Auditor General.

Krushna Hirani Manager – Assurance & Advisory – RSM Australia Pty Ltd – Audit firm.

VOTING REQUIREMENT

Simple majority

STATUTORY ENVIRONMENT

Various parts of the Local Government Act and Regulations apply to the process of the Annual Financial Report, Audit Process and Audit Report. This report references significant parts of the legislation in the background and comment.

POLICY IMPLICATIONS

There is no specific policy relating to the Annual Financial Reports or the audit.

FINANCIAL IMPLICATIONS

The Annual Financial Report, audit of this and audit report provide information on what has occurred. The current position as shown on the draft Annual Financial Report is less than the current position estimated and used for the 2020/21 budget. This variance will be explored and explained as part of the annual budget review which is being conducted at this time and will be reported in March.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.3 Effective Communication	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Failure to prepare and adopt the Annual Financial Report would result in non-compliance with its	Rare	Moderate	Low	Accept officer recommendation

statutory responsibilities under the Local Government Act 1995				
--	--	--	--	--

CONSULTATION

The author has consulted with:

- Office of the Auditor General, the firm it appointed to conduct the audit RSM;
- Moore Australia, the Shire’s financial services provider; and
- Shire staff.

COMMENT

The author has consulted with:

- Office of the Auditor General, the firm it appointed to conduct the audit RSM;
- Moore Australia, the Shire’s financial services provider; and
- Shire staff.

COMMENT

The OAG does not have the staff resources to conduct these audits and so it outsources much of this function to various audit firms. So instead of the one entity conducting the audit then reporting to Council we now have the audit firm and OAG. The firm conducts the audit and reports to the OAG who signs off on the audit once they have reviewed the conduct findings and Annual Financial Report.

Due to Covid-19 and Western Australian (WA) border closures audit firms have stated that they have been under resourced for 2020/21 audits since under normal circumstances audit firms attract interstate and overseas auditors during the audit period.

Additionally, the OAG has stated that the OAG audits WA State Government agencies prior to auditing WA Local Governments. Significant issues were identified by the OAG concerning State Government agencies that needed to be resolved before the OAG commenced Local Government 2020/21 audits. As at mid-March 2022 approximately 25% of WA Local Governments were still to have their audits completed. The OAG has apologised for the delay in finalising Local Government audits. The OAG has put in place measures to avoid delays for 2021/22 Local Government audits. With the aim of completing Local Government audits by the 31 December, as per the Local Government Act.

The process is for the auditor and OAG to meet with Council members (does not have to be the whole Council or any specific Council members) and the CEO to conduct the audit exit interview. This is done to provide Council members and the CEO with information, on the audit, directly from the auditor. Also to allow any matters of concern to be raised and discussed so that the CEO can more confidently sign the Annual Financial Report.

The draft Annual Financial Report for 2020/21, attached to this agenda, may be subject to change. As may the audit report and management letter (therefore there may be a need to forward to Councillors a revised copies prior to the meeting).

The recommendation is that the Committee note the information provided and report to Council, if it sees a need to do so, on any aspect of the exit interview. The final part of the recommendation is to refer the reports and letter to Council for acceptance, which by the meeting day should be the final versions.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Draft - Derby WK -Exit Meeting Agenda 19 May 2022
2. DRAFT Derby-West Kimberley AFS 21 v11.1
3. Draft-Derby - Auditor's Closing Report for the year ended 30 June 2021 -Final
4. Draft Shire of Derby West Kimberley - Final Management Letter Attachment A
5. Draft - Shire of Derby West Kimberley - Final Management Letter Attachment B
6. DRAFT RSM Audit Planning Memorandum FY21 - Derby WK - Final

COMMITTEE RESOLUTION AC42/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee:

1. Note the information provided by the auditor (Office of the Auditor General representative and audit firm representative) both verbally at the exit interview and in documents presented.
2. Report to Council on issues or concerns arising from the Exit Interview, Audit Report, Management Letter and draft Annual Financial Report, if appropriate.
 - (i) Recommend that Council accepts the Annual Financial Report 2020/21 and Management Letter, subject to there being no significant changes between what is presented to this meeting and the finalised report and letter.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0



Exit Meeting Agenda

ANNUAL FINANCIAL AUDIT OF THE SHIRE OF DERBY / WEST KIMBERLEY FOR THE YEAR ENDED 30 JUNE 2021

ATTENDEES

Shire of Derby / West Kimberley

Councillors

Geoff Haerewa	President
Peter McCumstie	Deputy President
Pat Riley	Councillor
Keith Bedford	Councillor
Andrew Twaddle	Councillor

Executive members

Amanda Dexter	Chief Executive Officer
Neil Hartley	Deputy Chief Executive Officer
Alan Thornton	Director Corporate Services
Wayne Neate	Director Technical and Development Services
Christie Mildenhall	Director Community Services

Office of the Auditor General

Jordan Langford-Smith	Senior Director, Financial Audit
-----------------------	----------------------------------

RSM Australia

David Wall	Audit Director
Krushna Hirani	Audit Manager

Meeting Date & Time:

19 May 2022 at 4:00pm (Via Teams)

Location:

Shire of Derby / West Kimberley Council Chambers and Online - Via Microsoft Teams

Agenda

1. **Introduction**
2. **Engagement completion**
 - **Audit opinion** – recommending an unqualified opinion. However, there are five matters indicating non-compliance with Part 6 of the Local Government Act, the Financial Management Regulations, or applicable financial controls of any other written law.
 - **Final management letter issues** – awaiting finalisation
 - **Compliance with laws and regulations** – 5 matters noted
 - **Audit adjustment** – 2 adjustments noted
 - **Unadjusted audit differences** – 2 adjustments noted
 - **Contingent liabilities and commitments** – 1 noted
 - **Subsequent events** - none noted
 - **Outstanding audit matters** – Finalisation of management letter issues
 - **Areas of audit emphasis**
 - Revenue and receivables
 - Purchases and payments
 - Fixed assets
 - Other provisions
 - **Other critical disclosures in the financial statements**
 - Related party, and
 - Financial ratios
 - **Fraud risks**
 - **New accounting standards not yet adopted**
3. **Closing comments**

SHIRE OF DERBY / WEST KIMBERLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Index of Notes to the Financial Report	9
Independent Auditor's Report	51

COMMUNITY VISION

A friendly and diverse place with awesome opportunities.

Principal place of business:
Lot 275 Loch Street
PO Box 94 DERBY WA 6728

**SHIRE OF DERBY / WEST KIMBERLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Derby / West Kimberley for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the Shire of Derby / West Kimberley at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the _____ day of _____ 2022

Chief Executive Officer

Amanda Dexter

Name of Chief Executive Officer

SHIRE OF DERBY / WEST KIMBERLEY
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
Revenue				
Rates	21(a)	7,365,244	8,795,965	7,342,404
Operating grants, subsidies and contributions	2(a)	9,572,828	7,205,732	6,890,842
Fees and charges	2(a)	3,705,444	3,356,473	4,028,832
Interest earnings	2(a)	261,755	253,005	543,956
Other revenue	2(a)	669,882	18,425	148,375
		21,575,153	19,629,600	18,954,409
Expenses				
Employee costs		(6,868,307)	(7,325,883)	(6,233,109)
Materials and contracts		(7,583,028)	(10,051,182)	(7,758,407)
Utility charges		(909,609)	(1,015,601)	(1,011,575)
Depreciation on non-current assets	9(b)	(7,414,109)	(7,454,631)	(7,721,744)
Interest expenses	2(b)	(117,250)	(191,085)	(183,670)
Insurance expenses		(979,070)	(1,094,727)	(1,023,930)
Other expenditure		(749,530)	(337,755)	(734,267)
		(24,620,903)	(27,470,864)	(24,666,702)
		(3,045,750)	(7,841,264)	(5,712,293)
Non-operating grants, subsidies and contributions	2(a)	1,054,897	16,233,630	6,635,262
Profit on asset disposals	9(a)	28,788	41,258	0
(Loss) on asset disposals	9(a)	(199,314)	(203,559)	0
(Loss) on revaluation of Other infrastructure - footpaths	8(a)	(1,585,512)	0	0
		(701,141)	16,071,329	6,635,262
		(3,746,891)	8,230,065	922,969
Net result for the period				
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	10	104,141,621	0	(11,417,516)
		104,141,621	0	(11,417,516)
		100,394,730	8,230,065	(10,494,547)

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

**SHIRE OF DERBY / WEST KIMBERLEY
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
Revenue				
	2(a)			
Governance		1,158	21,050	55,668
General purpose funding		13,784,449	12,095,437	13,058,156
Law, order, public safety		58,840	43,300	74,971
Health		621,024	737,679	559,825
Education and welfare		132,061	512,114	311,998
Housing		97,375	70,560	108,866
Community amenities		1,784,707	1,949,138	1,986,887
Recreation and culture		345,504	349,960	499,508
Transport		4,563,395	3,724,762	1,970,022
Economic services		83,835	87,600	87,996
Other property and services		102,805	38,000	240,512
		21,575,153	19,629,600	18,954,409
Expenses				
	2(b)			
Governance		(1,214,318)	(1,689,431)	(1,539,111)
General purpose funding		(609,156)	(400,346)	(798,415)
Law, order, public safety		(645,066)	(413,635)	(463,736)
Health		(961,513)	(889,031)	(987,427)
Education and welfare		(722,644)	(1,041,379)	(420,768)
Housing		(510,835)	(93,376)	(7,610)
Community amenities		(4,121,524)	(3,752,805)	(3,624,864)
Recreation and culture		(5,527,606)	(5,424,667)	(4,606,458)
Transport		(8,940,302)	(12,515,161)	(10,619,081)
Economic services		(1,141,122)	(1,015,771)	(1,062,165)
Other property and services		(109,567)	(44,177)	(353,397)
		(24,503,653)	(27,279,779)	(24,483,032)
Finance Costs				
	2(b)			
General purpose funding		0	(40,000)	0
Housing		(45,640)	(56,261)	(60,321)
Recreation and culture		(5)	(447)	(1,338)
Transport		(56,186)	(78,872)	(105,528)
Economic services		(15,419)	(15,505)	(16,483)
		(117,250)	(191,085)	(183,670)
		(3,045,750)	(7,841,264)	(5,712,293)
Non-operating grants, subsidies and contributions	2(a)	1,054,897	16,233,630	6,635,262
Profit on disposal of assets	9(a)	28,788	41,258	0
(Loss) on disposal of assets	9(a)	(199,314)	(203,559)	0
(Loss) on revaluation of Other infrastructure - footpaths	8(a)	(1,585,512)	0	0
		(701,141)	16,071,329	6,635,262
Net result for the period		(3,746,891)	8,230,065	922,969
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	10	104,141,621	0	(11,417,516)
Total other comprehensive income for the period		104,141,621	0	(11,417,516)
Total comprehensive income for the period		100,394,730	8,230,065	(10,494,547)

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

**SHIRE OF DERBY / WEST KIMBERLEY
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2021**

	NOTE	2021 \$	2020 \$
CURRENT ASSETS			
Cash and cash equivalents	3	8,934,223	6,235,956
Trade and other receivables	5	2,721,478	3,824,167
Inventories	6	32,395	54,679
TOTAL CURRENT ASSETS		11,688,096	10,114,802
NON-CURRENT ASSETS			
Trade and other receivables	5	108,614	123,754
Property, plant and equipment	7	47,278,345	45,666,420
Infrastructure	8	248,532,766	149,684,526
TOTAL NON-CURRENT ASSETS		295,919,725	195,474,700
TOTAL ASSETS		307,607,821	205,589,502
CURRENT LIABILITIES			
Trade and other payables	11	3,745,714	3,681,924
Other liabilities	12	1,001,277	529,572
Borrowings	13(a)	368,840	373,274
Employee related provisions	14	578,267	558,741
TOTAL CURRENT LIABILITIES		5,694,098	5,143,511
NON-CURRENT LIABILITIES			
Borrowings	13(a)	3,066,521	3,435,361
Employee related provisions	14	159,406	81,031
Other provisions	15	11,332,588	9,969,121
TOTAL NON-CURRENT LIABILITIES		14,558,515	13,485,513
TOTAL LIABILITIES		20,252,613	18,629,024
NET ASSETS		287,355,208	186,960,478
EQUITY			
Retained surplus		62,877,883	66,097,921
Reserves - cash backed	4	975,801	1,502,654
Revaluation surplus	10	223,501,524	119,359,903
TOTAL EQUITY		287,355,208	186,960,478

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

SHIRE OF DERBY / WEST KIMBERLEY
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2019		65,124,952	1,552,654	130,777,419	197,455,025
Comprehensive income					
Net result for the period		922,969	0	0	922,969
Other comprehensive income	10	0	0	(11,417,516)	(11,417,516)
Total comprehensive income		922,969	0	(11,417,516)	(10,494,547)
Transfers from reserves	4	50,000	(50,000)	0	0
Balance as at 30 June 2020		66,097,921	1,502,654	119,359,903	186,960,478
Comprehensive income					
Net result for the period		(3,746,891)	0	0	(3,746,891)
Other comprehensive income	10	0	0	104,141,621	104,141,621
Total comprehensive income		(3,746,891)	0	104,141,621	100,394,730
Transfers from reserves	4	526,853	(526,853)	0	0
Balance as at 30 June 2021		62,877,883	975,801	223,501,524	287,355,208

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

SHIRE OF DERBY / WEST KIMBERLEY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2021

NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$	
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates	9,014,722	10,295,965	7,009,162	
Operating grants, subsidies and contributions	9,545,810	6,339,219	7,123,344	
Fees and charges	3,640,102	3,356,473	4,028,832	
Interest received	261,755	253,005	543,956	
Goods and services tax received	939,663	0	1,239,154	
Other revenue	669,882	18,425	148,375	
	24,071,934	20,263,087	20,092,823	
Payments				
Employee costs	(6,740,546)	(7,325,883)	(6,351,686)	
Materials and contracts	(8,230,785)	(9,051,182)	(8,349,534)	
Utility charges	(909,609)	(1,015,601)	(1,011,575)	
Interest expenses	(117,250)	(191,085)	(183,670)	
Insurance paid	(979,070)	(1,094,727)	(1,023,930)	
Goods and services tax paid	(846,763)	0	(1,130,368)	
Other expenditure	(749,530)	(337,755)	(734,267)	
	(18,573,553)	(19,016,233)	(18,785,030)	
Net cash provided by (used in) operating activities	16	5,498,381	1,246,854	1,307,793
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	7(a)	(774,846)	(1,736,330)	0
Payments for construction of infrastructure	8(a)	(3,589,428)	(20,123,938)	(4,090,009)
Non-operating grants, subsidies and contributions		1,828,621	16,233,630	6,635,262
Proceeds from sale of property, plant & equipment	9(a)	108,813	167,000	0
Net cash provided by (used in) investment activities		(2,426,840)	(5,459,638)	2,545,253
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(373,274)	(389,274)	(5,648,350)
Proceeds from new borrowings	13(b)	0	500,000	2,000,000
Net cash provided by (used in) financing activities		(373,274)	110,726	(3,648,350)
Net increase (decrease) in cash held		2,698,267	(4,102,058)	204,696
Cash at beginning of year		6,235,956	6,236,281	6,031,260
Cash and cash equivalents at the end of the year	16	8,934,223	2,134,223	6,235,956

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

**SHIRE OF DERBY / WEST KIMBERLEY
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2021**

NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$	
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	22 (b)	3,841,911	5,293,692	3,266,678
		3,841,911	5,293,692	3,266,678
Revenue from operating activities (excluding rates)				
Governance		1,158	21,050	55,668
General purpose funding		6,419,205	3,299,472	5,715,752
Law, order, public safety		58,840	51,971	74,971
Health		621,024	737,679	559,825
Education and welfare		132,061	512,114	311,998
Housing		97,375	70,560	108,866
Community amenities		1,784,707	1,949,138	1,986,887
Recreation and culture		345,504	357,628	499,508
Transport		4,563,395	3,724,762	1,970,022
Economic services		83,835	87,600	87,996
Other property and services		131,593	62,919	240,512
		14,238,697	10,874,893	11,612,005
Expenditure from operating activities				
Governance		(1,214,318)	(1,689,431)	(1,539,111)
General purpose funding		(609,156)	(440,346)	(798,415)
Law, order, public safety		(645,066)	(413,635)	(463,736)
Health		(961,513)	(889,031)	(987,427)
Education and welfare		(722,644)	(1,041,379)	(420,768)
Housing		(755,789)	(349,637)	(67,931)
Community amenities		(4,121,524)	(3,752,805)	(3,624,864)
Recreation and culture		(5,527,611)	(5,425,114)	(4,607,796)
Transport		(8,996,488)	(12,594,033)	(10,724,609)
Economic services		(1,156,541)	(1,031,276)	(1,078,648)
Other property and services		(1,695,079)	(47,736)	(353,397)
		(26,405,729)	(27,674,423)	(24,666,702)
Non-cash amounts excluded from operating activities	22(a)	9,796,340	7,616,932	7,340,623
Amount attributable to operating activities		1,471,219	(3,888,906)	(2,447,396)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	1,054,897	16,233,630	6,635,262
Proceeds from disposal of assets	9(a)	108,813	167,000	0
Purchase of property, plant and equipment	7(a)	(774,846)	(1,736,330)	0
Purchase and construction of infrastructure	8(a)	(3,589,428)	(20,123,938)	(4,090,009)
Amount attributable to investing activities		(3,200,564)	(5,459,638)	2,545,253
FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(373,274)	(389,274)	(5,648,350)
Proceeds from borrowings	13(c)	0	500,000	2,000,000
Transfers to reserves (restricted assets)	4	0	(85,000)	0
Transfers from reserves (restricted assets)	4	526,853	526,853	50,000
Amount attributable to financing activities		153,579	552,579	(3,598,350)
Surplus/(deficit) before imposition of general rates		(1,575,766)	(8,795,965)	(3,500,493)
Total amount raised from general rates	21(a)	7,365,244	8,795,965	7,342,404
Surplus/(deficit) after imposition of general rates	22(b)	5,789,478	0	3,841,911

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

**SHIRE OF DERBY / WEST KIMBERLEY
INDEX OF NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

Note 1	Basis of Preparation	10
Note 2	Revenue and Expenses	11
Note 3	Cash and Cash Equivalents	15
Note 4	Reserves - Cash backed	16
Note 5	Trade and Other Receivables	17
Note 6	Inventories	18
Note 7	Property, Plant and Equipment	19
Note 8	Infrastructure	21
Note 9	Fixed Assets	23
Note 10	Revaluation Surplus	26
Note 11	Trade and Other Payables	27
Note 12	Other Liabilities	28
Note 13	Information on Borrowings	29
Note 14	Employee Provisions	31
Note 15	Other Provisions	32
Note 16	Notes to the Statement of Cash Flows	33
Note 17	Total Assets Classified by Function and Activity	34
Note 18	Contingent Liabilities	35
Note 19	Elected Members Remuneration	36
Note 20	Related Party Transactions	38
Note 21	Rating Information	39
Note 22	Rate Setting Statement Information	42
Note 23	Financial Risk Management	43
Note 24	Events occurring after the end of the Reporting Period	46
Note 25	Trust Funds	47
Note 26	Other Significant Accounting Policies	48
Note 27	Activities/Programs	49
Note 28	Financial Ratios	50

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

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

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 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.

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 25 to these financial statements.

INITIAL APPLICATION OF ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These were:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- AASB 2020-3 *Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- AASB 2021-2 *Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- Other revenue
- Other expenditures
- Trade and other receivables
- Property, Plant and Equipment
- Infrastructure
- Depreciation expense
- Other liabilities
- Borrowing
- Employee expenses
- Provisions

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Fees and charges for other goods and services	Goods and services, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual \$	2021 Budget \$	2020 Actual \$
Operating grants, subsidies and contributions			
Governance	0	16,600	54,858
General purpose funding	6,137,770	3,028,317	5,152,557
Law, order, public safety	115	19,000	7,884
Health	571,058	703,679	502,169
Education and welfare	132,061	512,114	311,966
Housing	6,264	0	6,171
Community amenities	0	1,000	3,323
Recreation and culture	208,254	252,160	378,985
Transport	2,487,842	2,604,762	296,618
Economic services	5,686	30,100	2,892
Other property and services	23,778	38,000	173,419
	9,572,828	7,205,732	6,890,842
Non-operating grants, subsidies and contributions			
General purpose funding	0	3,866,830	300,000
Law, order, public safety	204,720	231,000	140,000
Community amenities	273	0	0
Recreation and culture	136	0	0
Transport	849,768	12,135,800	6,190,262
Economic services	0	0	5,000
	1,054,897	16,233,630	6,635,262
Total grants, subsidies and contributions	10,627,725	23,439,362	13,526,104
Fees and charges			
Governance	836	2,250	0
General purpose funding	19,662	18,125	19,240
Law, order, public safety	27,393	20,100	24,009
Health	49,960	34,000	47,656
Housing	88,228	70,560	97,263
Community amenities	1,784,707	1,948,138	1,983,292
Recreation and culture	93,318	95,800	101,812
Transport	1,617,428	1,120,000	1,715,719
Economic services	14,648	47,500	16,665
Other property and services	9,264	0	23,176
	3,705,444	3,356,473	4,028,832

There were no changes to the amounts of fees or charges detailed in the original budget.

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions
Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2021 Actual \$	2021 Budget \$	2020 Actual \$
Contracts with customers and transfers for recognisable non-financial assets			
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:			
Operating grants, subsidies and contributions	0	0	614,557
Fees and charges	3,600,052	3,282,223	4,028,379
Other revenue	621,311	0	145,852
Non-operating grants, subsidies and contributions	1,054,897	16,233,630	6,635,262
	<u>5,276,260</u>	<u>19,515,853</u>	<u>11,424,050</u>
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:			
Revenue from contracts with customers included as a contract liability at the start of the period			
	529,572	0	753,058
Revenue from contracts with customers recognised during the year	3,691,791	3,282,223	4,788,788
Revenue from transfers intended for acquiring or constructing recognisable non financial assets during the year	1,054,897	16,233,630	5,882,204
	<u>5,276,260</u>	<u>19,515,853</u>	<u>11,424,050</u>
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:			
Trade and other receivables from contracts with customers	1,077,423	0	1,352,424
Contract liabilities from contracts with customers	(227,553)	(424,597)	(187,667)
Financial assets held from transfers for recognisable financial assets	773,724	0	341,905
Grant liabilities from transfers for recognisable non financial assets	(773,724)	0	(341,905)

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2021 Actual \$	2021 Budget \$	2020 Actual \$
Revenue from statutory requirements			
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
General rates	7,365,244	8,795,965	7,342,404
Statutory permits and licences	105,020	66,750	80,403
Fines	372	7,500	453
	7,470,636	8,870,215	7,423,260
Other revenue			
Reimbursements and recoveries	48,571	18,425	2,523
Other	621,311	0	145,852
	669,882	18,425	148,375
Interest earnings			
Interest on reserve funds	17,511	35,005	41,654
Rates instalment and penalty interest (refer Note 21(b))	238,542	218,000	483,839
Other interest earnings	5,702	0	18,463
	261,755	253,005	543,956

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings
Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)
Interest income is presented as operating income where it is earned from financial assets that are held for cash management purposes.

(b) Expenses	Note	Actual \$	Budget \$	Actual \$
Auditors remuneration				
Audit of the Annual Financial Report		65,000	80,000	65,000
Other Services Financial Management Review		0	0	14,698
Audit fees associated with grant acquittals		3,900	0	5,750
		68,900	80,000	85,448
Interest expenses (finance costs)				
Borrowings	13(b)	117,250	151,085	183,670
Other		0	40,000	0
		117,250	191,085	183,670
Other expenditure				
Impairment loss on trade and other receivables from contracts with customers		370,545	0	901,727
Sundry expenses		378,985	337,755	(167,460)
		749,530	337,755	734,267

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

3. CASH AND CASH EQUIVALENTS

	NOTE	2021 \$	2020 \$
Cash at bank and on hand		7,661,934	5,235,956
Term deposits		1,272,289	1,000,000
Total cash and cash equivalents		8,934,223	6,235,956
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents		1,977,078	2,032,226
		1,977,078	2,032,226
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash backed	4	975,801	1,502,654
Contract liabilities from contracts with customers	12	227,553	529,572
Grants for transfers for recognisable non financial assets	12	773,724	0
Total restricted assets		1,977,078	2,032,226

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

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 and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

4. RESERVES - CASH BACKED	2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020	
	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance	Budget Opening Balance	Budget Transfer to	Budget Transfer (from)	Budget Closing Balance	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave Reserve	402,441	0	0	402,441	452,441	0	0	452,441	452,441	0	(50,000)	402,441
(b) Office Building Reserve	814,511	0	(500,000)	314,511	814,511	0	(500,000)	314,511	814,511	0	0	814,511
(c) Airport Reserve	28,456	0	0	28,456	28,456	0	0	28,456	28,456	0	0	28,456
(d) Derby Wharf Maintenance Reserve	3,721	0	0	3,721	3,721	0	0	3,721	3,721	0	0	3,721
(e) Economic Development Reserve	19,936	0	0	19,936	19,936	0	0	19,936	19,936	0	0	19,936
(f) Fitzroy Crossing Recreation Hall Reserve	46,771	0	0	46,771	46,771	0	0	46,771	46,771	0	0	46,771
(g) Staff Housing Reserve	159,965	0	0	159,965	159,965	85,000	0	244,965	159,965	0	0	159,965
(h) Energy Developments Ltd West Kimberley Cement Donations Reserve	26,853	0	(26,853)	0	26,853	0	(26,853)	0	26,853	0	0	26,853
	1,502,654	0	(526,853)	975,801	1,552,654	85,000	(526,853)	1,110,801	1,552,654	0	(50,000)	1,502,654

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Leave Reserve	Ongoing	To be used to fund annual and long service leave requirements
(b) Office Building Reserve	Ongoing	To be used to fund the new Derby administration building
(c) Airport Reserve	Ongoing	To be used to fund airport capital works, primarily bitumen resealing
(d) Derby Wharf Maintenance Reserve	Ongoing	To be used to carry out major wharf maintenance
(e) Economic Development Reserve	Ongoing	To promote economic development within the Shire
(f) Fitzroy Crossing Recreation Hall Reserve	Ongoing	To be used to quarantine funds received from the lease of the FX Recreation Hall to be utilised for any upgrade works
(g) Staff Housing Reserve	Ongoing	To be used for the construction of staff housing
(h) Energy Developments Ltd West Kimberley Cement Donations Reserve	Ongoing	To administer the funds provided by Energy Developments Limited to create lasting value throughout the West Kimberley by contributing to not-for-profit projects or activities that benefit the Shire of Derby / West Kimberley

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

5. TRADE AND OTHER RECEIVABLES

Current

Rates receivable
Trade and other receivables
GST receivable
Allowance for impairment of receivables

Non-current

Pensioner's rates and ESL deferred

	2021	2020
	\$	\$
Rates receivable	2,274,863	3,074,993
Trade and other receivables	1,077,423	1,352,424
GST receivable	205,577	298,477
Allowance for impairment of receivables	(836,385)	(901,727)
	2,721,478	3,824,167
Pensioner's rates and ESL deferred	108,614	123,754
	108,614	123,754

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

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

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

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 23.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

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

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

6. INVENTORIES

	2021	2020
	\$	\$
Current		
Fuel and materials	32,395	54,679
	32,395	54,679
The following movements in inventories occurred during the year:		
Balance at beginning of year	54,679	93,038
Inventories expensed during the year	(90,554)	(54,679)
Additions to inventory	68,270	16,320
Balance at end of year	32,395	54,679

SIGNIFICANT ACCOUNTING POLICIES

General

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

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

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

7. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Computer equipment	Reclamation asset	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	3,450,000	35,608,875	39,058,875	19,913	1,575,251	92,677	6,284,313	47,031,029
Revaluation increments transferred to revaluation surplus	0	0	0	0	210,813	18,880	0	229,693
Depreciation (expense)	0	(955,681)	(955,681)	(3,673)	(317,819)	(34,220)	(282,909)	(1,594,302)
Balance at 30 June 2020	3,450,000	34,653,194	38,103,194	16,240	1,468,245	77,337	6,001,404	45,666,420
Comprises:								
Gross balance amount at 30 June 2020	3,450,000	37,286,506	40,736,506	30,705	2,173,966	192,585	7,571,317	50,705,079
Accumulated depreciation at 30 June 2020	0	(2,633,312)	(2,633,312)	(14,465)	(705,721)	(115,248)	(1,569,913)	(5,038,659)
Balance at 30 June 2020	3,450,000	34,653,194	38,103,194	16,240	1,468,245	77,337	6,001,404	45,666,420
Additions	0	665,726	665,726	31,169	77,951	0	0	774,846
(Disposals)	0	(276,226)	(276,226)	0	(3,113)	0	0	(279,339)
Revaluation increments transferred to revaluation surplus	0	0	0	0	0	0	2,648,131	2,648,131
Depreciation (expense)	0	(950,099)	(950,099)	(3,863)	(265,758)	(29,084)	(282,909)	(1,531,713)
Balance at 30 June 2021	3,450,000	34,092,595	37,542,595	43,546	1,277,325	48,253	8,366,626	47,278,345
Comprises:								
Gross balance amount at 30 June 2021	3,450,000	37,652,231	41,102,231	61,874	2,229,417	192,585	8,366,626	51,952,733
Accumulated depreciation at 30 June 2021	0	(3,559,636)	(3,559,636)	(18,328)	(952,092)	(144,332)	0	(4,674,388)
Balance at 30 June 2021	3,450,000	34,092,595	37,542,595	43,546	1,277,325	48,253	8,366,626	47,278,345

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	Level 2	Market approach using recent observable market data for similar properties / income approach using discounted cash flow methodology	Independent registered valuer	June 2017	Price per hectare / market borrowing rate
Buildings	Level 2	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuer	June 2017	Perth based construction rates with appropriate district allowance applied to each location
Reclamation asset	Level 3	Cost approach using discounted cash flow methodology.	Independent and management valuation	June 2021	Discounted future construction cost estimate
(ii) Cost					
Furniture and equipment		Not Applicable	At cost	July 2019	Not Applicable
Plant and equipment		Not Applicable	At cost	July 2019	Not Applicable

Following a change to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

8. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads \$	Other infrastructure - drainage \$	Other infrastructure - footpaths \$	Other infrastructure - land & parks \$	Other infrastructure - wharf \$	Other infrastructure - airports \$	Other infrastructure - other structures \$	Total Infrastructure \$
Balance at 1 July 2019	125,525,446	5,038,935	2,500,609	1,507,292	3,732,682	15,995,828	9,068,376	163,369,168
Additions	3,353,722	0	0	0	6,364	367,845	362,078	4,090,009
Impairment losses	(11,647,209)	0	0	0	0	0	0	(11,647,209)
Depreciation (expense)	(3,498,537)	(670,464)	(69,615)	(122,108)	(186,581)	(1,007,363)	(572,774)	(6,127,442)
Balance at 30 June 2020	113,733,422	4,368,471	2,430,994	1,385,184	3,552,465	15,356,310	8,857,680	149,684,526
Comprises:								
Gross balance at 30 June 2020	131,928,754	5,708,960	2,564,855	1,629,400	3,925,602	17,422,581	9,984,822	173,164,974
Accumulated depreciation at 30 June 2020	(6,548,123)	(1,340,489)	(133,861)	(244,216)	(373,137)	(2,066,271)	(1,127,142)	(11,833,239)
Accumulated impairment loss at 30 June 2020	(11,647,209)	0	0	0	0	0	0	(11,647,209)
Balance at 30 June 2020	113,733,422	4,368,471	2,430,994	1,385,184	3,552,465	15,356,310	8,857,680	149,684,526
Additions	3,396,131	0	273	7,040	73,693	0	112,291	3,589,428
Revaluation increments / (decrements) transferred to revaluation surplus	105,216,822	(2,298,097)	(192,005)	0	0	0	0	102,726,720
Revaluation loss transferred to profit or loss	0	0	(1,585,512)	0	0	0	0	(1,585,512)
Depreciation (expense)	(3,338,465)	(666,807)	(69,614)	(109,362)	(187,146)	(912,029)	(598,973)	(5,882,396)
Transfers	0	0	0	0	(6,364)	0	6,364	0
Balance at 30 June 2021	219,007,910	1,403,567	584,136	1,282,862	3,432,648	14,444,281	8,377,362	248,532,766
Comprises:								
Gross balance at 30 June 2021	219,007,910	1,403,567	584,136	1,636,440	3,992,931	17,422,582	10,103,477	254,151,043
Accumulated depreciation at 30 June 2021	0	0	0	(353,578)	(560,283)	(2,978,301)	(1,726,115)	(5,618,277)
Balance at 30 June 2021	219,007,910	1,403,567	584,136	1,282,862	3,432,648	14,444,281	8,377,362	248,532,766

SHIRE OF DERBY / WEST KIMBERLEY
 NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2021

8. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - roads	Level 3	Cost approach using depreciated replacement cost	Management valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - drainage	Level 3	Cost approach using depreciated replacement cost	Management valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - footpaths	Level 3	Cost approach using depreciated replacement cost	Management valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - land & parks	Level 3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - wharf	Level 3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - airports	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - other structures	Level 3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Perth based construction rates with appropriate district allowance applied to each location

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

9. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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.

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 recognised 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

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.

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.

Individual assets that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

Revaluation (Continued)

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

9. FIXED ASSETS

(a) Disposals of Assets

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss	2021 Budget Net Book Value	2021 Budget Sale Proceeds	2021 Budget Profit	2021 Budget Loss	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings	276,226	76,912	0	(199,314)	285,000	85,000	0	(200,000)	0	0	0	0
Plant and equipment	3,113	31,901	28,788	0	44,301	82,000	41,258	(3,559)	0	0	0	0
	279,339	108,813	28,788	(199,314)	329,301	167,000	41,258	(203,559)	0	0	0	0

The following assets were disposed of during the year.

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2020 Actual Loss
Plant and Equipment				
Other property and services				
11KW Toyota Landcruiser	3,113	31,901	28,788	0
	3,113	31,901	28,788	0
Other Asset class				
Housing				
Residence unit (Lot 8/5 Rowan Street)	276,226	76,912	0	(199,314)
	276,226	76,912	0	(199,314)
	279,339	108,813	28,788	(199,314)

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

9. FIXED ASSETS

(b) Depreciation

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Buildings	950,099	1,291,267	955,681
Furniture and equipment	3,863	0	3,673
Plant and equipment	265,758	1,451,871	317,819
Computer equipment	29,084	0	34,220
Reclamation asset	282,909	0	282,909
Infrastructure - roads	3,338,465	510,082	3,498,537
Other infrastructure - drainage	666,807	1,181,382	670,464
Other infrastructure - footpaths	69,614	510,082	69,615
Other infrastructure - land & parks	109,362	1,086,655	122,108
Other infrastructure - wharf	187,146	0	186,581
Other infrastructure - airports	912,029	278,455	1,007,363
Other infrastructure - other structures	598,973	1,144,837	572,774
	7,414,109	7,454,631	7,721,744

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	25 to 40 years
Furniture and equipment	3 to 10 years
Plant and equipment	4 to 15 years
Sealed roads and streets formation	not depreciated
pavement	60 years
seal	13 years
Gravel roads formation	not depreciated
pavement	13 years
Drainage	8 years
Kerbing	60 years
Footpaths - slab	15 years
Car parks sub base	20 years
seal	60 years
Reticulation	20 years
Airport electrical facilities	20 years
Airport runways, aprons and taxiways foundation	15 to 25 years
sub base and seal	65 years
Waste rehabilitation site	20 to 30 years
Other infrastructure assets	20 to 50 years
	10 to 50 years

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

10. REVALUATION SURPLUS

	2021 Opening Balance	2021 Revaluation Increment	2021 Revaluation (Decrement)	Total Movement on Revaluation	2021 Closing Balance	2020 Opening Balance	2020 Change in Accounting Policy	2020 Revaluation Increment	2020 Impairment (Decrement)	Total Movement on Revaluation	2020 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	12,125,340	0	0	0	12,125,340	12,218,340	(93,000)	0	0	0	12,125,340
Revaluation surplus - Plant and equipment	748,903	0	0	0	748,903	538,090	0	210,813	0	210,813	748,903
Revaluation surplus - Computer equipment	18,880	0	0	0	18,880	0	0	18,880	0	18,880	18,880
Revaluation surplus - Reclamation asset	0	2,648,131	(1,233,230)	1,414,901	1,414,901	0	0	0	0	0	0
Revaluation surplus - Infrastructure - roads	81,357,121	105,216,821	0	105,216,821	186,573,942	93,004,330	0	0	(11,647,209)	(11,647,209)	81,357,121
Revaluation surplus - Other infrastructure - drainage	5,076,353	0	(2,298,096)	(2,298,096)	2,778,257	5,076,353	0	0	0	0	5,076,353
Revaluation surplus - Other infrastructure - footpaths	192,005	0	(192,005)	(192,005)	0	192,005	0	0	0	0	192,005
Revaluation surplus - Other infrastructure - land & parks	2,327,966	0	0	0	2,327,966	2,327,966	0	0	0	0	2,327,966
Revaluation surplus - Other infrastructure - airports	14,845,708	0	0	0	14,845,708	14,845,708	0	0	0	0	14,845,708
Revaluation surplus - Other infrastructure - other structures	2,667,627	0	0	0	2,667,627	2,667,627	0	0	0	0	2,667,627
	119,359,903	107,864,952	(3,723,331)	104,141,621	223,501,524	130,870,419	(93,000)	229,693	(11,647,209)	(11,417,516)	119,359,903

The revaluation decrement in 2021 comprised of the movements detailed below:

Reclamation asset arising from an increase in the reinstatement provision. Refer note 15.

Revaluation surplus - Other infrastructure - drainage and footpaths arising from a decrease in the value of the asset class. Refer note 8

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

11. TRADE AND OTHER PAYABLES

Current

Sundry creditors

Prepaid rates

Accrued salaries and wages

ATO liabilities

Other payables

Accrued expenses

	2021	2020
	\$	\$
Sundry creditors	1,473,262	2,447,205
Prepaid rates	902,464	68,256
Accrued salaries and wages	115,699	102,311
ATO liabilities	95,948	79,476
Other payables	564,083	619,086
Accrued expenses	594,258	365,590
	<u>3,745,714</u>	<u>3,681,924</u>

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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

Prepaid rates

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

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

12. OTHER LIABILITIES

Current

Contract liabilities
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

2021	2020
\$	\$
227,553	529,572
773,724	0
1,001,277	529,572

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year

Contract liabilities	Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity
\$	\$
227,553	773,724
227,553	773,724

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

Grant liabilities represent the the Shire's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

13. INFORMATION ON BORROWINGS

(a) Borrowings

	2021	2020
	\$	\$
Current	368,840	373,274
Non-current	3,066,521	3,435,361
	3,435,361	3,808,635

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	Actual	30 June 2021	30 June 2021	30 June 2021	Budget	30 June 2021	30 June 2021	30 June 2021	30 June 2021	Actual	30 June 2020	30 June 2020	30 June 2020	30 June 2020
				Principal 1 July 2020	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	Principal 1 July 2020	Budget New Loans	Budget Principal repayments	Budget Interest repayments	Budget Principal outstanding	Principal 1 July 2019	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing																	
Staff housing	136	WATC	6.46%	97,299	(22,023)	(5,867)	75,276	97,298	0	(22,023)	(5,935)	75,275	117,046	0	(20,647)	(6,656)	97,299
Staff housing	146	WATC	6.33%	610,251	(45,371)	(27,950)	564,880	610,251	0	(45,371)	(37,922)	564,880	652,880	0	(42,629)	(39,967)	610,251
Staff housing	148	WATC	4.49%	280,734	(18,112)	(11,823)	262,622	280,734	0	(18,112)	(12,404)	262,622	306,438	0	(25,704)	(13,696)	280,734
Recreation and culture																	
Civic Centre renovations	135	WATC	5.32%	16,791	(16,791)	(5)	0	16,791	0	(16,791)	(447)	0	49,055	0	(32,264)	(1,338)	16,791
Transport																	
Wharf fenders, boat ramp	145	WATC	6.87%	218,673	(25,278)	(14,555)	193,395	218,673	0	(25,277)	(14,596)	193,396	253,527	0	(34,854)	(16,243)	218,673
Derby airport infrastructure	150	WATC	0.00%	0	0	0	0	0	0	0	0	0	5,315,200	0	(5,315,200)	(61,348)	0
Derby wharf infrastructure	151	WATC	3.02%	326,000	(36,605)	(9,517)	289,395	1,907,970	0	(36,605)	(9,571)	1,871,365	378,892	0	(52,992)	(10,637)	326,000
Refinance Derby Airport Infrastructure & wharf	152	WATC	1.73%	1,907,970	(186,455)	(32,114)	1,721,515	326,001	0	(186,455)	(32,205)	139,546	0	2,000,000	(92,030)	(17,300)	1,907,970
Loan	153	WATC	0.00%	0	0	0	0	0	500,000	(16,000)	(22,500)	484,000	0	0	0	0	0
Economic services																	
Derby Visitors Centre	149	WATC	4.49%	350,917	(22,639)	(15,419)	328,278	350,918	0	(22,640)	(15,505)	328,278	383,047	0	(32,130)	(16,483)	350,917
				3,808,635	(373,274)	(117,250)	3,435,361	3,808,636	500,000	(389,274)	(151,085)	3,919,362	7,466,985	2,000,000	(5,648,350)	(183,670)	3,808,635

* WA Treasury Corporation

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

13. INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2020/21

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2021 Actual	2021 Budget	2021 Actual	2021 Budget		
Loan 153 - Capital Works Projects	WATC	Debenture	10	2.50%	\$ 0	\$ 500,000	\$ 0	\$ (500,000)	\$ 0	\$ 0
* WA Treasury Corporation					0	500,000	0	(500,000)	0	0

	2021	2020
(d) Undrawn Borrowing Facilities	\$	\$
Credit Standby Arrangements		
Bank overdraft limit	0	0
Bank overdraft at balance date	0	0
Credit card limit	50,000	50,000
Credit card balance at balance date	(49,532)	(12,580)
Total amount of credit unused	468	37,420
Loan facilities		
Loan facilities - current	368,840	373,274
Loan facilities - non-current	3,066,521	3,435,361
Total facilities in use at balance date	3,435,361	3,808,635
Unused loan facilities at balance date	NIL	NIL

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

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.

Risk

Information regarding exposure to risk can be found at Note 23.

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

14. EMPLOYEE RELATED PROVISIONS

(a) Employee Related Provisions

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2020			
Current provisions	271,713	287,028	558,741
Non-current provisions	0	81,031	81,031
	<u>271,713</u>	<u>368,059</u>	<u>639,772</u>
Additional provision	426,916	136,573	563,489
Amounts used	(392,070)	(73,518)	(465,588)
Balance at 30 June 2021	<u>306,559</u>	<u>431,114</u>	<u>737,673</u>
Comprises			
Current	306,559	271,708	578,267
Non-current	0	159,406	159,406
	<u>306,559</u>	<u>431,114</u>	<u>737,673</u>

Amounts are expected to be settled on the following basis:

	2021 \$	2020 \$
Less than 12 months after the reporting date	578,267	558,738
More than 12 months from reporting date	159,406	48,043
Expected reimbursements from other WA local governments	0	32,991
	<u>737,673</u>	<u>639,772</u>

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

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

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 statement of financial position.

Other long-term employee benefits

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

Other long-term employee benefits (Continued)

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.

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.

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

15. OTHER PROVISIONS

	Provision for remediation costs	Deferred creditor - (RAAF Curtain)	Total
	\$	\$	\$
Opening balance at 1 July 2020			
Non-current provisions	9,969,121	0	9,969,121
	9,969,121	0	9,969,121
Additional provision	1,233,230	130,237	1,363,467
Balance at 30 June 2021	11,202,351	130,237	11,332,588
Comprises			
Non-current	11,202,351	130,237	11,332,588
	11,202,351	130,237	11,332,588

Provision for remediation costs increased by \$1,233,230 as at 30 June 2021, due to a change in the valuation of the associated reclamation asset, and movements in the net present value of the liability. The increase in the liability has been fully recognised as a decrease in the revaluation surplus associated with reclamation assets. Refer note 10.

SIGNIFICANT ACCOUNTING POLICIES

Make good provisions

The Shire has a legal obligation to restore the waste landfill site.

A make good provision is recognised when:

- there is a present obligation as a result of waste activities undertaken;
- it is probable that an outflow of economic benefits will be required to settle the obligation; and
- the amount of the provision can be measured reliably.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the site.

The make good provision is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Future remediation costs are reviewed annually and any changes in the estimate are reflected in the present value of the make good provision at each reporting date.

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

16. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Cash and cash equivalents	8,934,223	2,134,223	6,235,956
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(3,746,891)	8,230,065	922,969
Non-cash flows in Net result:			
Depreciation on non-current assets	7,414,109	7,454,631	7,721,744
(Profit)/loss on sale of asset	170,526	162,301	0
Loss on revaluation of fixed assets	1,585,512	0	0
Changes in assets and liabilities:			
(Increase)/decrease in receivables	1,117,829	1,500,000	332,062
(Increase)/decrease in inventories	22,284	0	38,359
Increase/(decrease) in payables	63,790	1,000,000	(295,791)
Increase/(decrease) in employee provisions	97,901	0	(552,802)
Increase/(decrease) in other provisions	130,237	0	0
Increase/(decrease) in other liabilities	471,705	(866,513)	(223,486)
Non-operating grants, subsidies and contributions	(1,828,621)	(16,233,630)	(6,635,262)
Net cash from operating activities	5,498,381	1,246,854	1,307,793

SHIRE OF DERBY / WEST KIMBERLEY
 NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2021

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2021	2020
	\$	\$
Governance	1,459,902	1,924,990
General purpose funding	9,873,349	7,256,670
Law, order, public safety	919,213	508,148
Health	617,163	281,674
Education and welfare	1,116,662	1,113,557
Housing	7,250,360	7,950,870
Community amenities	10,614,083	11,506,970
Recreation and culture	15,101,043	15,973,662
Transport	253,338,336	150,896,107
Economic services	4,799,131	4,978,006
Other property and services	2,518,579	3,198,848
	307,607,821	205,589,502

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

18. CONTINGENT LIABILITIES

The Shire of Derby / West Kimberley has in compliance with the *Contaminated Sites Act 2003* section 11 listed sites to be possible sources of contamination - details of those sites:

Derby Airport
Myalls Bore
Fitzroy Crossing Works Depot
Derby Works Depot
Derby Landfill Site
Derby Cemetery
Fitzroy Crossing Landfill Site
Fitzroy Crossing Cemetery
Camballin Cemetery
Camballin Landfill Sites

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk and agree with the Department of Environment Regulation the need and criteria for remediation on a risk based approach. The amount of the contingent liability is unknown.

This approach is consistent with the Department of Environment Regulation Guidelines.

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

19. ELECTED MEMBERS REMUNERATION

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Elected member - President			
President's annual allowance	62,727	65,000	47,045
Meeting attendance fees	22,125	16,500	23,458
Annual allowance for ICT expenses	0	750	1,333
	84,852	82,250	71,836
Elected member - Deputy President			
Deputy President's annual allowance	15,682	15,000	15,682
Meeting attendance fees	16,500	16,500	17,833
Annual allowance for ICT expenses	0	750	1,333
	32,182	32,250	34,848
Elected member - Member 1			
Meeting attendance fees	16,500	16,500	17,833
Annual allowance for ICT expenses	0	750	1,333
	16,500	17,250	19,166
Elected member - Member 2			
Meeting attendance fees	16,500	16,500	15,155
Annual allowance for ICT expenses	0	750	0
	16,500	17,250	15,155
Elected member - Member 3			
Meeting attendance fees	16,500	16,500	28,478
Annual allowance for ICT expenses	0	750	1,732
Travel and accommodation expenses	2,591	0	707
	19,091	17,250	30,917
Elected member - Member 4			
Meeting attendance fees	16,500	16,500	12,501
Annual allowance for ICT expenses	1,333	750	933
Travel and accommodation expenses	0	0	299
	17,833	17,250	13,733
Elected member - Member 5			
Meeting attendance fees	16,500	16,500	12,501
Annual allowance for ICT expenses	0	750	933
Travel and accommodation expenses	120	0	0
	16,620	17,250	13,434
Elected member - Member 6			
Meeting attendance fees	16,500	16,500	12,850
Annual allowance for ICT expenses	0	750	933
Travel and accommodation expenses	0	0	350
	16,500	17,250	14,133
Elected member - Member 7			
Meeting attendance fees	16,500	16,500	15,703
Annual allowance for ICT expenses	0	0	933
Travel and accommodation expenses	2,019	0	3,848
	18,519	16,500	20,484
Elected member 8			
Meeting attendance fees	0	0	5,333
Annual allowance for ICT expenses	0	0	401
	0	0	5,734

SHIRE OF DERBY / WEST KIMBERLEY
 NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2021

19. ELECTED MEMBERS REMUNERATION

	2021 Actual	2021 Budget	2020 Actual
	\$	\$	\$
Elected member 9			
Meeting attendance fees	0	0	5,333
Annual allowance for ICT expenses	0	0	401
	0	0	5,734
Elected member 10			
Meeting attendance fees	0	0	5,333
Annual allowance for ICT expenses	0	0	401
	0	0	5,734
Elected member 11			
Meeting attendance fees	0	0	5,333
Annual allowance for ICT expenses	0	0	401
	0	0	5,734
	238,597	234,500	256,642
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
President's allowance	62,727	65,000	47,045
Deputy President's allowance	15,682	15,000	15,682
Meeting attendance fees	154,125	148,500	177,644
Annual allowance for ICT expenses	1,333	6,000	11,067
Travel and accommodation expenses	4,730	0	5,204
	238,597	234,500	256,642

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

20. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP) Compensation Disclosure

	2021 Actual \$	2020 Actual \$
The total of remuneration paid to KMP of the Shire during the year are as follows:		
Short-term employee benefits	1,388,739	1,717,281
Post-employment benefits	152,489	178,529
Other long-term benefits	89,956	156,156
Termination benefits	25,960	38,922
	1,657,144	2,090,888

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

	2021 Actual \$	2020 Actual \$
The following transactions occurred with related parties:		
Sale of goods and services	4,566	13,110
Purchase of goods and services	38,740	0
Amounts outstanding from related parties:		
Trade and other receivables	505	5,656
Amounts payable to related parties:		
Trade and other payables	25,470	333,980

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

21. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	2020/21 Actual Rateable Value \$	2020/21 Actual Rate Revenue \$	2020/21 Actual Interim Rates \$	2020/21 Actual Back Rates \$	2020/21 Actual Total Revenue \$	2020/21 Budget Rate Revenue \$	2020/21 Budget Interim Rate \$	2020/21 Budget Back Rate \$	2020/21 Budget Total Revenue \$	2019/20 Actual Total Revenue \$
Differential general rate / general rate												
Gross rental valuations												
GRV General	12.5746	1,491	36,931,348	4,643,970	33,338	43,225	4,720,533	4,654,583	0	0	4,654,583	5,048,664
Unimproved valuations												
UV Pastoral	6.0373	47	57,911,187	3,496,272	(1,508,376)	61,619	2,049,515	3,496,272	0	0	3,496,272	1,000,898
UV Mining	12.0746	103	3,525,185	425,652	(27,713)	(2,918)	395,021	427,803	5,000	5,000	437,803	927,196
UV Other	0	0	0	0	0	0	0	0	0	0	0	278,696
Sub-Total		1,641	98,367,720	8,565,894	(1,502,751)	101,926	7,165,069	8,578,658	5,000	5,000	8,588,658	7,255,454
Minimum payment												
Gross rental valuations												
GRV General	1,027	181	768,256	185,887	0	0	185,887	185,887	0	0	185,887	78,361
Unimproved valuations												
UV Pastoral	1,027	8	89,180	8,216	0	0	8,216	10,270	0	0	10,270	1,817
UV Mining	630	97	155,025	61,110	0	0	61,110	66,150	0	0	66,150	55,011
Sub-Total		286	1,012,461	255,213	0	0	255,213	262,307	0	0	262,307	135,189
		1,927	99,380,181	8,821,107	(1,502,751)	101,926	7,420,282	8,840,965	5,000	5,000	8,850,965	7,390,643
Discounts/concessions (Note 21(b))							(55,038)				(55,000)	(48,239)
Total amount raised from general rate							7,365,244				8,795,965	7,342,404

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

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

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

21. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	Discount %	Discount \$	2021 Actual \$	2021 Budget \$	2020 Actual \$	Circumstances in which Discount is Granted
Discount		0	55,038	55,000	48,239	
			55,038	55,000	48,239	

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount \$	2021 Actual \$	2021 Budget \$	2020 Actual \$
Rates concessions	Concession	0.00%	161,300	0	0	161,300
Royal Flying Doctor Service	Waiver	100.00%	0	0	20,000	30,805
50% of facility hire fees	Waiver	50.00%	0	650	2,000	5,920
				650	22,000	198,025
Total discounts/concessions				55,688	77,000	246,264

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
Rates concessions	Concession to a vacant island which is minimum rates, two parcels of land outside the town boundary which are minimum rated and one rural property which is rated on the basis of a reduced area.	To allow for limited services provided and cultural related matters.	
Royal Flying Doctor Service	100% of landing fees incurred by Royal Flying Doctor Service	To retain the RFDS services in the community and acknowledge the vital community service.	
50% of facility hire fees	50% of use for some community organisations and shire staff.	To support clubs for contributions made to the community and to protect the health and lifestyle of shire staff.	

SHIRE OF DERBY / WEST KIMBERLEY
 NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2021

21. RATING INFORMATION (Continued)

(b) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	16/09/2020	0.00	0.00%	8.00%
Option Two				
First instalment	16/09/2020	15.00	5.50%	8.00%
Second instalment	18/01/2021	15.00	5.50%	8.00%
Option Three				
First instalment	16/09/2020	15.00	5.50%	8.00%
Second instalment	17/11/2020	15.00	5.50%	8.00%
Third instalment	18/01/2021	15.00	5.50%	8.00%
Fourth instalment	22/03/2021	15.00	5.50%	8.00%

	2021 Actual \$	2021 Budget \$	2020 Actual \$
Interest on unpaid rates	209,146	200,000	467,066
Interest on instalment plan	29,396	18,000	16,773
Charges on instalment plan	11,760	12,000	12,210
	250,302	230,000	496,049

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

22. RATE SETTING STATEMENT INFORMATION

		2020/21 2020/21 Budget	2019/20 2019/20 Budget
	Note	(30 June 2021 Carried Forward)	(30 June 2020 Carried Forward)
		\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
Less: Profit on asset disposals	9(a)	(28,788)	(41,258)
Movement in liabilities associated with restricted cash		402,441	0
Movement in pensioner deferred rates (non-current)		15,140	0
Movement in employee benefit provisions (non-current)		78,375	0
Movement in other provisions (non-current)		130,237	0
Add: Loss on disposal of assets	9(a)	199,314	203,559
Add: Loss on revaluation of fixed assets	8(a)	1,585,512	0
Add: Depreciation on non-current assets	9(b)	7,414,109	7,454,631
Non cash amounts excluded from operating activities		9,796,340	7,616,932
(b) Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Reserves - cash backed	4	(975,801)	(1,110,801)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings		368,840	18,697
- Employee benefit provisions	13(a)	402,441	452,441
Total adjustments to net current assets		(204,520)	(639,663)
Net current assets used in the Rate Setting Statement			
Total current assets		11,688,096	5,937,047
Less: Total current liabilities		(5,694,098)	(5,297,384)
Less: Total adjustments to net current assets		(204,520)	(639,663)
Net current assets used in the Rate Setting Statement		5,789,478	0

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

23. FINANCIAL RISK MANAGEMENT

This note explains the Shire’s exposure to financial risks and how these risks could affect the Shire’s future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire’s main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2021					
Cash and cash equivalents	0.16%	8,934,223	1,272,289	7,588,849	73,085
2020					
Cash and cash equivalents	0.90%	6,235,956	1,000,000	5,189,426	46,530

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2021	2020
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	88,611	61,895

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 13(b).

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the Shire was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

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

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2020 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2021 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2021					
Rates receivable					
Expected credit loss	0.46%	7.39%	10.88%	74.47%	
Gross carrying amount	1,100,264	522,189	255,964	533,121	2,411,538
Loss allowance	5,095	38,599	27,854	397,002	468,550
30 June 2020					
Rates receivable					
Expected credit loss	0.10%	0.72%	1.31%	56.64%	
Gross carrying amount	169,945	1,134,394	664,239	1,106,415	3,074,993
Loss allowance	190	8,168	8,702	658,320	675,380

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2021					
Trade and other receivables					
Expected credit loss	0.87%	0.88%	0.99%	80.57%	
Gross carrying amount	455,870	138,312	88,379	448,982	1,131,543
Loss allowance	3,976	1,216	876	361,767	367,835
30 June 2020					
Trade and other receivables					
Expected credit loss	0.10%	0.16%	0.59%	73.93%	
Gross carrying amount	820,565	163,831	63,839	304,189	1,352,424
Loss allowance	817	262	377	224,892	226,348

SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021

23. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 13(d).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2021					
Payables	3,745,714	0	0	3,745,714	3,745,714
Borrowings	484,644	2,339,353	1,186,008	4,010,005	3,435,361
Contract liabilities	1,001,277	0	0	1,001,277	1,001,277
	5,231,635	2,339,353	1,186,008	8,756,996	8,182,352
2020					
Payables	3,681,924	0	0	3,681,924	3,681,924
Borrowings	501,859	2,367,333	1,642,671	4,511,863	3,808,635
Contract liabilities	529,572	0	0	529,572	529,572
	4,713,355	2,367,333	1,642,671	8,723,359	8,020,131

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

24. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

No subsequent events were noted that require disclosure.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

25. TRUST FUNDS

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

	1 July 2020	Amounts Received	Amounts Paid	30 June 2021
	\$	\$	\$	\$
Public open space	295,891	0	0	295,891
	295,891	0	0	295,891

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

26. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

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

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

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

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

27. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<p>GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.</p>	Administration and operation of facilities and services to members of council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
<p>GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.</p>	Supervision of various by-laws, fire prevention, emergency services and animal control.
<p>HEALTH To provide an operational framework for environmental and community health.</p>	Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and environmental health administration.
<p>EDUCATION AND WELFARE To provide services to disadvantaged persons, the elderly, children and youth.</p>	Year round care, housing for the aged and educational services.
<p>HOUSING Help ensure adequate housing.</p>	Management and maintenance of staff and rental housing.
<p>COMMUNITY AMENITIES To provide services required by the community.</p>	Rubbish collections, recycling, refuse site operations, litter control, administration of the town planning scheme, cemetery operations, public toilet facilities, sewerage and protection of the environment.
<p>RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which help the social well being of the community.</p>	Maintenance and operation of the Town Hall, the aquatic centre, recreation centre, library, community arts program, cultural activities and various services.
<p>TRANSPORT To provide safe, effective and efficient transport services to the community.</p>	Construction and maintenance of streets, roads, bridges, footpaths, street lighting, traffic management and airport. Purchase and disposal of Council's road plant, parking control and police licensing.
<p>ECONOMIC SERVICES To help promote the Shire and its economic well being.</p>	Building control, saleyards, tourism and area promotion, standpipes and pest control.
<p>OTHER PROPERTY AND SERVICES To monitor and control the Shire's overheads operating accounts.</p>	Private works operations, plant repairs and operation costs, stock and materials, property leases and rental, salaries and wages for council employees.

**SHIRE OF DERBY / WEST KIMBERLEY
NOTE TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2021**

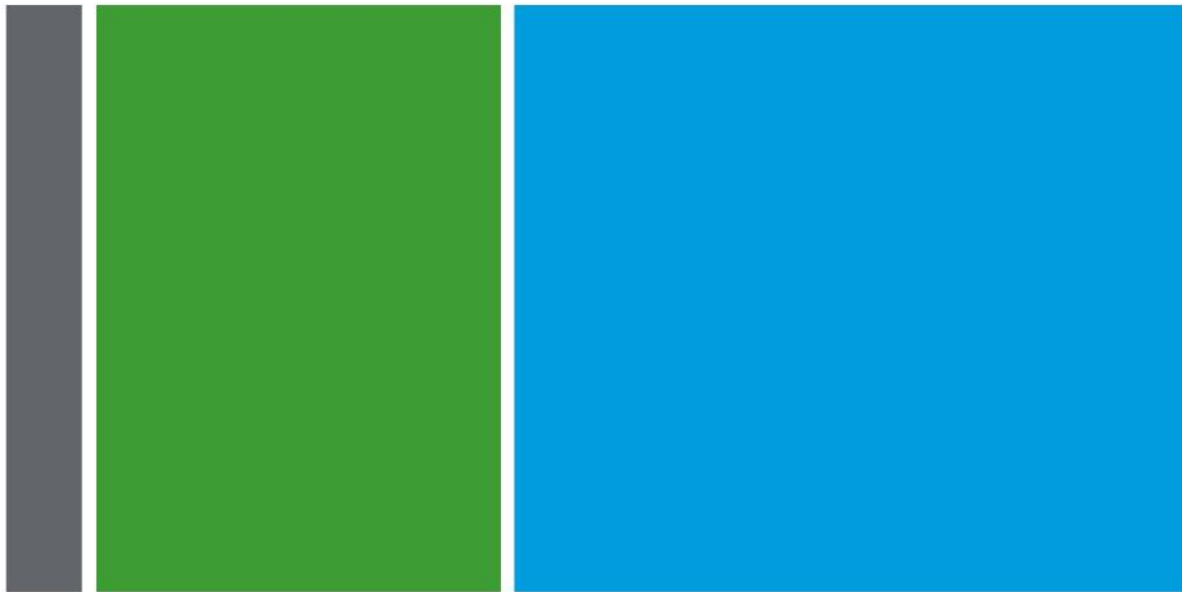
28. FINANCIAL RATIOS

	2021 Actual	2020 Actual	2019 Actual
Current ratio	1.84	1.71	0.66
Asset consumption ratio	0.97	0.87	0.96
Asset renewal funding ratio	N/A	N/A	N/A
Asset sustainability ratio	0.48	0.53	1.31
Debt service cover ratio	5.57	0.38	3.56
Operating surplus ratio	(0.42)	(0.48)	(0.54)
Own source revenue coverage ratio	0.46	0.48	0.47

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

ASSURANCE & ADVISORY SERVICES



SHIRE OF DERBY / WEST KIMBERLEY

Audit Closing Report

30 June 2021 Financial Statements



CONTENTS

1	EXECUTIVE SUMMARY	1
1.1	PURPOSE OF THE AUDIT CLOSING REPORT.....	1
1.2	SCOPE AND APPROACH	1
1.3	KEY DELIVERABLES	1
1.4	MATTERS OF SIGNIFICANCE	1
1.5	COVID-19	1
1.6	INDEPENDENCE	1
1.7	OUR APPRECIATION	1
2	AUDIT COMPLETION	2
2.1	STATUTORY FINANCIAL STATEMENTS AND AUDIT OPINION.....	2
2.2	REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS	2
2.3	MANAGEMENT LETTER – CONTROL WEAKNESSES	2
2.4	COMPLIANCE WITH LAWS AND REGULATIONS.....	4
2.5	UNADJUSTED AUDIT DIFFERENCES.....	5
2.6	SUMMARY OF AUDIT ADJUSTMENTS	5
2.7	SUBSEQUENT EVENTS.....	5
2.8	CONTINGENT LIABILITIES AND COMMITMENTS.....	5
2.9	ENVIRONMENTAL MATTERS.....	6
2.10	OUTSTANDING AUDIT MATTERS.....	6
3	NEW ACCOUNTING STANDARD ADOPTED IN THE CURRENT YEAR	6
3.1	AASB 1059 SERVICE CONCESSION ARRANGEMENTS: GRANTORS	6
4	AMENDMENTS TO LOCAL GOVERNMENT FINANCIAL MANAGEMENT REGULATIONS	6
4.1	REGULATION 44 - FEES ETC. TO COUNCIL MEMBERS, INFORMATION ABOUT IN ANNUAL FINANCIAL REPORT	6
5	AREAS OF AUDIT EMPHASIS.....	7
6	IMPACT OF COVID-19.....	9
7	OTHER CRITICAL DISCLOSURES IN THE FINANCIAL STATEMENTS.....	9
8	FRAUD RISK	9
8.1	OVERRIDE OF CONTROL	9
8.2	ELEMENT OF UNPREDICTABILITY	9
8.3	FRAUD INCIDENCES DURING THE AUDIT	9
9	INFORMATION SYSTEM AUDIT.....	10
10	NEW ACCOUNTING STANDARDS APPLICABLE IN FUTURE YEARS	10
11	MATTERS RELATING TO FUTURE AUDIT	10

1 EXECUTIVE SUMMARY

1.1 Purpose of the Audit Closing Report

The primary purpose of this Audit Closing Report is to brief the Shire of Derby / West Kimberley (**Shire**) on the results of our substantially completed audit of the 30 June 2021 financial statements. This report should be read in conjunction with our Audit Planning Memorandum (**APM**) presented to the Shire on 27 May 2021.

1.2 Scope and approach

There were no changes to the audit scope or approach set out in the APM.

1.3 Key deliverables

1.3.1 Annual financial statements audit report

The Auditor General is required to issue an opinion on the financial statements of the Shire for the year ended 30 June 2021. In accordance with section 7.9(1) of the *Local Government Act 1995 (LG Act)*, the audit report will be addressed to the Council, with a copy being forwarded to the Chief Executive Officer (**CEO**) and the Minister for Local Government.

We will recommend to the Auditor General that an unqualified audit opinion is issued on the financial statements (refer section 2.1).

1.3.2 Report on other legal and regulatory requirements

The Auditor General is also required by regulation 10(3) of the *Local Government (Audit) Regulations 1996* to report:

- Any matters indicating non-compliance with Part 6 of the LG Act, the *Local Government (Financial Management) Regulations 1996 (Financial Management Regulations)* or applicable financial controls;
- Any material matters indicating significant adverse trends in the financial position or the financial management practices;
- Whether all required information and explanations were obtained during the audit;
- Whether audit procedures were satisfactorily completed; and
- Whether the Asset Consumption Ratio and the Asset Renewal Funding Ratio, disclosed in the notes to the financial statements, were supported by verifiable information and reasonable assumptions.

During the audit we identified five matters that required reporting under regulation 10(3) of the *Local Government (Audit) Regulations 1996* (refer section 2.2).

1.3.3 Management letters

Two significant, seven moderate and five minor findings were identified during the 2020/21 financial audit and information systems audit (refer section 2.3).

There are three significant findings that remain unresolved from prior audits (refer section 2.3).

1.4 Matters of significance

In accordance with section 24(1) of the *Auditor General Act 2006*, the Auditor General is required to report to Parliament on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting.

We confirm that no such matters came to our attention during our audit work.

1.5 COVID-19

We concurred with the Shire's assessment that there was no significant impact on the Shire's financial statements or operations due to the COVID-19 pandemic (refer section 6).

1.6 Independence

RSM Australia's audit methodology requires that we conduct a regular evaluation of our independence. We have fully satisfied ourselves that we do not have any actual or perceived conflict of interest.

1.7 Our appreciation

We wish to express our thanks for the co-operation shown by Council and Shire Administration during the audit.

2 AUDIT COMPLETION

2.1 Statutory financial statements and audit opinion

We have completed the audit fieldwork on the statutory financial statements of the Shire for the year ended 30 June 2021.

The financial statements are general purpose financial report prepared in accordance with the LG Act, accompanying regulations and, to the extent that they are not inconsistent with the LG Act, Australian Accounting Standards.

We have discussed all significant auditing and accounting issues with Administration, and these have been satisfactorily resolved and are discussed in this report. The audit and assurance procedures are designed to support the audit and assurance opinion and they cannot be expected to identify all weaknesses or inefficiencies in the Shire's systems and working practices.

Based on the evidence, which has been assessed during our audit, we expect to conclude that the financial statements of the Shire:

- (i) Are based on proper accounts and records; and
- (ii) Fairly represent, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the LG Act and, to the extent that they are not inconsistent with the LG Act, Australian Accounting Standards.

We will recommend to the Auditor General that an unqualified opinion is issued on the financial statements.

2.2 Report on other legal and regulatory requirements

As disclosed in Note 28 to the financial statements, the following material matters indicate significant adverse trends in the financial position of the Shire:

- The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard threshold for the last three financial years.
- The Asset Sustainability Ratio has been below the DLGSCI standard for the last two years and the current year is below last year.

As reported in the final audit management letter, there were two instances of material non-compliance with Part 6 of the LG Act, the Regulations or applicable financial controls of any other written law were identified during our audit:

- The Shire has not fully developed its formal policies and supporting procedures for proper control over its fixed assets (refer to section 2.3).
- The Shire has insufficient controls in place to appropriately manage unauthorised and privileged access to the Shire's network and key systems (refer to section 2.3).
- The Shire has not reported the Asset Renewal Funding Ratio in the annual financial report as planned capital renewals and required capital expenditure were not estimated in a long-term financial plan and asset management plan respectively (refer to section 2.3).

We will recommend to the Auditor General that this matter is communicated in the auditor's report.

2.3 Management letter – control weaknesses

Our audit approach involves the use of a rotation methodology when planning our test of controls. Consequently, not all control cycles are subject to testing and only certain transaction cycles are in audit scope each year. In accordance with the APM, we performed key management control testing over the revenue, payment and fixed assets transaction cycles. In addition, we tested IT general controls to the extent described in section 9.

Based on our testing, the status of findings from prior period audits and the control weaknesses identified during the preliminary and final audit stages are as follows:

2.3.1 Prior period audits

Four significant, six moderate and one minor finding were reported during the prior year audit:

Findings	Rating	Status
1. Impact of changes to accounting standards	Significant	Resolved
2. AASB 15 and AASB 1058 revenue recognition	Significant	Resolved
3. Impairment assessment of Roads	Significant	Resolved
4. Completeness of Fixed Asset Register	Significant	Partial
5. Management valuation inputs	Moderate ⁽²⁾ – prior year Significant – current year	Ongoing
6. Excess leave management	Moderate	Resolved
7. Backdating of purchase orders	Moderate	Resolved
8. Fixed Asset Management Policy ⁽¹⁾	Moderate ⁽²⁾ – prior year Significant – current year	Ongoing
9. Asset Capitalisation Policy ⁽¹⁾	Moderate ⁽²⁾ – prior year Significant – current year	Ongoing
10. Purchasing policy exceptions	Moderate	Resolved
11. Monthly financial reporting	Minor	Resolved

⁽¹⁾ Reported under the *Local Government (Audit) Regulations 1996* in the 2020/21 Audit Report (refer section 2.2).

⁽²⁾ These findings have been re-assessed as significant during the current year audit.

2.3.2 2020/21 audit

Two significant, seven moderate and five minor findings were identified during the 2020/21 audit:

Financial reporting and control findings	Rating
1. Asset Renewal Funding Ratio ⁽¹⁾	Significant
2. Recognition of accrued expenses	Moderate
3. Completeness of the Fixed Asset Register	Moderate
4. Incorrect fixed assets capitalisation dates	Minor
5. Completeness of long service leave provisions	Minor
Information system specific findings (pending management response)	Rating
1. Financial Application – User Access Management ⁽¹⁾	Significant
2. IT Governance - Standards, Policies & Procedure	Moderate
3. IT Governance and Strategy	Moderate
4. Physical and Environmental Security Management	Moderate
5. Business Continuity Management	Moderate
6. Network Access Management	Moderate
7. Risk Management	Minor
8. Network Security Management	Minor
9. Password Management	Minor

⁽¹⁾Reported under the *Local Government (Audit) Regulations 1996* in the 2020/21 Audit Report (refer section 2.2).

The action taken by the Shire to address the 2020/21 management letter findings and the unresolved prior period management letter finding will be reviewed during the 2021/22 audit.

2.4 Compliance with laws and regulations

We have reviewed the Shire’s controls to manage the risk of systemic failure to comply with relevant laws and regulations. We also reviewed Council and other relevant committee minutes of meetings throughout the year to identify any recorded non-compliance with relevant laws and regulations.

As a result of our procedures, except for the matters noted in section 2.2, nothing further has come to our attention, within the scope of the audit, to indicate non-compliance with relevant laws and regulations.

2.5 Unadjusted audit differences

There were two uncorrected misstatements for the year ended 30 June 2021:

Entry	Account description	Debit (\$)	Credit (\$)
1	Housing (Expense) Health (Expense) Law, Order & Public Safety (Expense) Community Amenities (Expense) Recreation & Culture (Expense) Economic Services (Expense) Other Property & Services (Expense) <i>Statement of comprehensive income by program – classification error</i>	39,589 19,929 13,951 51,816 69,753 203,278	398,586
2	Contract liability (Liability) Non-operating grants (revenue) <i>Under recognition of revenue – not in line with AASB 15</i>	180,400	180,400

The Shire assessed that the above mentioned uncorrected misstatements are not material to the financial statements. We concurred with the Shire's assessment.

2.6 Summary of audit adjustments

Two audit adjustments were processed by the Shire during the course of the audit:

Entry	Account description	Debit (\$)	Credit (\$)
1	Reclamation asset (fixed asset) Other provision (liability) Other expenses (expenses) Revaluation reserve (equity) <i>To recognise valuation of rehabilitation asset</i>	2,648,131 447,211	1,680,442 1,414,900
2	Infrastructure - Roads (assets) Accrued expenses (Expense) Revaluation increment (other comprehensive income) Revaluation reserve (Equity) <i>To adjust for unrecorded accruals</i>	428,431 428,431	428,431 428,431

2.7 Subsequent events

The Shire Administration has represented that there are no significant subsequent events between the end of the financial year and the date of this Audit Closing Report, which may significantly impact the results of the operations and the state of affairs of the Shire for the financial year (as disclosed in note 24 to the financial statements).

2.8 Contingent liabilities and commitments

The Shire Administration has represented to us that, other than those matters disclosed in the financial statements and reported at section 2.9 below, there are no other outstanding or pending litigation, contingent liabilities or commitments.

We have received and reviewed the solicitors' confirmations and, except for those matters detailed in the notes to the financial statements, we have not become aware of any other material contingent liabilities, pending litigation or commitments.

5

Shire of Derby / West Kimberley
Audit Closing Report
30 June 2021

2.9 Environmental matters

The Shire has identified 11 contaminated sites. We have reviewed the key controls used by the Shire to manage the risk of failure to comply with *Contaminated Sites Act 2003*. We also reviewed Council and committee minutes of meetings throughout the year to identify any reported non-compliance with the relevant environmental laws and regulations.

As disclosed in note 15 to the financial statements, the Shire has brought to account a clean-up liability of \$11 million for the two landfill sites (Derby and Fitzroy).

As the Shire is unable to estimate its clean-up liability for the other nine contaminated sites as at 30 June 2021, this has been disclosed as a contingent liability in note 18 to the financial statements.

Based on our work within the scope of our engagement, nothing came to our attention to indicate the key controls around contaminated sites are ineffective.

2.10 Outstanding audit matters

The audit opinion is subject to the finalisation of our audit process. The key matters still outstanding are:

- a) Receipt of management comments for the information system specific findings (refer to section 2.3.2);
- b) Our receipt of the signed financial statements and management representation letter; and
- c) Our review of subsequent events up to date the audit report is issued.

3 NEW ACCOUNTING STANDARD ADOPTED IN THE CURRENT YEAR

3.1 AASB 1059 Service Concession Arrangements: Grantors

AASB 1059 *Service Concession Arrangements: Grantors* is effective on or after 1 July 2020, which resulted in changes to accounting policies. AASB 1059 introduces the accounting treatment for assets in service concession arrangements from the perspective of public sector grantors. The standard defines a service concession arrangement and provide guidance on the recognition and measurement requirements. Determining whether an arrangement is a service concession requires significant judgement and should be assessed on an asset-by-asset basis.

The Shire completed an internal assessment on the adoption of AASB 1059 and concluded that there was no impact of AASB 1059 as of 1 July 2020 and for the current financial year.

We audited and concurred with the Shire's assessment that the adoption of AASB 1059 has no impact on the financial statements.

4 AMENDMENTS TO LOCAL GOVERNMENT FINANCIAL MANAGEMENT REGULATIONS

4.1 Regulation 44 - Fees etc. to council members, information about in annual financial report

Amendments to regulation 44 requires information about fees, expenses and allowances paid to council members, the mayor or the president to be included in the annual financial report commencing from the year ended 30 June 2021. The amendment provides clarity that itemised information is required for each council member and mayor or president, rather than total figures. We have audited the Shire's disclosure at Note 19 and concluded that the Shire has correctly applied the new requirements of regulation 44 and made appropriate disclosures in the notes to the financial statements.

5 AREAS OF AUDIT EMPHASIS

As mentioned in the APM, our audit focus was on those areas where we assessed there to be a significant risk of material misstatement in the financial statements. We designed and performed procedures to be able to conclude, with reasonable assurance, whether each significant risk area is free from material misstatement. The following is a summary of the audit focus areas for the past three financial years:

Audit focus area	30 June 2021 \$'000	30 June 2020 \$'000	30 June 2019 \$'000
Revenue recognition			
• Rates	7,365	7,342	6,861
• Fees and charges	3,705	4,029	3,874
• Operating and non-operating grants, subsidies and contributions	10,628	13,526	12,505
• Trade and other receivables (current and non-current)	2,830	3,948	4,178
Procurement			
• Materials and contracts	8,231	8,350	4,248
• Property, plant and equipment (additions)	775	-	1,370
• Infrastructure (additions)	3,589	4,090	9,362
Fixed assets			
• Property, plant and equipment	47,278	45,666	47,124
• Infrastructure	248,533	149,685	163,369
Provisions			
• Provision for landfill rehabilitation provision	11,202	9,969	10,301

The outcome of our audit procedures for each audit focus area is summarised in the following table:

Audit focus area	Key risks	Free from material misstatement
Revenue recognition <ul style="list-style-type: none"> • Rates • Fees and charges • Operating grants, subsidies and contributions • Trade and other receivables 	<p>Rates, fees and charges and grants revenue are material and a significant risk due to the multifaceted method of calculation, the high dependency on information systems and the significant regulatory compliance regime.</p> <p>Compliance with AASB 15 <i>Revenue from Contracts with Customers</i> and AASB 1058 <i>Income of Not-for-Profit Entities</i> can be complex and requires detailed analysis of contracts and appropriate application of revenue recognition policies.</p> <p>Calculation and recording of the expected credit loss provision in accordance with AASB 9 <i>Financial Instruments</i> can also be complex and is subject to estimation.</p>	✓
Procurement <ul style="list-style-type: none"> • Materials and contracts • Property, plant and equipment (additions) • Infrastructure (additions) 	<p>These expenditure items are a significant risk due to the materiality of the amounts, the different cost allocation methods, the strict and complex requirements of the Shire's purchasing policy and the risk of management override of controls.</p>	✓
Fixed assets <ul style="list-style-type: none"> • Property, plant and equipment • Infrastructure 	<p>Property, plant and equipment and Infrastructure are material assets in the Statement of Financial Position.</p> <p>Regulation 17A (2) of the Financial Management Regulations requires that land, buildings, infrastructure investment properties and vested improvements to be shown at fair value.</p> <p>In FY21, the Shire obtained a third-party independent valuation for three categories of infrastructure assets, being roads, drainage, and footpaths. The key revaluation change occurred within the roads category, with reported increase in value of \$105m. However, during the FY21 audit, the Shire was unable to provide the valuer with sufficient supporting documentation for the inputs used by the Shire in the FY18 revaluation model. Therefore, the valuer has stated they were unable to provide a reasonable comparison or explain the reason for the \$105m variation between their valuation and the previous valuation.</p> <p>RSM made enquiries of the Shire to determine the key reasons for the \$105m variation in the roads valuation since FY18. However, the Shire was unable to provide any explanations.</p> <p>In addition, the Shire reviewed fixed assets for impairment and concluded there was no requirement to adjust the carrying values.</p>	✓
Provisions <ul style="list-style-type: none"> • Provision for landfill rehabilitation 	<p>Provision for landfill rehabilitation reflects the Shire's obligation to make good the Derby and Fitzroy Waste Disposal site.</p> <p>In accordance with AASB 137 <i>Provisions, Contingent Liabilities and Contingent Assets</i>, a provision for landfill rehabilitation has been brought to account. Accounting for the provision is complex and is subject to a high degree of estimation.</p>	✓

6 IMPACT OF COVID-19

As the COVID-19 pandemic progressed throughout 2020/21, the rollout of effective vaccines has eased uncertainty for the global economy. Despite this, Western Australia still continues to enforce border restrictions with other Australian states / territories.

The Shire advised that the COVID-19 pandemic did not have any significant impacts on the Shire's operations or the 2020/21 financial statements. We audited and concurred with the Shire's assessment that the COVID-19 pandemic did not have any significant impact on the Shire's operations or the 2020/21 financial statements.

7 OTHER CRITICAL DISCLOSURES IN THE FINANCIAL STATEMENTS

We also audited the following critical disclosures in the financial statements by verifying the underlying calculations and auditing the evidence to support the amounts disclosed:

Critical disclosure	Key risks	Comply with accounting standards
Related party	Disclosures of key management personnel remuneration and related party transactions are not in accordance with AASB 124 <i>Related Party Disclosures</i> .	✓
Financial ratios	The underlying data is incomplete or inaccurate and the calculations of the ratios are incorrect and not in accordance with Financial Management Regulations.	✓

8 FRAUD RISK

Under Australian Auditing Standard ASA 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report*, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial statements because of fraud and error. To address our responsibilities relating to fraud, we designed and implemented audit procedures to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud. Procedures and the results of our testing are detailed below:

8.1 Override of control

Administration is in a unique position to perpetrate fraud because of Administration's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Override of controls can occur in areas such as journal entries, accounting estimates and judgements.

Based on our work, nothing has come to our attention to indicate that the Shire does not have proper processes and controls to manage the risk of override of controls and that material key estimates and judgments are properly assessed and brought to account. Our audit did not detect any instances of fraud.

8.2 Element of unpredictability

We also incorporated an element of unpredictability in our audit procedures to address the risk of Administration, who are familiar with the normal audit procedures, being more able to conceal fraudulent activity.

Our unpredictable testing involved sampling expense accounts that would normally be overlooked for selection in regular expenses audit procedures due to their miscellaneous nature and low value. Specifically, the audit team assessed transactions made through these accounts for:

- Relevance to the ordinary course of business undertaken by the Shire; and
- Indications of any potentially fraudulent activity.

During our audit testing, nothing came to our attention to suggest any fraudulent payments were made.

8.3 Fraud incidences during the audit

We have made enquiries of the CEO, the Director – Corporate Services and the Shire's Administration regarding any knowledge they have of incidences of misconduct or fraud (actual or suspected) during the financial year.

Based on our enquiries and other audit procedures, we did not become aware of any incidences of misconduct or fraud, which would have a material impact on the financial statements.

9

9 INFORMATION SYSTEM AUDIT

The Shire's financial management information system is classified by the audit team as 'complex'. Audit also determined that the information system general controls are critical to the processing of financial transactions and the preparation of the financial statements. Due to these circumstances, the audit team included an information system audit specialist (ISAS) to assess the risk of material misstatement imposed by the IT environment.

The ISAS obtained an understanding of the information system, including the related business processes, relevant to financial reporting, including how the information system captures events and conditions, other than transactions, that are significant to the financial statements. The ISAS also tested general IT controls around system access and tested controls over computer operations within specific applications, which are required to be operating correctly to mitigate the risk of misstatement in the financial statements.

As a result of the ISAS procedures, we identified and reported a number of control weaknesses in the audit management letter (refer to section 2.3).

10 NEW ACCOUNTING STANDARDS APPLICABLE IN FUTURE YEARS

There are no new accounting standards, which would materially impact the Shire's financial statements in future financial years. We reviewed and concurred with the Shire's disclosures in the notes to the financial statements regarding new accounting standards.

11 MATTERS RELATING TO FUTURE AUDIT

Based on our discussion with the Shire's Administration, the third-party revaluation of the land and parks, wharf, airports and other structures will be a matter requiring detailed audit attention in the 30 June 2022 financial statements.

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network.

Each member of the RSM network is an independent accounting and consulting firm each of which practices in its own right. The RSM network is not itself a separate legal entity of any description in any jurisdiction.

The RSM network is administered by RSM International Limited, a company registered in England and Wales (company number 4040598) whose registered office is at 11 Old Jewry, London EC2R 8DU.

The brand and trademark RSM and other intellectual property rights used by members of the network are owned by RSM International Association, an association governed by article 60 et seq of the Civil Code of Switzerland whose seat is in Zug.

© RSM International Association

rsm.com.au

Liability limited by a scheme approved under professional standards legislation



INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Findings identified in the current audit			
1. Asset Renewal Funding Ratio	✓		
2. Accrued Expenses		✓	
3. Completeness of the Fixed Asset Register		✓	
4. Asset Capitalisation Dates			✓
5. Completeness of Long Service Leave Provisions			✓
Matters outstanding from prior audits			
6. Management Valuation Inputs	✓		
7. Fixed Asset Management Policy	✓		
8. Asset Capitalisation Policy	✓		

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We consider these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

1. Asset Renewal Funding Ratio

Finding

The Shire has not reported the Asset Renewal Funding Ratio for 2021, 2020 and 2019 in the annual financial report as required by regulation 50 (1)(c) of the Local Government Financial Management Regulations, as planned capital renewals and required capital expenditure were not estimated in a long-term financial plan and asset management plan respectively.

Rating: Significant

Implication

The financial report does not comply with regulation 50(1)(c) of the Local Government (Financial Management) Regulations 1996.

Recommendation

We recommend that the Shire updates and approves the asset management and long-term financial plans as soon as possible. This will allow the Shire to calculate the asset renewal funding ratio based on verifiable information and reasonable assumptions, to facilitate reporting in the financial report.

Management Comment

During 2021-22 financial year the Shire has updated and presented to council asset management plans and long-term financial plan that will facilitate the reporting of the Asset Renewal Funding Ratio in the 2021-22 Annual Financial Statements.

Responsible Person: Alan Thornton

Completion Date: 30 June 2022

2. Accrued Expenses

Finding:

During our cut-off testing of creditors and accruals, we found \$428,431 of accrued expenses which had not been accrued at 30 June 2021.

Rating: Moderate**Implication:**

Failure to correctly accrue expenses at year end could result in the financial statements being misstated

Recommendation:

The Shire should develop procedures to assist with identification and accrual of invoices received after balance date, which relate to the prior year.

Management Comment

The Shire has developed procedures to ensure that invoices received after balance date, which relate to the prior year, will be identified resulting in accrued expenses being recorded.

Responsible Person: Lavenia Ratabua

Completion Date: 30 June 2022

3. Completeness of the Fixed Asset Register**Finding:**

During the review of the fixed asset register, we noted that there were \$204,000 of assets which were not recorded on the asset register.

Rating: Moderate**Implication:**

The Shire's Fixed Asset Register is incomplete and does not contain a complete list of assets. Whilst the value of these assets is unlikely to be material, the register should be maintained and reconciled as part of good governance and stewardship over these assets.

Recommendation:

The Shire should conduct and record a full stocktake of its fixed assets and reconcile those records with the Fixed Asset Register. Regular stocktaking is imperative to verify an assets existence and condition.

Management Comment

This issue has been identified previously. The assets register will be reconciled with the general ledger to ensure all assets are recorded on both the asset register and in the general ledger.

Responsible Person: Lavenia Ratabua

Completion Date: 30 June 2022

4. Asset Capitalisation Dates

Finding

From our review of the fixed assets additions listing for the year, we noted that from a sample of 2 transactions, one (50%) sample was not capitalised on the correct date. The asset is valued at \$57,063 and was completed on 25 June 2021. However, it was only capitalised in the fixed asset register on 1 September 2021.

Rating: Minor**Implication:**

Capitalising fixed assets at a later period, instead of the actual date when the asset was ready for use, results in overstatement of the Shire's fixed assets and understatement of the depreciation expense.

Recommendation

The Shire should capitalise all assets into the fixed asset register when the asset is ready for use.

Management comment

Increased staffing numbers will allow more timely assessment of works completed on work in progress.

Responsible position: Alan Lamb

Completion date: ongoing

5. Completeness of long service leave provisions**Finding:**

From the review of the long service leave provision calculations, we noted that 9 casual employees were excluded from the long service leave provision calculations.

All employees, including casual employees, should be accounted for in long service leave provisions calculations in accordance with the *Long Service Leave Act 1958 (WA)*.

Rating: Minor**Implication:**

Not recognising employee entitlement results in an understatement of employee benefits expenses and associated liabilities.

Recommendation

The Shire should account for all casual employees' long service leave provision in accordance with the *Long Service Leave Act 1958 (WA)*.

Management comment:

Methodology will be reviewed and amendments will be reflected in the 2021/22 calculation of employee entitlements.

Responsible position: Alan Lamb

Completion date: 30 June 2022

Matters outstanding from prior audits**6. Management Valuation Inputs****Finding FY 2021**

The Shire partially resolved this finding in 2021 by revaluing the roads, drainage and footpaths classes of infrastructure assets. This resulted in a net revaluation increment of \$101 million.

However, the remaining classes of infrastructure (other land and parks, wharf, airports and other structures) remain un-valued.

FY 2020 Finding:

During our review of 2018 infrastructure valuations, it was noted that the assets were revalued by management. Management worked from the 2015 3rd party valuation to form their 2018 valuation. Management was unable to provide supporting documentation for some of the inputs to the 2018 valuation of these items.

Rating: Significant (2020: Moderate)

Implication:

Failure to maintain adequate documentation for valuations increases the risk for the valuation to be materially misstated.

Recommendation:

We recommend that the Shire revalue the remaining infrastructure classes in the 2021-22 financial year.

Management Comment

The classes of infrastructure of land buildings, other structures, parks, wharves & aerodrome assets were valued by independent valuers as at 31 December 2021 and will be processed in the 2021-22 financial year.

Responsible Person: Alan Thornton

Completion Date: 30 June 2022

7. Fixed asset management policy

Findings FY 2020 & 2021

During the current year audit the Shire advised that a formal policy and associated procedures for fixed asset management are still being developed to help ensure the existence and safeguarding of fixed assets.

Finding FY 2019

During our risk assessment procedures over the fixed assets transaction cycle, we noted that there is no formal policy to help ensure the existence of fixed assets, such as physical asset tagging and regular stock takes.

Rating: Significant (2020: Moderate)

Implication:

Failure to have a formal policy and associated procedures for fixed asset management could result in:

- a. Errors and omissions remaining undetected;
- b. Incorrect depreciation expense; and
- c. Undetected theft or misplacement.

These matters could in turn lead to misstatements in the Shire's financial reporting. There is a further risk of non-compliance with *Regulation 5(2)(a)* of the *Local Government (Financial Management) Regulations 1996* which requires the Chief Executive Officer to ensure that the resources of the local government are effectively and efficiently managed.

Recommendation:

The Shire should develop, document and implement policies and procedures for fixed asset management.

Management Comment

In accordance with the requirements to ensure the proper management of assets under Financial Management Regulation 5.1 and 5.2 the CEO intends to review current procedures and where considered necessary develop documented procedures for the safeguarding of the Shire's fixed assets utilising a risk based approach. As this is a regulatory requirement on the CEO rather than a Policy decision of Council the Shire currently sees no benefit in formation of Council Policy in regards to control of fixed assets.

Depreciation expenses and remaining useful life of assets is required to be assessed annually under AASB 116 and as such is not viewed as a Policy decision of Council beyond the adoption of broad asset useful lives when adopting the Annual Statutory budget.

Responsible Person: Alan Thornton

Completion Date: On-going

8. Asset capitalisation policy

Findings FY 2021

During the current year audit the Shire advised that a formal policy and associated procedures for Asset capitalisation policy is still being developed.

Finding FY 2020

Management have advised that the Asset capitalisation policy is currently in review where management plan to implement the policy by the end of FY2020. However, there could be potential delays due to the lack of an asset manager at the Shire.

Finding FY 2019

During our risk assessment procedures over the fixed assets transaction cycle, it was noted that the Shire does not have a formal policy for the capitalisation of assets with extended useful lives.

Rating: Significant (2020: Moderate)**Implication:**

Failure to design and implement a formal policy for the capitalisation of assets with extended useful lives increases the risk of:

- a. Errors and omissions remaining undetected;
- b. Incorrect depreciation expense; and
- c. Undetected theft or misplacement.

Recommendation:

The Shire should develop, document and implement a formal asset capitalisation policy to help control, record and depreciate assets with extended useful lives.

Management Comment

Management is of the view that operating control procedures should be developed that determine the capitalisation of assets on a case-by-case basis taking into account extended useful lives.

Management to make a determination whether to expense an item or capitalise item as an asset depending on the circumstances of the transaction, for example, taking into consideration asset aggregation and whether items should be placed on a Portable Items Register.

Responsible Person: Alan Thornton

Completion Date: On-going

(i) INDEX OF FINDINGS	(ii) RATING		
	(iii) Significant	(iv) Moderate	(v) Minor
(vi) Findings identified in the current audit			
1. Financial Application – User Access Management	(vii) ✓	(viii)	(ix)
2. IT Governance - Standards, Policies & Procedure	(x)	(xi) ✓	(xii)
3. IT Governance and Strategy	(xiii)	(xiv) ✓	(xv)
4. Physical and Environmental Security Management	(xvi)	(xvii) ✓	(xviii)
5. Business Continuity Management	(xix)	(xx) ✓	(xxi)
6. Network Access Management	(xxii)	(xxiii) ✓	(xxiv)
7. Risk Management	(xxv)	☒☒☒❖✕①	(xxvii) ✓
8. Network Security Management	(xxviii)	☒☒☒✕☒①	(xxx) ✓
9. Password Management	(xxxi)	(xxxii)	(xxxiii) ✓

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We consider these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

(xxxiv) Significant (xxxv) - (xxxvi) Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.

(xxxvii) Moderate (xxxviii) - (xxxix) Those findings which are of sufficient concern to warrant action being taken by the entity

as soon as practicable.

(xl) Minor

(xli) -

(xlii) Those findings that are not of primary concern but still warrant action being taken.

1. Financial Application - User Access Management

Finding

We identified the following issues relating to the user management of the SynergySoft financial application:

- 6 out of 17 generic accounts were confirmed as not in use and were no longer required;
- 3 out of 96 terminated employee accounts were still active in the application. We acknowledge that two of these accounts were disabled in the network;
- 1 account with privileged access was active in the application but disabled in the network. We confirmed that this account was no longer required and should have been disabled;
- the segregation of duties (SoD) matrix has been created and updated in 2020, however, there is no process defined to periodically review the SoD matrix to ensure user role assignments and roles are appropriate.

Rating: Significant

Implications

- Without effective user access management processes in place, there is an increased risk of unauthorised access to the finance application. This could impact the confidentiality, integrity, and availability of the Shire's information.
- Without effective review of SoD controls, there is an increased risk of making unauthorised changes and approvals to application transactions. This could impact the integrity of the data in SynergySoft application and lead to unauthorised and fraudulent transactions

Recommendation

The Shire should:

- (i) regularly review and monitor user access to the application to ensure it is still appropriate and needed. Appropriate records of these reviews should be retained, and accounts not needed should be removed or disabled. This should include unused generic accounts, and terminated employee accounts are removed appropriately;
- (ii) document and implement a segregation of duties review frequency.

Management Comment

The Shire has entered into a new contract with our current information and technology service provider – Managed IT. Part of the contractual agreement involves quarterly reviews of the Shire's information and technology capabilities, governance, and performance. Items (i) and (ii) above will be addressed in the quarterly reviews.

Responsible Person: Manager Administration and Managed IT

Completion Date: on going

2. IT Governance - Standards, Policies & Procedures

Finding

We identified that the Shire has no formal policies / procedures / guidelines / governance documents in place for the following key IT functional areas or processes:

- Change Management
- Identity and Access Management

Further, we identified that the revision date and review frequency of the “Internet and Email usage” policy has not been established and noted that the policy was last reviewed in 2002.

Rating: Moderate

Implication

There is a risk that out of date or missing Policies / Procedures / Guidelines / Governance documents may not be supporting the needs of the Shire and staff may not be fulfilling management expectations.

Recommendation

The Shire should:

- (i) develop, document, review, approve and publish missing Policies / Procedures / Guidelines / Governance documents as required and ensure that these documents are appropriately governed;
- (ii) periodically review and update Policies / Procedures / Guidelines / Governance documents following any relevant internal or external changes.

Management Comment

The Shire has engaged the services of a dedicated Senior Governance Officer. Duties performed by the Senior Governance Officer will involve IT governance - standards, policies and procedures that are aligned to best practice governance.

Responsible Person: Manager Administration

Completion Date: on going

3. IT Governance and Strategy

Finding

Appropriate and defined IT governance structures and processes enable alignment with business strategies and help to efficiently manage/monitor outsourced IT systems.

We identified that the Shire does not have an up to date or current IT strategic or operational plan which is aligned to the overall business strategy. The previous IT initiative was managed by the Shire's outsourced IT service provider (Managed IT) and progress was reported in 2019. However, evidence of further review or governance by the Shire on the services provided by Managed IT was not available to understand if this strategy has been updated to reflect the current and future state strategy of the Shire

We acknowledge that the Shire is in the process of creating a roadmap for IT capability with third party service provider Managed IT.

Rating: Moderate

Implication:

Without appropriate and defined IT governance structures and processes the Shire may not be able to:

- effectively align IT with business strategies, increasing the risk of sub-optimal achievement in relation to business plans and initiatives;
- efficiently manage, monitor and ensure effective outsourced IT systems requirements, functionality and availability.

Recommendation

The Shire should:

- (i) develop an appropriate IT governance structure to govern and manage the strategic direction of IT with third party vendors;
- (ii) periodically review executive summary reports from Managed IT to ensure compliance with SLA.

Management Comment

The Shire's Senior Governance Officer will be involved with IT governance and strategy and the management of strategic direction of the Shire's IT service providers.

The Shire has entered into a new contract with our current information and technology service provider – Managed IT. One condition of the contract is for Managed IT to comply with service level agreements. IT compliance will be part of regular reviews.

Responsible Person: Manager Administration

Completion Date: on going

4. Physical and environmental security management

Finding

During our audit, we identified the following issues in the physical and environmental security management of the Shire's datacentre / server room:

- no documented process is in place to manage the datacentre / server room including physical access and environmental controls;
- no equipment is installed to monitor humidity controls;
- the air conditioner in place is a split system that leaks water into a drip tray in the inside of the server room;
- the glass window in the server room has a metal security frame, however the window has security weaknesses as we noted that there were break ins through this window previously;
- access to the datacentre is not appropriately restricted and reviewed. We noted that five employees have access to the datacentre and three out of five are non-IT staff. Further, no logbook or CCTV is in place to track/ record access to the datacentre
- we acknowledge that there is a CO2 fire extinguisher in place, however there were no fire / smoke detection devices installed within the datacentre.

Rating: Moderate

Implication

Without appropriate controls in place to manage the physical and environmental controls within the datacentre, there is an increased risk of inappropriate, unauthorised access and potential failure of critical hardware to support key infrastructure or systems. This could impact the confidentiality, integrity and availability of the Shire's systems and information.

Recommendation

The Shire should:

- (i) develop, document, and implement datacentre management policies and procedures which contain appropriate physical and environmental controls management;
- (ii) investigate and implement appropriate physical security measures to protect the data centre against unauthorised access and damage;
- (iii) investigate and implement appropriate environmental measures to protect physical sites and the data centre against environmental threats and damage.

Management Comment

Since the Systems Audit review measures have been implemented to mitigate the issues physical and environmental security management. Access to the datacentre has been restricted. Faulty air conditioner in datacentre has been replaced. Shire staff are currently developing an Administration Building renovation plan and upgrade of security proposal for the Administration Building. These plans will work towards resolving the identified physical and environmental security management.

Responsible Person: Manager Administration

Completion Date: 30 June 2023

5. Business Continuity Management

Finding

During our audit, we identified that the Shire does not have a business continuity or a disaster recovery plan.

Rating: Moderate

Implication

Without an appropriate business continuity plan (BCP) or disaster recovery plan (DRP), the Shire may not be able to recover critical services in a timely manner, in line with business requirements. This could affect the Shire in providing key operations and business functions.

Recommendation

The Shire should develop, document, and endorse a BCP and DRP so they meet the Shire's recovery requirements. To help maintain the effectiveness of the BCP and DRP it should be regularly reviewed and appropriately tested to ensure key operations and business functions are recovered in accordance with the agreed recovery requirements.

Management Comment

Discussions concerning the Shire's development, documentation, and endorsement of a BCP and DRP have occurred between the Shire, Managed IT, and Local Government Insurance Scheme (LGIS).

Responsible Person: Acting Director Corporate Services

Completion Date: 30 June 2023

6. Network Access Management

Finding

During our audit, we identified the following issues with the management of user access within the Shire's network:

- 20 out of 64 generic accounts were identified as not in use and were confirmed to be no longer required;
- 2 out of 172 terminated employee accounts were still active in the network. We acknowledge that one of these accounts was for an employee rehired, however the account remained active for 2 months between the employee being terminated and rehired;
- 1 out of 9 active privileged access accounts were identified as redundant and were no longer required;
- no documented process is in place to perform user access reviews in the network.

Rating: Moderate

Implication

Without appropriate management of network user accounts, there is an increased risk that unauthorised or unintentional modifications of IT systems will occur. This could impact the confidentiality, integrity, and availability of information.

Recommendation

The Shire should develop, document, and implement access management policies / procedures including remote access that should include:

- onboarding & offboarding of users, including privileged and generic accounts;
- privileged and generic account management;
- performing periodic user access reviews;
- deactivate inactive/dormant account.

Management Comment

The Shire has commenced developing procedures concerning onboarding & offboarding of users. The appointment of a dedicated Senior Governance Officer will resolve the remaining network access management issues.

Responsible Person: Manager Administration

Completion Date: On-going

7. Risk Management

Finding

While the Shire has defined a risk management policy, it was found to be missing key risk components (i.e. risk criteria etc.), Further the Shire's risk register has not been developed and we could not ascertain if IT risks were reviewed, mitigated, and documented in the audit period.

Rating: Minor

Implication

Without effective risk management policies and processes in place, there is an increased risk that the Shire will not be able to identify and address key risks affecting the IT environment.

Recommendation

The Shire should:

- (i) review and update the Shire's risk management policy to ensure it contains the following key aspects:
 - Risk assessment criteria
 - Risk appetite and tolerance
 - Improvement and mitigation strategies
 - Risk management processes.
- (ii) develop and document a risk register

Management Comment

Shire management will review and update the Shire's risk management policy as per above Recommendation. Additionally, the Shire will develop and document a risk register.

Responsible Person: Manager Administration

Completion Date: 31 December 2022

8. Network Security Management

Finding

During our audit, we identified that there was no documented process in place to perform vulnerability assessments and security (i.e. penetration) testing.

However, we acknowledge that Managed IT performs vulnerability assessments on the Shire's network periodically.

Rating: Minor

Implication

Without effective security management policies, processes and procedures in place, there is an increased risk that the Shire will not be able to maintain an effective and secure cyber security posture. This could lead to potential cyber breaches, downtime, loss or exposure of critical systems or information.

Recommendation

The Shire should develop, document, and implement a formal vulnerability and security penetration testing policy / procedure. This document should contain the requirements for periodic vulnerability scanning and penetration testing requirements to be performed.

Management Comment

The Shire will develop, document, and implement a formal vulnerability and security penetration testing policy / procedure that is in accordance to the Recommendation above.

Responsible Person: Manager Administration

Completion Date: 31 December 2022

9. Password Management

Finding

We identified that the Shire does not have a formal password policy in place to enforce strong password settings within the IT environment. We further noted that password parameters configured in network does not align with industry better practice. Refer table below:

(xliii) Password parameter	(xliv) Industry best practice	(xlv) Shire's password configuration
(xlvi) Password History	(xlvii) Minimum 6 passwords	(xlviii) 5 passwords

Rating: Minor Implication

Without adequate password management, there is an increased risk of unauthorised access or compromise to the network security. The network may become susceptible to potential security breaches such as brute force or social engineering attacks.

Recommendation

The Shire should:

- (i) Develop, document, and publish an appropriate password policy to govern password configuration and management
- (ii) Assess and configure appropriate password parameters within the network.

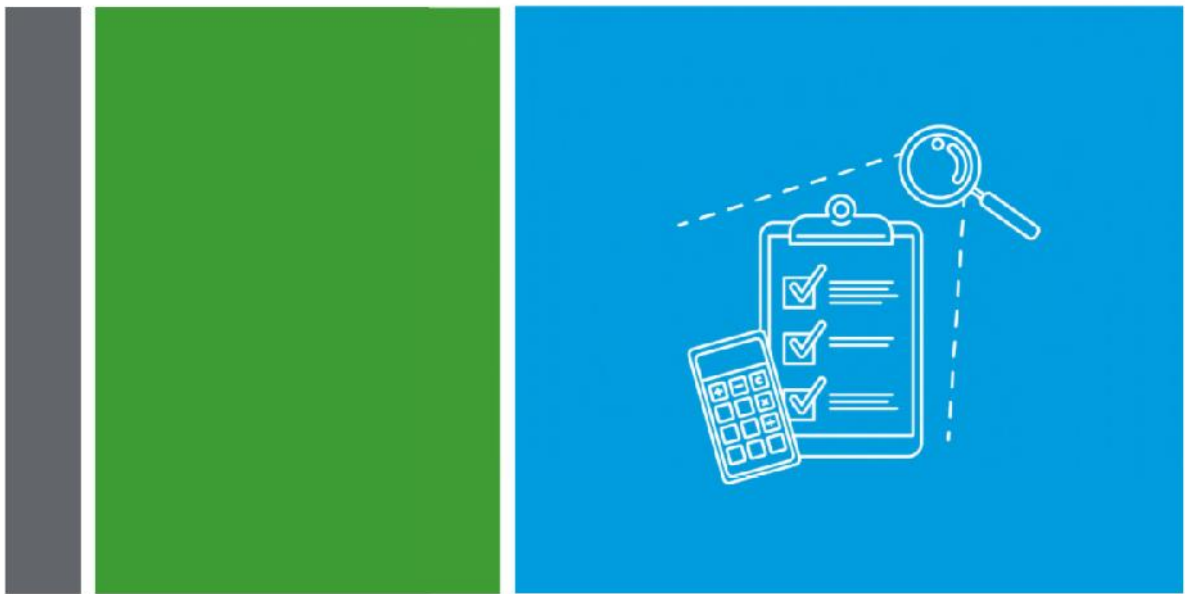
Management Comment

The Shire will develop, document, and publish an appropriate password policy to govern password configuration and management. Additionally, the Shire will assess and configure appropriate password parameters within the network.

Responsible Person: Manager Administration

Completion Date: 31 December 2022

ASSURANCE & ADVISORY SERVICES



SHIRE OF DERBY / WEST KIMBERLEY

Audit Planning Memorandum

30 June 2021

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING





CONTENTS

1 PURPOSE OF THE AUDIT PLANNING MEMORANDUM..... 1

2 KEY ENGAGEMENT INFORMATION 1

3 BACKGROUND AND GENERAL INFORMATION 1

4 KEY DELIVERABLES 2

5 MILESTONE MEETINGS 3

6 TERMS OF ENGAGEMENT 4

7 AUDITOR GENERAL 5

8 STAKEHOLDER RELATIONSHIP 6

9 CURRENT YEAR DEVELOPMENTS 7

10 AUDIT APPROACH TO THE KEY AUDIT AREAS..... 8

11 SIGNIFICANT RISK AREAS10

12 OTHER CRITICAL DISCLOSURES IN THE FINANCIAL REPORT12

13 CONTROLS.....13

14 FRAUD RISK15

15 OTHER AUDIT MATTERS.....15

16 INVOLVEMENT OF INFORMATION SYSTEMS AUDIT SPECIALIST16

17 TIMETABLE17

18 APPENDIX A: ADDITIONAL INFORMATION CONTACTS20

Shire of Derby / West Kimberley
 Audit Planning Memorandum
 30 June 2021

1 PURPOSE OF THE AUDIT PLANNING MEMORANDUM

The primary purpose of this Audit Planning Memorandum (**APM**) is to brief the Shire of Derby / West Kimberley (**Shire**) on the proposed approach by RSM Australia (**RSM**), on behalf of the Office of the Auditor General (**OAG**), to audit the financial report of the Shire for the year ending 30 June 2021. The APM forms the basis for discussion at the audit entrance meeting scheduled for 20 May 2021 and is a key tool for discharging our responsibilities in relation to communicating with those charged with governance.

2 KEY ENGAGEMENT INFORMATION

2.1 Key Shire stakeholders and personnel

Ratepayers	Shire of Derby / West Kimberley
Minister for Local Government	The Hon. John Newton Carey MLA
President	Cr Geoff Haerewa
Deputy President	Cr Paul White
Chief Executive Officer (CEO)	Amanda O'Halloran
Director of Corporate and Community	Alan Lamb

2.2 Key OAG personnel

Auditor General	Caroline Spencer
Senior Director, Financial Audit ⁽¹⁾	Kellie Tonich

2.3 Key RSM personnel

Audit Director ⁽¹⁾	David Wall
Audit Manager	Krushna Hirani
National Technical Director	Ralph Martin

⁽¹⁾ Refer to Appendix A for contact details

3 BACKGROUND AND GENERAL INFORMATION

3.1 Background

The Shire covers a vast area servicing 54 Aboriginal communities and three towns. Derby and Fitzroy Crossing being the main population centres with a third township at Camballin. Derby is the major centre of the Shire and this is where the main administration centre is located.

The Shire offers residents and visitors a unique environment to enjoy outdoor pursuits such as four-wheel driving, fishing and camping.

Derby is an important supply point for industries operating in the Kimberley region, such as pastoralism, mining, oil and tourism.

The Shire is represented by nine Councillors. The Shire President is elected from among the Councillors.

3.2 Executives

The Shire's Executive team⁽¹⁾ at the date of the APM are:

- Amanda O'Halloran, CEO
- Alan Lamb, Director of Corporate and Community Services
- Wayne Neate, Director of Technical and Development Services
- Neil Hartley, Director of Strategic Business

⁽¹⁾ As per the Shire's website

3.3 Governance

The Shire is governed by Council, which appoints the CEO to advise and provide information to Council in relation to the Shire's functions and ensures the resources of the Shire are effectively and efficiently managed.

3.4 Regulation

In terms of financial reporting, the Shire is subject to the *Local Government Act 1995 (Act)* and the *Local Government (Financial Management) Regulations 1996 (Financial Management Regulations)*.

4 KEY DELIVERABLES

4.1 Financial report audit and opinions

The annual financial report will be general purpose financial statements for the financial year ended 30 June 2021. The Auditor General is required by the Act to provide an opinion on the financial report and other legal and regulatory requirements in accordance with the *Local Government (Audit) Regulations 1996 (Audit Regulations)*. The objective of the Auditor General's audit is to obtain reasonable assurance about whether the Shire's financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report.

The Auditor General's report will be sent to Council, the CEO and the Minister for Local Government in accordance with the Act. The Shire is required to publish the auditor's report with the annual financial report on its website. If the Auditor General has reported other significant matters, then the Shire is required to report the action it has taken about the matters to the Minister and to publish a copy of that report on its website.

The Auditor General will also communicate with Council and the CEO regarding, among other matters, any significant findings regarding deficiencies in internal control that may be identified during the audit.

4.2 Management letters

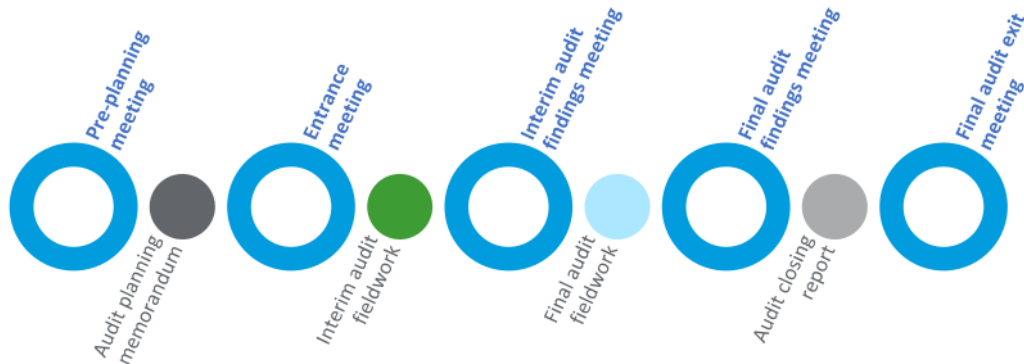
Significant findings, emerging issues and their recommended resolutions that arise during the audit will be progressively discussed and communicated by RSM and the OAG to the Shire. Any weaknesses in controls, which may be identified during the current year audit, will be highlighted in the management letter to Council and the CEO following the conclusion of the interim and final audits. The draft management letters will be reviewed by the OAG before being provided to the Shire for comment.

Prior year management letter points will be followed up as part of the current year audit procedures to determine if any control weaknesses highlighted during prior year audits have been properly resolved.

4.3 Matters of significance

In accordance with section 24(1) of the *Auditor General Act 2006*, the Auditor General is required to report on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting.

5 MILESTONE MEETINGS



5.1 Pre-planning meeting 30/04/2021

The pre-planning meeting was held with the Shire’s Administration, OAG (if required) and RSM. The meeting discussed current developments at the Shire and any changes in governance or systems. The meeting will form the basis for the preparation of the APM.

5.2 Entrance meeting 20/05/2021

The entrance is held with the Audit Committee, the Shire’s Administration, OAG and RSM. The meeting mainly covers the presentation and discussion of the APM. If it is not practicable for the Audit Committee to meet for an audit entrance meeting, we suggest at least one Elected Member (the Chairperson of the Audit Committee) attends the entrance meeting.

5.3 Interim audit findings meeting

The interim audit findings meeting with the Shire’s Administration, OAG (if required) and RSM will mainly cover the presentation and discussion of the significant control matters as reported in the interim audit management letter, if any.

5.4 Final audit findings meeting

Significant accounting issues and audit findings, if any, noted during the final audit will be discussed with the Shire’s Administration, OAG (if required) and RSM. If there are significant, unresolved matters, then a meeting will also held with the Audit Committee.

5.5 Final audit exit meeting

The final audit exit meeting with Audit Committee, the Shire’s Administration, OAG and RSM will mainly cover the presentation and discussion of the audit closing report, which will outline any significant audit related matters concerning the financial report, management letters and improvement suggestions for future audits.

5.6 Council and Audit Committee meetings

Attendance at Council and Audit Committee meetings is by invitation and provides insight into matters that may impact on our audit approach. Generally, the OAG and RSM will attend Council and Audit Committee meetings as required.

6 TERMS OF ENGAGEMENT

6.1 Arrangements

Audits are not an absolute guarantee of the accuracy or reliability of the Shire's information and may not identify all matters of significance. This is because the work undertaken to form an opinion is permeated by judgement and most audit evidence is persuasive rather than conclusive. In addition, there are inherent limitations in any audit, including the use of testing, the effectiveness of internal control structures and the possibility of collusion.

Primary responsibility for the detection, investigation and prevention of irregularities rests with the Shire's Administration. Consequently, it is the Shire's Administration who remain responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial report, complying with the Act and the Financial Management Regulations.

Under the *Auditor General Act 2006*, audit staff have unrestricted access to information held by the Shire, irrespective of any restrictions on disclosures imposed, such as secrecy provisions.

Confidentiality of audit files and working papers is required under the *Auditor General Act 2006*. The OAG is an 'exempt agency' under the *Freedom of Information Act 1992*.

The signed contract between the Auditor General and RSM contains strict confidentiality clauses.

6.2 Management representation letter

The audit plan assumes that Council and the CEO will be able to sign a management representation letter. The OAG and RSM will make available to the Shire a draft management representation letter during the course of the audit. The letter would be signed at the same time as the annual financial report is signed.

RSM and the OAG will rely on Council and the CEO signing the management representation letter as evidence to confirm they have:

- Fulfilled their responsibilities for the preparation and fair presentation of the financial statements in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards;
- Established and maintained an adequate internal control structure and adequate financial records;
- Provided RSM with access to all information of which they are aware that is relevant to the preparation of the financial statements and the operation of controls, such as records, documentation and other matters;
- Recorded all transactions in the accounting and other records and are reflected in the financial statements;
- Advised RSM of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements; and
- Provided RSM with the results of their assessment of the risk of fraud, any instances of fraud (not just material fraud) and any known data and security breaches.

7 AUDITOR GENERAL

7.1 Audit of local government

The *Local Government Amendment (Auditing) Act 2017* provides for the auditing of local governments by the Auditor General. The Act allows the Auditor General to contract out some or all the financial audits, but all audits will be the responsibility of the Auditor General. It also allows for performance audits, which will examine the economy, efficiency and effectiveness of any aspect of local government operations. The Act also places an obligation on local governments to publish their annual report, including their annual financial report and auditor's report, on their website.

The Auditor General has been given the mandate to:

- Audit the annual financial report of WA local governments, related entities and subsidiaries;
- Conduct performance audits of local governments;
- Perform supplementary audits requested by the Minister; and
- Report to Parliament on the results of financial and performance audits.

7.2 Auditor General audits and reports

During the current financial period, the OAG has issued a number of reports, which may be relevant for the Shire to consider:

- Waste Management – Service Delivery (issued 20 August 2020). The report noted the waste planning at a sample of six local governments is inadequate and inconsistent and there is a need to do more to manage waste in line with current community and State expectations.
- Annual Report 2019-2020 (issued 24 September 2020). The report acknowledged the challenges faced by local government due to COVID-19. The report also noted that local government financial audits continue to take more time than comparably sized State government audits.
- Grant Administration (issued 28 January 2021). The audit found that a sample of eight State entities need to improve their grant administration practices.
- Application Controls Audits 2021 (issued 9 March 2021). The audit found that a sample of four State entities could improve their controls around user access, vulnerability management and situational awareness to address cyber risks.
- Regulation and Support of the Local Government Sector (issued 30 April 2021). The audit found the Department of Local Government, Sport and Cultural Industries use of its limited resources is not underpinned by a good understanding of risk and clear objectives for the local government sector. Moreover, its performance in regulating and supporting the sector does not currently reflect the expectations of local government entities and their communities.

Further details of the current and forward audit program can be found on the OAG website:

<https://audit.wa.gov.au/>

Also, the OAG website has a library of better practice guidance that the OAG has developed to help the Western Australian public sector perform efficiently and effectively.

8 STAKEHOLDER RELATIONSHIP

8.1 RSM's relationship with the Auditor General and the Shire

RSM has been contracted by the Auditor General to perform the audit of the financial report of the Shire and report on whether the annual financial report of the Shire:

- Is based on proper accounts and records; and
- Fairly represents, in all material respects, the results of the operations of the Shire for the financial year and its financial position at the end of that period in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

RSM is also required by the Auditor General to report:

- Any material matters indicating non-compliance with Part 6 of the Act, the Financial Management Regulations or applicable financial controls of any other written law;
- Any significant adverse trends in the financial position of the Shire;
- Whether all required information and explanations were obtained;
- Whether all audit procedures were satisfactorily completed; and
- Whether the asset consumption ratio and asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions.

RSM is also required to report any matter which may affect the Auditor General's responsibilities under sections 24 and 28 of the *Auditor General Act 2006*, section 7.12 AD of the Act and the Audit Regulations.

8.2 Term of the audit contract

RSM was appointed by the OAG commencing the financial year ending 30 June 2021. The initial term of the audit contract is 3 years commencing 30 June 2021.

RSM's services will be conducted under the overall direction of the Auditor General, who will retain responsibility for forming an audit opinion and issuing an audit report to the Shire. The contract requires RSM to use its audit approach and methodology.

8.3 Grant acquittals

Grants received by the Shire may need to be acquitted in accordance with the terms and conditions of the relevant Funding Agreement. Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Grant acquittal reports, providing activity and financial information, are generally required at certain stages during the funded project and / or on completion of the funded project. If satisfactory grant acquittal reports are not provided at the times and in the manner detailed in the Funding Agreement, there is a risk that any further payments due to the Shire will be withheld and the Shire may be ineligible to apply for further grants.

In most circumstances the grant acquittal reports are required to be audited. Generally, the Funding Agreement will require the Shire to engage an auditor to form an opinion that the receipts and payments are true and fair and that the Shire has complied with the terms and conditions of the Funding Agreement.

If RSM is invited by the Shire to complete the audit of grant acquittal reports, then RSM must first obtain approval from the OAG before the audit begins.

8.4 Independence

The Auditor General is an independent officer of the Western Australia Parliament, appointed under legislation to examine, on behalf of Parliament and Western Australia taxpayers, the management of resources within the public sector. The Auditor General is not subject to control or direction by either Parliament or the government. In conducting the audit, the Auditor General, staff and delegates will comply with all applicable independence requirements of the Australian accounting profession.

RSM International audit methodology requires that we conduct an annual re-evaluation of our independence prior to the commencement of each assignment. We have fully satisfied ourselves that we do not have any actual or perceived conflict of interest.

We are fully compliant with our Ethics and Independence Policies, which are verified and tested each year by our Partner Responsible for Ethics and Independence. Each year we are required to submit certain information to our Partner Responsible for Ethics and Independence, which is analysed and subjected to a series of stringent tests. This system has been extensively reviewed by the Australian Securities and Investments Commission and found to be in accordance with Australian Auditing Standards, the *Corporations Act 2001* and better practice.

9 CURRENT YEAR DEVELOPMENTS

We had discussions with the Shire's Administration and reviewed the 30 June 2020 financial statements. As at the date of this audit plan, we identified the following major developments:

9.1 Impairment assessment of infrastructure

In the prior year, the Shire recognised a significant impairment expense in relation to damaged infrastructure assets due to natural disasters. The Shire's Administration is still in the process of assessing the impact of additional damage caused. If required, the Shire will bring to account any necessary additional impairment adjustments to the carrying value of infrastructure assets.

RSM audit response:

RSM will obtain and review the Shire's assessment of the impairment recognised and ensure adequate disclosure in the notes to the financial statements.

9.2 COVID -19

We will work with the Shire's Administration to minimise the risk for your staff and Councillors, our staff, and to your operations, while completing audits in the best timeframe possible under the circumstances. This will likely involve more audit work being performed remotely rather than at your premises, and / or delaying audit work if unforeseen circumstances arise.

9.3 Auditing Accounting Estimates - ASA 540

The recently revised ASA 540 *Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures* has implications for the Shire and those responsible for financial statement preparation and the determination of accounting estimates. The key implications of the new standard means that the Shire will require more time to prepare sufficient appropriate documentation of the Shire's estimates and recognise that increased efforts may be required by auditors to audit the estimates. There is an expectation that the Shire will assist and review the level of detail and provide audit evidence available to support estimates within the financial statements along with an increase in audit effort. This will be achieved through two-way dialogue between auditors, management, and audit committees about the critical aspects of accounting estimates.

RSM audit response:

RSM will obtain further understanding over the control environment, risk assessment procedures, information systems, control activities and monitoring procedures during our audit procedures. Testing over how management made the accounting estimates will be performed by performing a retrospective review of past estimates and judgements, obtaining audit evidence up to the date of the auditor's report and by developing an auditor's point estimate or range (Three Testing Approach). Based on the information gathered, we will determine if there are indicators of possible management bias and if there are, the implications for the audit.

10 AUDIT APPROACH TO THE KEY AUDIT AREAS

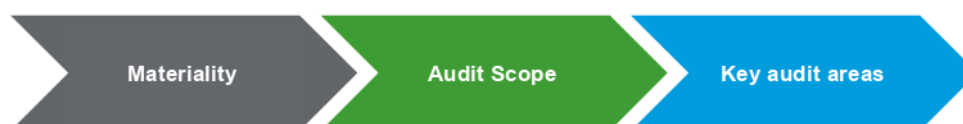
10.1 Risk assessment

Key audit areas are those areas that, in RSM's professional judgment, present the most significant risk in our audit of the financial report.

As part of our audit approach, we have conducted an initial financial report risk assessment to determine whether any of the risks identified are, in our judgment, significant. A significant risk is an identified and assessed risk of material misstatement in the financial report that, in our judgment is a key audit area and requires special audit consideration.

Our assessment of key audit areas is based upon:

- Discussions with the Shire's Administration and the OAG;
- The complexity of transactions within each area;
- The degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a wide range of uncertainty;
- The degree of susceptibility to fraud risk; and
- Consideration of any relevant matters that may be discussed during the audit planning stage.



10.2 Materiality

For the purpose of this APM, we referred to the audited 30 June 2020 financial report of the Shire and used our professional judgment to determine a planning materiality amount. In line with OAG policy, we have not disclosed the amount of planning materiality.

The scope of our audit is influenced by the application of materiality. Based on our professional judgment, we determined certain quantitative thresholds for materiality, including the overall materiality for the financial statements. These, together with qualitative considerations, helped us to determine the nature, timing and extent of our audit procedures on the individual financial report line items and disclosures and to evaluate the effect of identified misstatements, both individually and in aggregate, on the financial report and on our opinion.

In assessing the risk profile of the Shire, and in consideration of the users of the financial report, we have adopted materiality guidelines in accordance with Australian Auditing Standards.

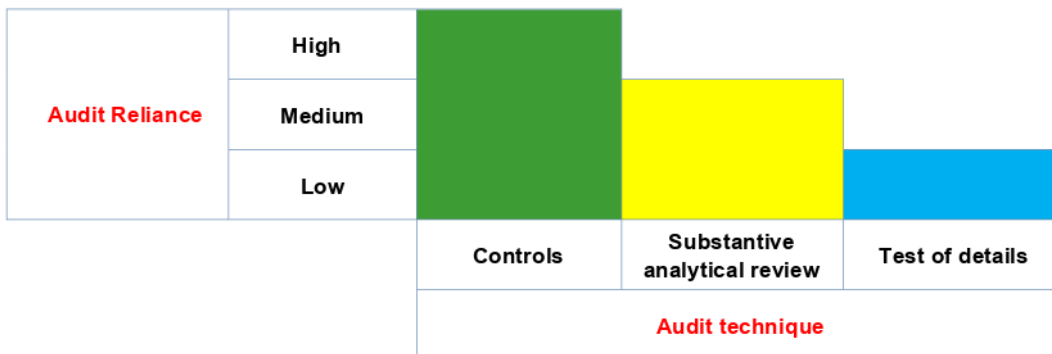
For the purpose of determining materiality, assets and infrastructure are considered a key metric of interest to the users of the financial statements, therefore, they will be used as the main benchmark for the calculation of overall materiality.

However, expenses are an item of significant interest to users of local government financial statements, as they seek to ensure funds are being spent appropriately. Therefore, we will consider a specific lower materiality for those account balances where there are circumstances (including qualitative factors) for which misstatements of lesser amounts than overall materiality could reasonably be expected to influence the economic decisions of users of the financial statements. For example, specific lower materiality will be calculated using total expenses as the benchmark for items such as revenue, other income, expenses, payroll and liability balances.

10.3 RSM approach to auditing significant risk

RSM's approach to auditing a class of transactions, account balance or disclosure is to initially assess whether there is a reasonable possibility that it could contain a material misstatement. Our risk assessment is based on both quantitative and qualitative criteria to determine whether they are significant.

Our audit strategy follows a hierarchy, which starts with testing of controls, then moves to substantive analytical review procedures and then finally testing of details. The following diagram shows an example where a high level of reliance on controls, along with a moderate level of reliance on substantive analytics is likely to result in testing of details that can safely rely on smaller sample sizes.



Based on our previous audit experience at the Shire and review of the Shire's financial information, we have concluded that we can rely on internal controls, which effectively means we can apply a moderate level of substantive analytics and limited testing of details. This controls based approach is both efficient and effective.

10.4 Professional scepticism

We approach all our audits with a degree of professional scepticism as required by Australian Auditing Standards. In addition, professional scepticism is a key component of delivering an effective public sector audit. *ASA 200 Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Australian Auditing Standards* defines professional scepticism as 'an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement due to error or fraud, and a critical assessment of audit evidence'.

Professional scepticism is particularly relevant in areas that involve Administration assumptions and/or estimates. It is also critical when evaluating audit evidence to reduce the risk of the auditor:

- Overlooking unusual circumstances; and
- Over generalising when drawing conclusions from observations using inappropriate assumptions in determining the nature, timing and extent of evidence gathering procedures and evaluating the results thereof.

11 SIGNIFICANT RISK AREAS

Using the 30 June 2020 financial report as a guide and referring to the RSM calculated materiality amount and risk assessment, RSM has identified the following potential significant risk areas for the current financial year:

Significant risk area	30 June 2020 \$	30 June 2019 \$
Revenue and receivables cycle		
Rates	7,342,404	6,861,475
Operating grants, subsidies and contributions	6,890,842	6,374,913
Fees and charges	4,028,832	3,874,461
Trade receivables (current and non-current)	3,824,167	4,178,303
Purchases and payment cycle		
Material and contracts	8,349,534	4,247,735
Property, Plant and Equipment (additions)	-	1,369,661
Infrastructure (additions)	4,090,009	9,362,389
Fixed assets cycle		
Property, Plant and Equipment	45,666,420	47,124,029
Infrastructure	149,684,526	163,369,168

11.1 Revenue and receivables cycle

Reasons why RSM considers this area a significant risk

Revenue is measured by considering multiple elements, for example rates transactions are calculated by the application of a rate in the dollar to the Gross Rental Value (**GRV**) or Unimproved Value (**UV**), which is in turn determined by dividing the required rate collection amount by the total valuations on the roll. GRV's and UV's vary between the various property types, such as mining and pastoral. The GRV / UV is supplied by Landgate. Furthermore, rates revenue represents a significant portion of the Shire's annual operating income and is an important revenue stream in terms of the Shire's cash flows.

Fees and charges are a material amount and is measured by the application of an annual charge to rateable land supplied with specified services. For example, community amenities and recreation and culture fees. There are also further complexities with the application of the eligible pensioners rebate scheme. In addition, further complexity and risk is associated with the requirement for the Shire to comply with Part 6, Division 6 'Rates and service charges' of the Act.

Grants are a material amount and is measured by the application of AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities*, which require the Shire's judgement and assessment in line with the relevant contract / agreement.

Based on the above complexities, and the high risk of management override, revenue recognition for fees and charges and grants is considered significant risk.

RSM audit response

RSM audit procedures will include, among other things, assessment of the Shire's effectiveness of key internal controls operating within the revenue cycle, including application controls. RSM will perform a walkthrough of the key management controls over the revenue cycle and test key management controls. RSM will review, on a sample basis, the reconciliations and calculation of fees and compare these against historical results. In order to assess the completeness of recording revenue in the correct accounting period, RSM will perform revenue cut-off testing and review credit notes. RSM will also ensure all revenue streams have been recognised in accordance with AASB 15 or AASB 1058.

To determine the existence of the receivable balance and the recoverability thereof as at 30 June 2021, and the impact on the Shire's assessment of its expected credit loss calculation, RSM will review receivables balances on a sample basis and perform subsequent receipt testing. Furthermore, we will perform analytical procedures on rates through detailed comparison with prior year balances and budget forecasts. RSM will also determine if the disclosures in the notes to the financial report related to the Shire's revenue recognition policy are appropriate.

11.2 Purchases and payment cycle

Reasons why RSM considers this area a significant risk

All procurement made by the Shire is subject to the requirements of the Act and Part 4 of the *Local Government (Functions and General) Regulations 1996 (Functions and General Regulations)*, which is the basis for the Shire's purchasing policy (**Policy**). The Act and the Functions and General Regulations are there to guide the Shire in delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Errors, uncertainty and unrealistic timelines can undermine market confidence, discredit a purchasing process and devalue the outcome of the procurement. Due to the strict and complex requirements of the Policy, including value for money, regulatory compliance, record management, transparency and professionalism, there is potential for insufficient knowledge of the Policy's requirements or failure to comply with the Policy.

RSM audit response

RSM will review the Shire's purchasing policies and assess the effectiveness of internal controls operating within the payment cycle. In addition, we will perform a walkthrough of the key management controls over the purchase and payment cycle, including tendering, and perform tests of control on key management controls over the purchase and payment cycle. Furthermore, we will perform analytical procedures on procurement through detailed comparison with prior year balances and budget forecasts. Our testing will include an evaluation of whether the Shire's purchasing activities have complied with the Act and the Functions and General Regulations.

11.3 Fixed assets cycle

Reasons why RSM considers this area a significant risk

Property, Plant and Equipment and Infrastructure respectively constituted 22% and 73% of the Shire's total assets as at 30 June 2020. Under regulation 17A of the Financial Management Regulations, the Shire's Plant and Equipment type assets are to be measured under the cost model whereas Property and Infrastructure is to be carried at fair value less accumulated depreciation and accumulated impairment losses. Under regulation 17(4) of the Financial Management Regulations, the Shire is required to revalue an asset:

- Whenever the local government believes the fair value of the asset is likely to be materially different from its carrying amount; and
- In any event, within a period of not more than 5 years after the day on which the asset was last valued or revalued.

Furthermore, in accordance with paragraph 9 of AASB 136 *Impairment of Assets*, the Shire is required to assess at reporting date whether there is any indication that an asset may be impaired.

RSM audit response

We will carry out internal control testing over the Shire's processes for determining inputs and assessing the assumptions and reasonableness of the valuation methodology used for fair value measurements and perform detailed substantive testing on a sample basis of the related fair value measurements. Where appropriate, we will obtain the third-party independent valuation reports commissioned by the Shire.

We will review the Shire's assessment that the fair value of Property and Infrastructure assets is not likely to be materially different from their carrying amounts and the Shire's consideration of any potential impairment indicators. This will include a review of the infrastructure assets due for valuation in 2021.

12 OTHER CRITICAL DISCLOSURES IN THE FINANCIAL REPORT

RSM will also audit the following critical disclosures in the financial report:

12.1 Related party disclosures

The Shire is subject to the requirements of AASB 124 *Related Party Disclosures*. The Standard requires disclosures for senior officers' compensation and certain transactions with related parties. A review will be conducted to ensure proper accounting and disclosure of related party transactions and executive remuneration.

Further, section 7.12AL of the Act applies section 17 of the *Auditor General Act 2006* to a local government, which requires the Shire to advise the Auditor General in writing of details of all related entities that are in existence.

RSM audit response:

We will review the disclosures and supporting material to ensure compliance with AASB 124. We will also assess the Shire's internal controls around the identification and proper disclosure of related party transactions and director / executive remuneration.

12.2 Financial ratios

Under regulation 50 of the Financial Management Regulations, the annual report is to include financial ratios. Financial ratios are designed to enable users of annual financial reports to interpret more clearly the Shire's performance and financial results as well as provide a comparison of trends over several years.

These indicators provide a measure of the financial sustainability of local governments and complement the national criteria endorsed by the Local Government and Planning Ministers' Council. They provide for a comprehensive tool for monitoring the financial sustainability of local governments.

RSM audit response:

We will obtain and audit the ratios to assess compliance with regulation 50 of the Financial Management Regulations.

12.3 Capital and other commitments for expenditure

The Shire must disclose in the financial statements its capital and other commitments relating to future asset construction and replacements.

RSM audit response:

We will check the underlying calculations and review the evidence to support the amounts disclosed.

12.4 Reserve accounts

The Shire has established several reserve accounts under section 6.11 of the Act for the purpose of setting aside money for a specific purpose to be used in a future period. Cash reserves are required to be held in separate bank accounts. Although reserve accounts are aggregated in the statement of financial position, they are segregated in the notes to the financial statements as restricted (reserve funds).

RSM audit response:

RSM will review the reserve account reconciliations and test that the transfers to and from these accounts are in accordance with the specific purpose of the reserve.

12.5 Major land transactions

Regulation 46 of the Financial Management Regulations prescribes the disclosure requirement for major land transactions. The information to be disclosed by the Shire is set out in regulation 47 and includes:

- Details of the total income and expenditure for the transaction; and
- Details of the amount or value of any surplus of money or assets.

RSM audit response:

RSM will review the financial records of the Shire to assess whether all major land transactions have been identified and disclosed in accordance with regulation 47.

13 CONTROLS

13.1 Internal control

Internal controls are systems, policies and procedures that help an entity reliably and cost effectively meet its objectives. Sound internal controls enable the delivery of reliable, accurate and timely external and internal reporting. The Shire is responsible for developing and maintaining its internal control framework to enable:

- Preparation of accurate financial records and other information;
- Timely and reliable external and internal reporting;
- Appropriate safeguarding of assets; and
- Prevention or detection and correction of errors and other irregularities.

The annual financial audit enables RSM to form an opinion on the Shire's financial report. An integral part of this, and a requirement of Australian Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment*, is to assess the adequacy of an organisation's internal control framework and governance processes related to its financial reporting. While this understanding has a significant impact on our audit strategy, our audit of the Shire's financial report is not designed to assess, nor do we provide an opinion on, the effectiveness of internal controls.

We focus on the internal controls relating to financial reporting and assess whether the Shire has managed the risk that the financial report will not be complete and accurate. Poor controls diminish Administration's ability to achieve the organisation's objectives and comply with relevant legislation. They also increase the risk of fraud.

During our planning procedures we will gain an understanding of the following components of internal control:

- Control environment
- Risk assessment procedures
- Information systems
- Control activities
- Monitoring procedures

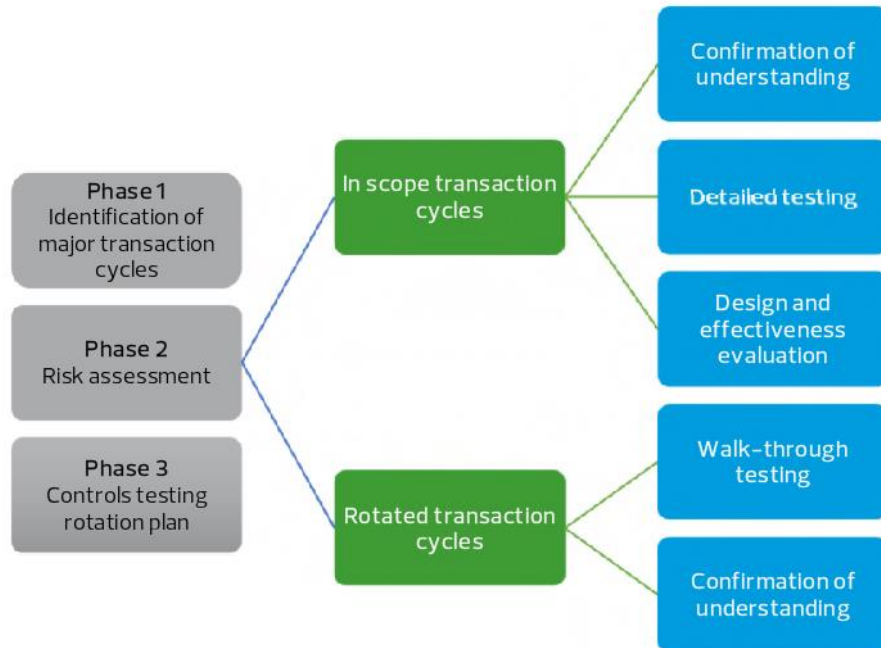
Our preliminary assessment of the internal control framework may indicate that the internal controls are likely to be effective in preventing or detecting and correcting material misstatements in the financial report. In these circumstances we would plan to place reliance on the key internal controls relating to the material components in the financial report to support our audit opinion.

13.2 Significant changes to internal controls

The Shire advised that there are no significant changes to internal controls for the 2021 financial year to date.

13.3 Rotation approach

In accordance with our rotational controls testing approach, we will conduct a risk assessment for each major transaction cycle during our initial engagement year. The risk assessment is benchmarked against our knowledge of each transaction cycle within the local government sector. Using the risk assessment, we design a control testing rotation plan that will bring certain transaction cycles into audit scope each year. Those cycles not in scope will be subject to our normal walkthrough procedures and confirmation of our understanding of the key controls.



During the current audit, we will use a rotation approach to test the design and effectiveness of key controls used in a sample of major transaction cycles linked to significant risk areas. Some transaction cycles will be rotated out and not subject to design and effectiveness testing. Instead, we will update our understanding of the controls and confirm our understanding using walk-through procedures.

RSM audit response:

During the current year audit, RSM will be testing controls over payroll and rotating out testing over the purchases cycle.

14 FRAUD RISK

Under Australian Auditing Standard ASA 240 *The Auditor's Responsibility Relating to Fraud in an Audit of a Financial Report*, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial report because of fraud and error.

Although ASA240 sets out the principles and procedures we must follow, the primary responsibility for the prevention and detection of fraud and error rests with Council and the CEO. Council and the CEO is responsible for maintaining accounting records and controls designed to prevent and detect fraud and error, and for the accounting policies and estimates inherent in the financial report.

Our audit procedures on fraud risk include the following:

- Forward a copy of the fraud control checklist for self-assessment to the Shire's Administration prior to our final audit visit. The checklist allows us to make inquiries of Administration, to obtain its understanding of the risk of fraud within the Shire and to determine whether Administration have any knowledge of fraud that has been perpetrated on or within the entity. We will review the fraud control self-assessment by the Shire;
- Review the Shire's fraud control procedures in place to reduce the risk of fraud occurring within the entity, including the Shire's code of conduct;
- Understand the Shire's fraud control environment;
- Understand the business rationale for significant or unusual transactions;
- Review current accounting estimates for biases;
- Review the appropriateness of year end accounting adjustments;
- Make enquiries of those charged with governance and others within the Shire;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of audit procedures to be performed as individuals within the entity who are familiar with the audit procedures normally performed on engagements may be more able to conceal fraudulent financial reporting; and
- Understand the Shire's journal entry process and testing journal entries posted including the authorisation of journals.

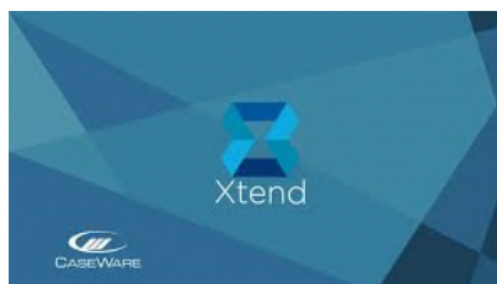
15 OTHER AUDIT MATTERS

15.1 Audit preparation checklists

To assist the Shire to gather and collate the necessary audit information and documentation, we will issue in advance of each audit visit an electronic Interim Audit Preparation Checklist and a Final Audit Preparation Checklist utilising CaseWare Xtend.

The benefits of CaseWare Xtend include:

- Securely request, file and store sensitive data within the audit engagement.
- Collaborate and communicate in real time, allowing for a more adaptable and transparent workflow.
- Manage requests in one centralised location that is readily accessible.
- Track the status of audit requests.



CaseWare Xtend will facilitate the delivery of an efficient audit and help to minimise interruptions to the Shire's staff.

We have found this facility to be very useful and clients have appreciated the savings in time and reduced disturbance by auditors during the audit fieldwork.

15.2 Internal audit

The Shire is not planning to perform any internal audit during the year ending 30 June 2021.

15.3 Important changes in governance, management or internal control environments

The Shire has advised that, other than those matters mentioned in the APM, there are no other major changes to its governance, management or internal control environment that may significantly impact the 30 June 2021 financial report.

15.4 Cumulative knowledge of accounting and computer systems and any expected changes

The Shire has represented that they are not aware of any significant changes to the accounting or computer systems.

16 INVOLVEMENT OF INFORMATION SYSTEMS AUDIT SPECIALIST

The financial management systems being used by the local government entities is varied, but there is a general reliance on "Synergy Soft". In some circumstances the information systems are integrated, whereas in others they are separate and rely on manual transfer of data between systems.

Due to the varying degree of financial system integration at each local government, RSM has assessed the information system environment as being sophisticated and we will engage an Information System Auditor (ISA) specialist to assess the risk of material misstatement imposed by the Information Technology (IT) environment at each local government.

The audit procedures conducted by the ISA will be:

- Testing general IT controls around system access and testing controls over computer operations within specific applications which are required to be operating correctly to mitigate the risk of misstatement in the financial statements;
- Reviewing the key controls around change management related to significant IT systems.

RSM complies with Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment*. Our approach to information systems audit is to obtain an understanding of the information system, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than transactions, that are significant to the financial statements.

17 TIMETABLE

Phase	Task	Indicative timeframe ⁽¹⁾	Action
Planning	Pre-planning meeting to review and update the overall audit approach and plan	30 April 2021	RSM
	Issue draft APM to the Shire for commentary	3 May 2021	RSM
	Entrance meeting with the Audit Committee, the Shire's Administration, OAG and RSM for the presentation and discussion of final APM	20 May 2021	RSM OAG Shire
Interim audit fieldwork	Issuing of Interim Audit Preparation Checklist to the Shire	10 May 2021	RSM
	Based on risk assessment, performance of cyclical controls testing, walkthrough of major business cycles and review of key reconciliation procedures for the 10 months ended 30 April 2021	31 May 2021	RSM
	Assessment of status of Management Letter points raised for the prior year		
Interim audit reporting	Interim audit findings meeting with the Shire's Administration, OAG and RSM to discuss any significant control matters surrounding the major transaction cycles and content of the management letter, if any	14 June 2021	RSM OAG Shire
	Issue the draft Interim Audit Management Letter (if any) for the year ending 30 June 2021 to the OAG for consideration and comment	17 June 2021	RSM OAG
	Issue of the draft Interim Audit Management Letter (if any) to the Shire for consideration and comment.	23 June 2021	RSM Shire
	Return of draft Interim Audit Management Letter (if any) to RSM with commentary	5 July 2021	Shire
	Issue the Interim Audit Management Letter (if any) to the OAG	6 July 2021	RSM
Draft financial report	The Shire submits proforma financial report to RSM for review and comment. This will be in the form of the statutory model with the previous year's actuals displayed.	19 July 2021	Shire
	Shire to submit draft financial report as per the Act deadline.	27 September 2021	Shire

Phase	Task	Indicative timeframe ⁽¹⁾	Action
Final audit fieldwork	Issuing of Final Audit Preparation Checklist	30 July 2021	RSM
	Provision of trial balance as at 30 June 2021 to RSM	20 September 2021	Shire
	The Shire provides all information listed in the Final Audit Preparation Checklist	24 September 2021	Shire
	Performance of substantive tests for revenue and expenditure cycles for the 2 months ended 30 June 2021	28 September – 1 October 2021	RSM
	Performance of substantive tests for balance sheet accounts as at year end		
	Review of audit file by OAG	Early October 2021	OAG
Final audit reporting	Final audit findings meeting with the Shire's Administration, OAG and RSM to discuss any significant accounting issues and findings (if any) noted during the final audit. If there are significant, unresolved matters, then a meeting will also be held with the Audit Committee.	8 October 2021	RSM OAG Shire
	Issue the draft Final Audit Management Letter (if any) for the year ended 30 June 2021 to the OAG for consideration and comment	13 October 2021	RSM OAG
	Issue the draft Final Audit Management Letter (if any) for the year ended 30 June 2021 to the Shire for consideration and comment	15 October 2021	RSM Shire
	Return draft Final Audit Management Letter (if any) for the year ended 30 June 2021 to RSM with commentary	25 October 2021	Shire
	Issue the Final Audit Management Letter to the OAG	26 October 2021	RSM
	Preparation of OAG Signing Review Memorandum	27 October 2021	RSM
	Review of audit file by OAG	29 October 2021	OAG
	Audit Closing Report issued	2 November 2021	RSM
	Final audit exit meeting with Shire	11 November 2021	RSM OAG Shire
	Issue final Management Representation Letter and approve Financial Report	12 November 2021	Shire
	Independent Contract Auditor's Report issued	12 November 2021	RSM

Phase	Task	Indicative timeframe ⁽¹⁾	Action
	OAG to sign and issue the Audit Report	Within 5 working days of receiving the signed financial statements and reporting from RSM.	OAG

⁽¹⁾ The above dates are tentative at this stage and are subject to amendment as a result of staff availability from the Shire due to any COVID-19 restrictions.

18 APPENDIX A: ADDITIONAL INFORMATION CONTACTS

David Wall	Kellie Tonich
RSM Australia	Office of the Auditor General
Level 32, Exchange Tower	7th Floor, Albert Facey House
2 The Esplanade	469 Wellington Street
Perth Western Australia 6000	Perth Western Australia 6000
Tel: +61 8 9261 9387	Tel: +61 8 6557 7525

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network.

Each member of the RSM network is an independent accounting and consulting firm each of which practices in its own right. The RSM network is not itself a separate legal entity of any description in any jurisdiction.

The RSM network is administered by RSM International Limited, a company registered in England and Wales (company number 4040598) whose registered office is at 11 Old Jewry, London EC2R 8DU.

The brand and trademark RSM and other intellectual property rights used by members of the network are owned by RSM International Association, an association governed by article 60 et seq of the Civil Code of Switzerland whose seat is in Zug.

© RSM International Association

rsm.com.au

Liability limited by a scheme approved under professional standards legislation



7.2 STATEMENT OF FINANCIAL ACTIVITY - APRIL 2022

File Number: 5179

Author: Alan Thornton, Acting Director of Corporate Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Information

SUMMARY

This report has been compiled to fulfil the statutory reporting requirements of the *Local Government Act 1995* (Act) and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 30 April 2022.

DISCLOSURE OF ANY INTEREST

NIL.

BACKGROUND

Pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* (the Regulations), a Local Government is 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 Shires Financial Reports are produced in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* as amended. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires that Local Governments produce a monthly statement of financial activity and such other supporting information as is considered relevant by the Local Government.

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

STATUTORY ENVIRONMENT

Section 34 of the Local Government (Financial Management) Regulations 1996 provides:

34. Financial activity statement required each month (Act s. 6.4)

- (1) *A Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*

- (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
- (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) *such other supporting information as is considered relevant by the Local Government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
- (b) *by program; or*
- (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
- (b) *recorded in the minutes of the meeting at which it is presented.*

Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

AF14 – Significant Accounting Policies

AF18 – Sundry Debtors Collection

AF19 – Outstanding Rates Collection

FM4 – Reserve Accounts

FM7 – Cash Flow Management

FM8 – Investments

FINANCIAL IMPLICATIONS

Expenditure for the period ending has been incurred in accordance with the 2021/22 Annual Budget as adopted by Council at its meeting held 31 August 2021 (Minute No. 100/21 refers) budget parameters, which have been structured on financial viability and sustainability principles.

Details of any budget variation in excess of \$30,000 (year to date) follow. There are no other known events which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

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
<p>Financial:</p> <p>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 streams 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.</p>	Possible	Major	High	Risk assessments have been completed in relation to a number of higher level financial matters. The timely and accurate completion of monthly financial reporting enabling Council to make fully informed decisions is a control that assists in addressing this risk.

CONSULTATION

Internal consultation within the Corporate Services Department.

External consultation with Moore Stephens.

In accordance with section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Community Plan, prepared under section 5.56 of the *Local Government Act 1995*.

COMMENT

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

Attached to the Agenda is a copy of:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature and Type

Notes related to –

- Significant Accounting Policies
- Net Current Financial Position
- Capital – Acquisition, Funding and Disposal
- Cash and Investments
- Budget Amendments
- Trust Fund Movements
- Material Variances
- Grants and Contributions
- Rating Information
- Cash Backed Reserves
- Receivables
- Payables; and
- Summary Graphs.

Comments are required for variances that are more than 10% of budget or \$30,000 whichever is the greater.

At the time of preparing the attached financials the Annual Financial Report has not been finalised and therefore the surplus from 2020/21, as displayed, may change due to year end and audit adjustments.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Management Information Report**
2. **Monthly Financial Statements - 30 April 2022**

COMMITTEE RESOLUTION AC43/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee recommends Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 30th April 2022.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

Management Information Report
Period Ending 30 April 2022

MANAGEMENT COMMENTS

Issue	Priority	Management Comments
Although we acknowledge a significant provision for impairment exists, the debtors aged trial balance includes invoices totalling \$372,580 outstanding for over 90 days, and debtors with credit balances totalling \$56,116.	Medium	Outstanding debts are being reviewed as a priority and have been identified as debts under negotiation, currently in liquidation process, on payment arrangement with the Shire, or have been sent to CS Legal for further legal action.
Asset register does not reconcile to the general ledger.	Medium	This is a priority item. Once the 30 June 2021 Financial Statements have been finalised the asset register for this financial year can be activated allowing for disposal of the vehicle to be processed.
As the disposal of the vehicle has not been processed through the asset register no profit or loss has been recognised on this sale. Proceeds from the sale of vehicle has been fully recognised as other income.	Medium	This is a priority item. Once the 30 June 2021 Financial Statements have been finalised the asset register for this financial year can be activated allowing for disposal of the vehicle to be processed.
Depreciation has not been processed in 2021/22.	Low	2020/2021 Assets totals is yet to be finalised, therefore, Depreciation for July 2021 won't be applied completion of 2020/21 Annual Financial Report.
At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report for 30 June 2021 has not been finalised, therefore the closing surplus may change from the current \$5,789,478 due to year end and audit adjustments.	Low	Awaiting completion of 2020/21 Annual Financial Report.

**Moore Australia**

Level 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000
PO Box 5785, St Georges Terrace, WA
6831

T +61 8 9225 5355
F +61 8 9225 6181

www.moore-australia.com.au

10 May 2022

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

Dear Amanda

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 30 APRIL 2022

We advise we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 30 April 2022 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial statements 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.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

COMMENTS/SUGGESTIONS

Attached is a list of comments/suggestions derived from compiling the statement of financial activity and other end of month review services.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 16 – Explanation of Material Variances by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

In the Management Information Report which follows, we have raised matters we wish to draw to management's attention.

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

Yours sincerely

A handwritten signature in black ink, appearing to read "Russell Barnes".

Russell Barnes
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
Management Information Report**

Period Ending
30 April 2022

Topic	Item	First Identified	Explanation	Action Required	Priority
Subsidiary ledgers	Outstanding	April 2022	Although we acknowledge a significant provision for impairment exists, the debtors aged trial balance includes invoices totalling \$372,580 outstanding for over 90 days, and debtors with credit balances totalling \$56,116.	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 debtors with credit balances be investigated and remedied.	Medium
Asset Reconciliation	Reconciliation	December 2021	Asset register does not reconcile to the general ledger.	We recommend investigating and rectifying variances between classes and overall balances	Medium
Disposal of Asset	Proceeds allocation	July 2021	As the disposal of the vehicle has not been processed through the asset register no profit or loss has been recognised on this sale. Proceeds from the sale of vehicle has been fully recognised as other income.	We recommend a disposal be processed through the asset register and the profit/loss on sale be recognised.	Medium
Operating expenditure	Depreciation	July 2021	Depreciation has not been processed in 2021/22.	When the 2020/21 Annual Financial Statements have been finalised depreciation will be processed.	Low
Funding Surplus	Closing Surplus	April 2022	At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report for 30 June 2021 has not been finalised, therefore the closing surplus may change from the current \$5,789,478 due to year end and audit adjustments.	None required.	Low

Approval:  Russell Barnes, Director

Page 1

Date of Issue: 10 May 2022

**Moore Australia**

Level 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000
PO Box 5785, St Georges Terrace, WA
6831

T +61 8 9225 5355
F +61 8 9225 6181

www.moore-australia.com.au

10 May 2022

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

Dear Amanda

COMPILATION REPORT TO THE SHIRE OF DERBY/WEST KIMBERLEY

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Derby/West Kimberley, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 April 2022. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF DERBY/WEST KIMBERLEY

The Shire of Derby/West Kimberley are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Derby/West Kimberley we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Derby/West Kimberley provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Derby/West Kimberley. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

A handwritten signature in black ink, appearing to read 'Russell Barnes'.

Russell Barnes
Director
[Moore Australia \(WA\) Pty Ltd](http://www.moore-australia.com.au)

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.

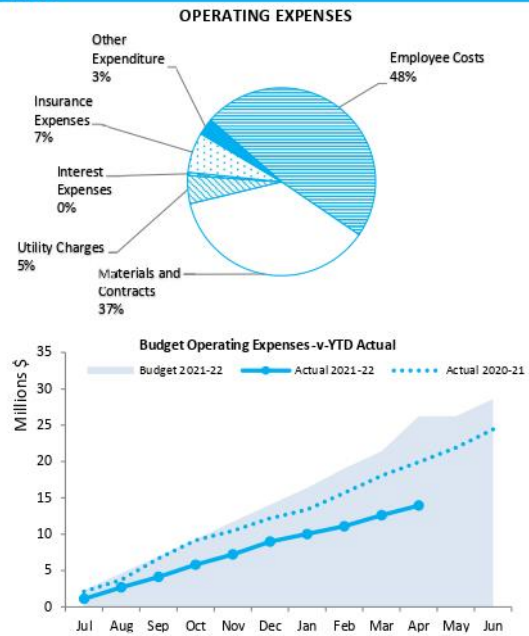
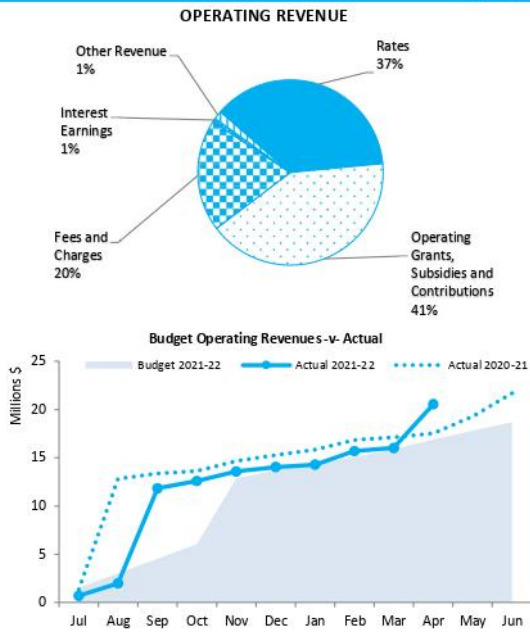
SHIRE OF DERBY-WEST KIMBERLEY**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 April 2022****LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Receivables	11
Note 4 Other Current Assets	12
Note 5 Payables	13
Note 6 Rate Revenue	14
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	19
Note 10 Cash Reserves	20
Note 11 Other Current Liabilities	21
Note 12 Operating grants and contributions	22
Note 13 Non operating grants and contributions	23
Note 14 Trust Fund	24
Note 15 Budget Amendments	25
Note 16 Explanation of Material Variances	28

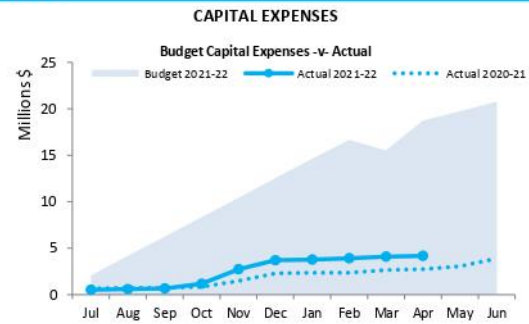
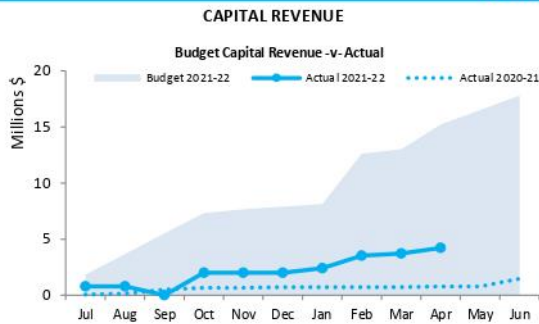
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2022**

SUMMARY INFORMATION - GRAPHS

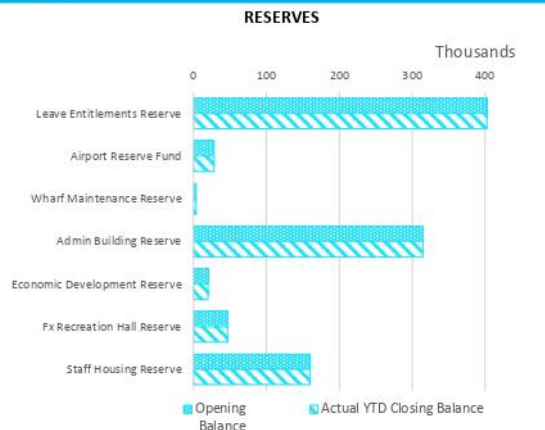
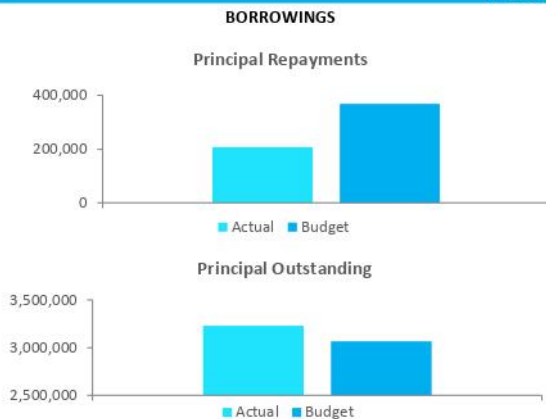
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



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

Please refer to the compilation report

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2022**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.79 M	\$5.79 M	\$5.79 M	\$0.00 M
Closing	\$0.00 M	\$1.98 M	\$12.24 M	\$10.26 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$12.68 M	% of total
Unrestricted Cash	\$11.70 M	92.3%
Restricted Cash	\$0.98 M	7.7%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$1.38 M	% Outstanding
Trade Payables	\$0.97 M	
0 to 30 Days		62.9%
30 to 90 Days		19.8%
Over 90 Days		17.2%

Refer to Note 5 - Payables

Receivables		
	\$2.72 M	% Collected
Rates Receivable	\$1.69 M	74.7%
Trade Receivable	\$1.03 M	
30 to 90 Days		22.1%
Over 90 Days		32.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.78 M)	(\$0.93 M)	\$6.60 M	\$7.54 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$7.63 M	% Variance
YTD Actual	\$7.63 M	
YTD Budget	\$7.62 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$8.47 M	% Variance
YTD Actual	\$8.47 M	
YTD Budget	\$5.01 M	69.1%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$4.01 M	% Variance
YTD Actual	\$4.01 M	
YTD Budget	\$3.96 M	1.4%

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)
(\$2.86 M)	(\$2.85 M)	\$0.05 M	\$2.90 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$0.00 M	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.09 M	0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$4.17 M	% Spent
YTD Actual	\$4.17 M	
Amended Budget	\$20.76 M	20.1%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$4.22 M	% Received
YTD Actual	\$4.22 M	
Amended Budget	\$17.81 M	23.7%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.15 M)	(\$0.02 M)	(\$0.21 M)	(\$0.18 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.21 M
Interest expense	\$0.08 M
Principal due	\$3.23 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$0.98 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

Please refer to the compilation report

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2022**

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

Administration and operation of facilities and services to members of council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

To provide an operational framework for environmental and community health.

Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and environmental health administration.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Year round care, housing for the aged and educational services.

HOUSING

Help ensure adequate housing.

Management and maintenance of staff and rental housing.

COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collections, recycling, refuse site operations, litter control, administration of the town planning scheme, cemetery operations, public toilet facilities, sewerage and protection of the environment.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which help the social well being of the community.

Maintenance and operation of the Town Hall, the aquatic centre, recreation centre, library, community arts program, cultural activities and various services.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, bridges, footpaths, street lighting, traffic management and airport. Purchase and disposal of Council's road plant, parking control and police licensing.

ECONOMIC SERVICES

To help promote the Shire and its economic well being.

Building control, saleyards, tourism and area promotion, standpipes and pest control.

OTHER PROPERTY AND SERVICES

To monitor and control the Shire's overheads operating accounts.

Private works operations, plant repairs and operation costs, stock and materials, property leases and rental, salaries and wages for council employees.

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 4

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	5,789,478	5,789,478	5,789,478	0	0.00%	
Operating Activities							
Revenue from operating activities							
Governance		3,750	3,120	1,023	(2,097)	(67.21%)	
General purpose funding - general rates	6	7,623,369	7,623,369	7,625,881	2,512	0.03%	
General purpose funding - other		3,438,611	2,865,470	6,920,915	4,055,445	141.53%	▲
Law, order and public safety		163,950	136,560	37,287	(99,273)	(72.70%)	▼
Health		697,566	618,284	450,143	(168,141)	(27.19%)	▼
Education and welfare		1,089,770	908,130	516,143	(391,987)	(43.16%)	▼
Housing		108,800	90,650	104,680	14,030	15.48%	
Community amenities		2,512,000	2,097,300	2,462,359	365,059	17.41%	▲
Recreation and culture		408,923	340,690	240,962	(99,728)	(29.27%)	▼
Transport		2,515,000	2,095,820	2,063,132	(32,688)	(1.56%)	
Economic services		57,000	47,490	87,865	40,375	85.02%	▲
Other property and services		82,504	68,740	44,608	(24,132)	(35.11%)	
		18,701,243	16,895,623	20,554,998	3,659,375		
Expenditure from operating activities							
Governance		(1,670,237)	(1,391,670)	(1,146,705)	244,965	17.60%	▲
General purpose funding		(434,987)	(332,450)	(264,362)	68,088	20.48%	▲
Law, order and public safety		(801,263)	(670,960)	(472,341)	198,619	29.60%	▲
Health		(1,495,859)	(1,248,460)	(945,648)	302,812	24.25%	▲
Education and welfare		(984,542)	(820,270)	(727,104)	93,166	11.36%	▲
Housing		(611,445)	(509,070)	(268,293)	240,777	47.30%	▲
Community amenities		(4,063,777)	(3,386,230)	(2,233,301)	1,152,929	34.05%	▲
Recreation and culture		(6,734,572)	(5,251,440)	(3,905,301)	1,346,139	25.63%	▲
Transport		(10,076,538)	(8,385,140)	(3,080,897)	5,304,243	63.26%	▲
Economic services		(1,307,943)	(1,089,780)	(869,967)	219,813	20.17%	▲
Other property and services		(429,593)	(357,668)	(36,268)	321,400	89.86%	▲
		(28,610,756)	(23,443,138)	(13,950,187)	9,492,951		
Non-cash amounts excluded from operating activities	1(a)	7,131,200	5,613,350	0	(5,613,350)	(100.00%)	▼
Amount attributable to operating activities		(2,778,313)	(934,165)	6,604,811	7,538,976		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	17,806,828	14,413,960	4,220,143	(10,193,817)	(70.72%)	▼
Proceeds from disposal of assets	7	90,400	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(20,760,553)	(17,266,130)	(4,171,507)	13,094,623	75.84%	▲
Amount attributable to investing activities		(2,863,325)	(2,852,170)	48,636	2,900,806		
Financing Activities							
Transfer from reserves	10	221,000	184,160	0	(184,160)	(100.00%)	▼
Repayment of debentures	9	(368,840)	(207,360)	(207,360)	0	0.00%	
Amount attributable to financing activities		(147,840)	(23,200)	(207,360)	(184,160)		
Closing funding surplus / (deficit)	1(c)	0	1,979,943	12,235,565			

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$30,000 or 10.00% whichever is the greater.

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

Note: General purpose funding - other revenue includes \$4,402,913 relating to the 2022/2023 Financial Assistance Grant allocation.

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 5

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 30 APRIL 2022****REVENUE****RATES**

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS**EXPENSES****EMPLOYEE COSTS**

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 6

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	5,789,478	5,789,478	5,789,478	0	0.00%	
Operating Activities							
Revenue from operating activities							
Rates	6	7,623,369	7,623,369	7,625,881	2,512	0.03%	
Operating grants, subsidies and contributions	12	5,967,451	5,009,804	8,473,684	3,463,880	69.14%	▲
Fees and charges		4,744,169	3,957,290	4,011,565	54,275	1.37%	
Interest earnings		225,000	187,490	139,246	(48,244)	(25.73%)	▼
Other revenue		141,254	117,670	304,622	186,952	158.88%	▲
		18,701,243	16,895,623	20,554,998	3,659,375		
Expenditure from operating activities							
Employee costs		(9,599,698)	(8,000,760)	(6,720,462)	1,280,298	16.00%	▲
Materials and contracts		(9,156,157)	(7,563,668)	(5,115,993)	2,447,675	32.36%	▲
Utility charges		(930,029)	(771,160)	(677,355)	93,805	12.16%	▲
Depreciation on non-current assets		(7,131,200)	(5,613,350)	0	5,613,350	100.00%	▲
Interest expenses		(135,801)	(113,150)	(76,706)	36,444	32.21%	▲
Insurance expenses		(1,169,363)	(974,100)	(967,254)	6,846	0.70%	
Other expenditure		(488,508)	(406,950)	(392,417)	14,533	3.57%	
		(28,610,756)	(23,443,138)	(13,950,187)	9,492,951		
Non-cash amounts excluded from operating activities	1(a)	7,131,200	5,613,350	0	(5,613,350)	(100.00%)	▼
Amount attributable to operating activities		(2,778,313)	(934,165)	6,604,811	7,538,976		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	17,806,828	14,413,960	4,220,143	(10,193,817)	(70.72%)	▼
Proceeds from disposal of assets	7	90,400	0	0	0	0.00%	
Payments for property, plant and equipment	8	(20,760,553)	(17,266,130)	(4,171,507)	13,094,623	75.84%	▲
Amount attributable to investing activities		(2,863,325)	(2,852,170)	48,636	2,900,806		
Financing Activities							
Transfer from reserves	10	221,000	184,160	0	(184,160)	(100.00%)	▼
Repayment of debentures	9	(368,840)	(207,360)	(207,360)	0	0.00%	
Amount attributable to financing activities		(147,840)	(23,200)	(207,360)	(184,160)		
Closing funding surplus / (deficit)	1(c)	0	1,979,943	12,235,565			

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

Note: Operating grants, subsidies and contributions include \$4,402,913 relating to the 2022/2023 Financial Assistance Grant allocation.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2022**

BASIS OF PREPARATION

BASIS OF PREPARATION

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

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

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

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.

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 10 May 2022

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items 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.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Add: Depreciation on assets		7,131,200	5,613,350	0
Total non-cash items excluded from operating activities		7,131,200	5,613,350	0

(b) Adjustments to net current assets in the Statement of Financial Activity

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.

		Last Year Closing 30 June 2021	This Time Last Year 30 April 2021	Year to Date 30 April 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(975,801)	(975,801)	(975,801)
Add: Borrowings	9	368,839	156,712	161,479
Add: Provisions - employee	11	402,441	0	402,441
Total adjustments to net current assets		(204,521)	(819,089)	(411,881)

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

Current assets				
Cash and cash equivalents	2	8,934,223	5,995,709	12,679,922
Rates receivables	3	435,298	2,478,602	1,693,428
Receivables	3	1,383,715	751,992	1,031,524
Other current assets	4	32,395	69,684	44,339
Less: Current liabilities				
Payables	5	(2,843,249)	(1,504,430)	(1,382,390)
Borrowings	9	(368,839)	(156,712)	(161,479)
Contract liabilities	11	(227,553)	(341,905)	(227,553)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	11	(773,724)	0	(452,078)
Provisions	11	(578,267)	(516,871)	(578,267)
Less: Total adjustments to net current assets	1(b)	(204,521)	(819,089)	(411,881)
Closing funding surplus / (deficit)		5,789,478	5,956,980	12,235,565

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash On Hand	Cash and cash equivalents	1,750	0	1,750	0	Cash on hand	Nil	Nil
Municipal Bank Account	Cash and cash equivalents	7,634,452	0	7,634,452	0	ANZ	Variable	Nil
CBA Bank Acc - Fitzroy Deposits	Cash and cash equivalents	103,552	0	103,552	0	CBA	Nil	Nil
Municipal Investment Account	Cash and cash equivalents	3,964,367	0	3,964,367	0	ANZ	Variable	Nil
Reserve Bank Account	Cash and cash equivalents	0	975,801	975,801	0	ANZ	0.10%	May-22
Trust Cash at Bank	Cash and cash equivalents	0	0	0	295,981	ANZ	Nil	Nil
Total		11,704,121	975,801	12,679,922	295,981			
Comprising								
Cash and cash equivalents		11,704,121	975,801	12,679,922	295,981			
		11,704,121	975,801	12,679,922	295,981			

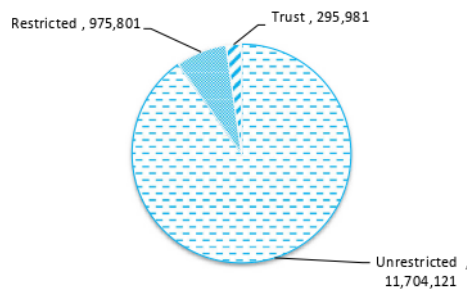
KEY INFORMATION

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 and bank overdrafts. 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.

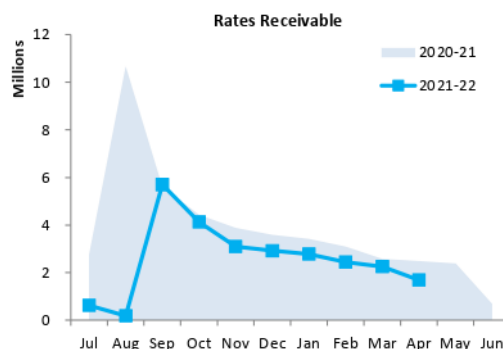


Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2021	30 Apr 2022
	\$	\$
Gross rates in arrears previous year	2,399,614	903,848
Levied this year	9,109,209	7,625,881
Less - collections to date	(10,604,975)	(6,367,751)
Gross rates collectable	903,848	2,161,978
Allowance for impairment of rates receivable	(468,550)	(468,550)
Net rates collectable	435,298	1,693,428
% Collected	92.1%	74.7%

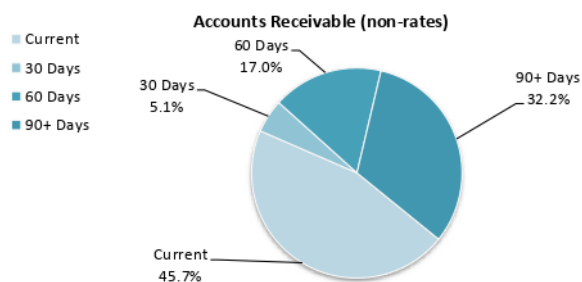


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(56,116)	530,193	59,429	197,362	372,991	1,103,859
Percentage		45.7%	5.1%	17%	32.2%	
Balance per trial balance						
Sundry receivable						1,103,859
GST receivable						93,094
Increase in Allowance for impairment of receivables from contracts with customers						(367,835)
Rates pensioner rebates						6,989
Prepayments						195,417
Total receivables general outstanding						1,031,524

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 April 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel, oil and materials on hand	32,395	75,083	(63,139)	44,339
Total other current assets	32,395	75,083	(63,139)	44,339

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.

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 12

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

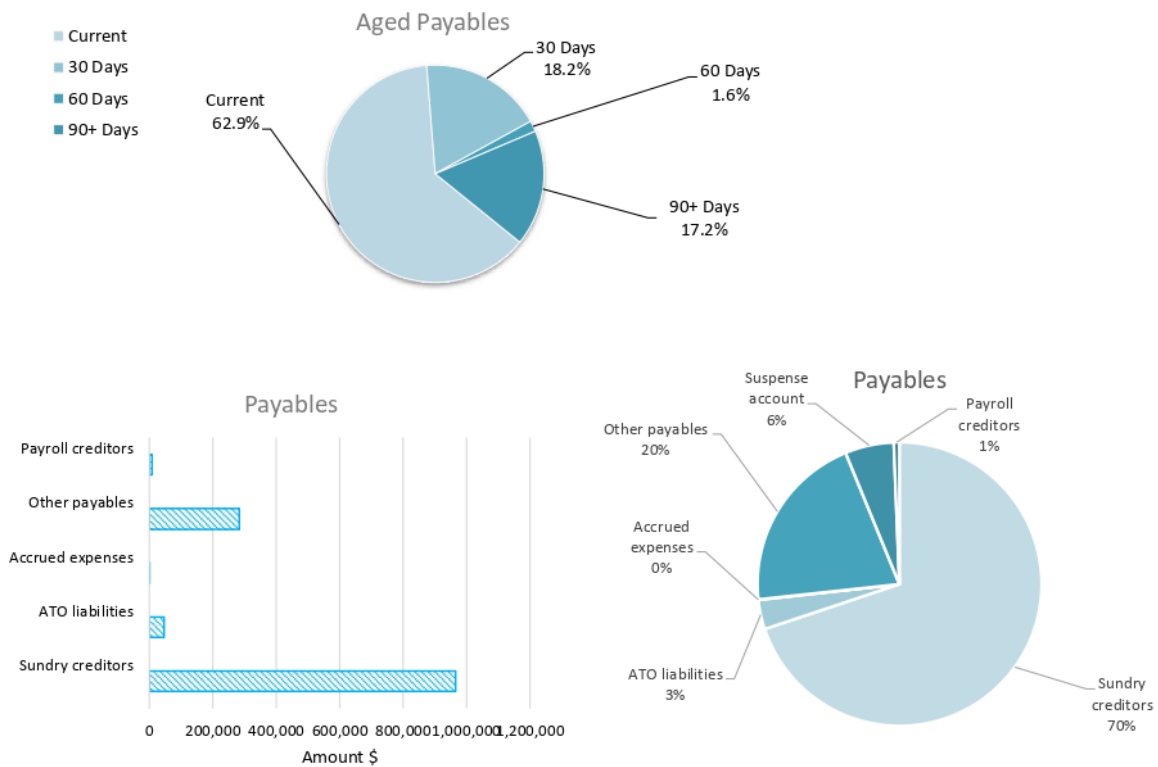
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	607,518	176,212	15,601	166,409	965,740
Percentage		62.9%	18.2%	1.6%	17.2%	
Balance per trial balance						
Sundry creditors						965,740
ATO liabilities						46,521
Accrued expenses						899
Other payables						283,698
Suspense account						76,799
Payroll creditors						8,733
Total payables general outstanding						1,382,390

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Please refer to the compilation report

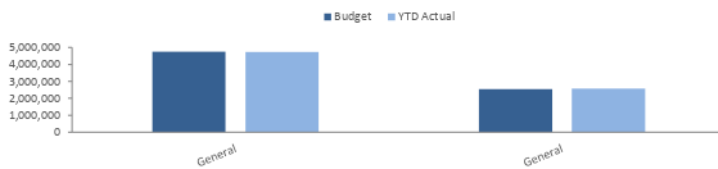
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General	0.1291	1,674	36,744,228	4,744,966	5,000	5,000	4,754,966	4,740,772	(4,203)	(24)	4,736,545
Unimproved value											
General	0.0728	141	35,686,982	2,542,603	0	0	2,542,603	2,604,957	6,584	(35,207)	2,576,334
Sub-Total		1,815	72,431,210	7,287,569	5,000	5,000	7,297,569	7,345,729	2,381	(35,231)	7,312,879
Minimum payment	Minimum \$										
Gross rental value											
General	1,320	220	1,156,032	290,400	0	0	290,400	289,080	(3,042)	0	286,038
Unimproved value											
General	610	140	332,296	85,400	0	0	85,400	86,720	(610)	0	86,110
Sub-total		360	1,488,328	375,800	0	0	375,800	375,800	(3,652)	0	372,148
Discount							(50,000)				(59,146)
Total general rates							7,623,369				7,625,881

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

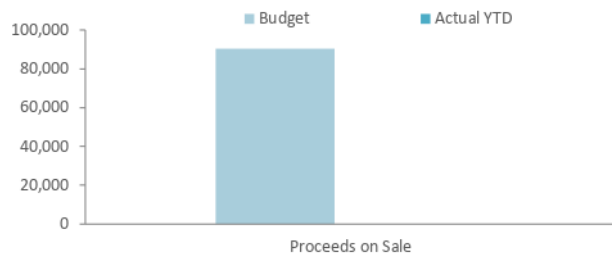


Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment Law, order, public safety								
	Plant and equipment	90,400	90,400	0	0	0	0	0	0
		90,400	90,400	0	0	0	0	0	0



Please refer to the compilation report

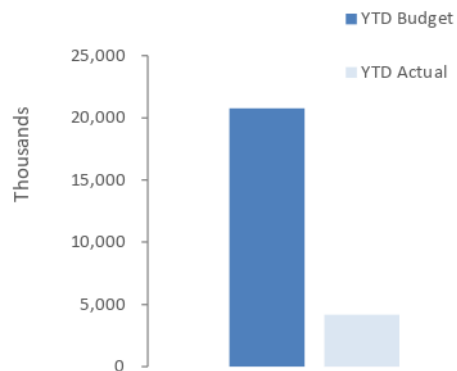
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	689,864	536,500	303,876	(232,624)
Plant & Equipment	1,063,754	890,610	347,338	(543,272)
Infrastructure Roads	16,787,116	13,989,200	2,716,748	(11,272,452)
Infrastructure Footpaths	365,660	304,720	201,190	(103,530)
Infrastructure Drainage	278,372	231,970	299,600	67,630
Infrastructure Parks & Ovals	10,000	8,330	13,779	5,449
Infrastructure - Wharf	251,060	209,210	50,530	(158,680)
Infrastructure Other	1,314,727	1,095,590	238,446	(857,144)
Payments for Capital Acquisitions	20,760,553	17,266,130	4,171,507	(13,094,623)
Total Capital Acquisitions	20,760,553	17,266,130	4,171,507	(13,094,623)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	17,806,828	14,413,960	4,220,143	(10,193,817)
Other (disposals & C/Fwd)	90,400	0	0	0
Cash backed reserves				
Admin Building Reserve	221,000	184,160	0	(184,160)
Contribution - operations	2,642,325	2,668,010	(48,636)	(2,716,646)
Capital funding total	20,760,553	17,266,130	4,171,507	(13,094,623)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



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

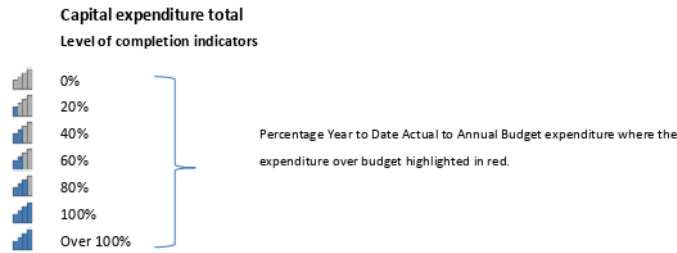
Account Description		Amended		Year to Date Actual	Variance (Under)/Over	
		Current Budget	Year to Date Budget			
Capital Expenditure						
Buildings						
	4040110	MEMBERS - Building (Capital)	20,000	16,660	13,093	(3,567)
	4080710	WELFARE - Building (Capital)	50,000	41,660	0	(41,660)
	4110110	HALLS - Building (Capital)	0	0	2,909	2,909
	4110210	SWIM AREAS - Building (Capital)	18,880	15,730	12,656	(3,074)
	4110310	REC - Other Rec Facilities Building (Capital)	8,984	7,480	0	(7,480)
	4110610	HERITAGE - Building (Capital)	202,000	168,330	136,856	(31,474)
	4120110	ROADC - Building (Capital)	65,000	57,490	13,800	(43,690)
	4120610	AERO - Building (Capital)	75,000	20,830	0	(20,830)
	4120710	WATER - Building (Capital)	90,000	75,000	53,454	(21,546)
	4130210	TOUR - Building (Capital)	125,000	104,160	55,516	(48,644)
	4140210	ADMIN - Building (Capital)	35,000	29,160	15,592	(13,568)
	Buildings Total		689,864	536,500	303,876	(232,624)
Plant & Equipment						
	4040130	MEMBERS - Plant & Equipment (Capital)	124,000	103,330	124,308	20,978
	4050230	ANIMAL - Plant & Equipment (Capital)	25,000	25,000	875	(24,125)
	4050330	OLOPS - Plant & Equipment (Capital)	134,066	111,720	0	(111,720)
	4070730	OTH HEALTH - Plant & Equipment (Capital)	0	0	65,193	65,193
	4110530	LIBRARY - Plant & Equipment (Capital)	20,000	16,660	12,827	(3,833)
	4120630	AERO - Plant & Equipment (Capital)	39,996	33,330	0	(33,330)
	4130230	TOUR - Plant & Equipment (Capital)	0	0	22,111	22,111
	4140230	ADMIN - Plant and Equipment (Capital)	20,000	16,660	20,821	4,161
	4140330	PWO - Plant and Equipment (Capital)	700,692	583,910	101,203	(482,707)
	Plant & Equipment Total		1,063,754	890,610	347,338	(543,272)
Infrastructure Roads						
	4120142	ROADC - Roads Outside BUA - Gravel - Council Funded	1,167,000	972,480	43,947	(928,533)
	4120144	ROADC - Roads Built Up Area - Roads to Recovery	495,000	412,490	159,206	(253,284)
	4120146	ROADC - Roads Outside BUA - Gravel - Roads to Recovery	336,000	279,990	139,917	(140,073)
	4120148	ROADC - Roads Built Up Area - Regional Road Group	750,000	624,980	0	(624,980)
	4120156	ROADC - Roads Built Up Area - Flood Damage	0	0	144,287	144,287
	4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	13,810,000	11,508,330	2,169,947	(9,338,383)
	4120163	ROADC - Roads LRCI - Gravel Roads (Capital)	229,116	190,930	59,444	(131,486)
	Infrastructure Roads Total		16,787,116	13,989,200	2,716,748	(11,272,452)
Infrastructure Footpaths						
	4120170	ROADC - Footpaths and Cycleways (Capital)	365,660	304,720	201,190	(103,530)
	Infrastructure Footpaths Total		365,660	304,720	201,190	(103,530)
Infrastructure Drainage						
	4120165	ROADC - Drainage Built Up Area (Capital)	278,372	231,970	299,600	67,630
	Infrastructure Drainage Total		278,372	231,970	299,600	67,630
Infrastructure Parks & Ovals						
	4110370	REC - Infrastructure Parks & Gardens (Capital)	10,000	8,330	13,779	5,449
	Infrastructure Parks & Ovals Total		10,000	8,330	13,779	5,449

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 17

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



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

	Account Description	Amended		Year to Date Actual	Variance (Under)/Over
		Current Budget	Year to Date Budget		
	Infrastructure - Wharf				
	4120790 WATER - Infrastructure Other (Capital)	251,060	209,210	50,530	(158,680)
	Infrastructure - Wharf Total	251,060	209,210	50,530	(158,680)
	Infrastructure Other				
	4050390 OLOPS - Infrastructure Other (Capital)	66,557	55,460	40,320	(15,140)
	4100790 COM AMEN - Infrastructure Other (Capital)	339,730	283,100	162,248	(120,852)
	4120190 ROADC - Infrastructure Other (Capital)	743,440	619,530	0	(619,530)
	4120690 AERO - Infrastructure Other (Capital) - Aerodromes	5,000	4,170	5,880	1,710
	4130290 TOUR - Infrastructure Other (Capital)	160,000	133,330	29,998	(103,332)
	Infrastructure Other Total	1,314,727	1,095,590	238,446	(857,144)
	Grand Total	20,760,553	17,266,130	4,171,507	(13,094,623)

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Loan 136 - Staff Housing	136	75,276	0	0	11,556	23,491	63,720	51,785	2,432	4,489
Loan 146 - Staff Housing	146	564,880	0	0	48,289	48,289	516,591	516,591	35,004	35,004
Loan 148 - Staff Housing	148	262,622	0	0	9,362	18,934	253,260	243,688	5,896	11,581
Transport										
Loan 145 - Wharf Fenders and boat ran	145	193,395	0	0	13,294	27,044	180,101	166,351	6,643	12,829
Loan 152 - Refinance Derby Airport Infr:	152	1,721,515	0	0	94,439	189,695	1,627,076	1,531,820	14,891	28,965
Loan 151 - Fitzroy Airport Infrastructure	151	289,395	0	0	18,718	37,719	270,677	251,676	4,370	8,457
Economic services										
Loan 149 - Derby visitors centre	149	328,278	0	0	11,702	23,668	316,576	304,610	7,370	14,476
Total		3,435,361	0	0	207,360	368,840	3,228,001	3,066,521	76,606	115,801
Current borrowings		368,840					161,479			
Non-current borrowings		3,066,521					3,066,522			
		3,435,361					3,228,001			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

OPERATING ACTIVITIES

NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Entitlements Reserve	402,441	0	0	0	0	0	0	402,441	402,441
Airport Reserve Fund	28,456	0	0	0	0	0	0	28,456	28,456
Wharf Maintenance Reserve	3,721	0	0	0	0	0	0	3,721	3,721
Admin Building Reserve	314,511	0	0	0	0	(221,000)	0	93,511	314,511
Economic Development Reserve	19,936	0	0	0	0	0	0	19,936	19,936
Fx Recreation Hall Reserve	46,771	0	0	0	0	0	0	46,771	46,771
Staff Housing Reserve	159,965	0	0	0	0	0	0	159,965	159,965
	975,801	0	0	0	0	(221,000)	0	754,801	975,801

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 20

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
	1 July 2021				30 April 2022
	\$		\$	\$	\$
Other current liabilities					
Other liabilities					
- Contract liabilities	227,553	0	0	0	227,553
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	773,724	0	0	(321,646)	452,078
Total other liabilities	1,001,277	0	0	(321,646)	679,631
Provisions					
Provision for annual leave	306,559	0	0	0	306,559
Provision for long service leave	271,708	0	0	0	271,708
Total Provisions	578,267	0	0	0	578,267
Total other current liabilities	1,579,544	0	0	(321,646)	1,257,898

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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 benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD Budget	YTD Revenue
	1 July 2021		(As revenue)	30 Apr 2022	30 Apr 2022	Revenue		Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	2,251,703	1,876,410	5,182,823
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	590,342	491,950	1,290,874
GEN PUR - Financial Assistance Grant - Aboriginal	0	0	0	0	0	351,666	293,050	216,500
Law, order, public safety								
ESL SES - Operating Grant	0	0	0	0	0	10,000	8,330	0
ESL BFB - Operating Grant	0	0	0	0	0	8,000	6,660	0
OLOPS - Grants	0	0	0	0	0	70,000	58,330	0
Health								
PEST - Grants	0	0	0	0	0	5,467	4,550	5,467
OTH HEALTH - Grants	0	0	0	0	0	650,000	578,684	423,153
Education and welfare								
WELFARE - Grants	180,400	0	0	180,400	180,400	909,370	757,800	516,043
Community amenities								
COM AMEN - Grants	10,000	0	0	10,000	10,000	10,000	8,330	0
Recreation and culture								
LIBRARY - Grant - Regional Library Services	0	0	0	0	0	1,500	1,250	1,500
LIBRARY - Other Grants	0	0	0	0	0	4,923	4,100	4,922
OTH CUL - Grants - Other Culture	13,813	0	0	13,813	13,813	30,000	25,000	0
REC - Grants	0	0	0	0	0	30,000	25,000	0
HERITAGE - Grants	23,340	0	0	23,340	23,340	0	0	0
Transport								
ROADC - Roads to Recovery Grant	0	0	0	0	0	0	0	283,375
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	303,000	252,500	0
ROADC - Other Grants - Roads/Streets	0	0	0	0	0	362,000	301,660	303,508
	227,553	0	0	227,553	227,553	5,587,971	4,693,604	8,228,165
Operating contributions								
Governance								
OTH GOV - Reimbursements	0	0	0	0	0	0	0	1,023
General purpose funding								
RATES - Reimbursement of Debt Collection Costs	0	0	0	0	0	0	0	72,714
Law, order, public safety								
ANIMAL - Reimbursements	0	0	0	0	0	1,000	830	145
ANIMAL - Other Fees & Charges	0	0	0	0	0	0	0	80
FIRE - Reimbursements	0	0	0	0	0	0	0	14,026
Health								
HEALTH - Reimbursements	0	0	0	0	0	5,000	4,160	0
OTH HEALTH - Reimbursements	0	0	0	0	0	2,080	1,730	1,594
OTH HEALTH - Contributions & Donations	0	0	0	0	0	0	0	4,000
Education and welfare								
WELFARE - Other Income	0	0	0	0	0	180,400	150,330	0
Housing								
OTH HOUSE - Rental Reimbursements	0	0	0	0	0	0	0	2,946
Recreation and culture								
HERITAGE - Contributions & Donations	0	0	0	0	0	1,000	830	1,687
OTH CUL - Contributions & Donations - Other Cult.	0	0	0	0	0	50,000	41,660	3,410
REC - Reimbursements - Other Recreation	0	0	0	0	0	130,000	108,330	112,275
LIBRARY - Fees & Charges	0	0	0	0	0	0	0	(621)
LIBRARY - Reimbursements Lost Books	0	0	0	0	0	0	0	(75)
Transport								
AERO - Other Income Relating to Aerodromes	0	0	0	0	0	0	0	100
AERO - Reimbursements - Aerodromes	0	0	0	0	0	0	0	2,456
WATER - Reimbursements	0	0	0	0	0	0	0	6,350
Economic services								
TOUR - Project Other (Souvenir Sales)	0	0	0	0	0	0	0	(140)
TOUR - Grants	0	0	0	0	0	0	0	13,636
Other property and services								
PRIVATE - Private Works Income	0	0	0	0	0	10,000	8,330	9,770
ADMIN - Reimbursements	0	0	0	0	0	0	0	143
	0	0	0	0	0	379,480	316,200	245,519
TOTALS	227,553	0	0	227,553	227,553	5,967,451	5,009,804	8,473,684

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 22

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2021			30 Apr 2022	30 Apr 2022			
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
OLOPS - Grants	66,557	0	(40,319)	26,238	26,238	160,215	133,510	40,319
Education and welfare								
WELFARE - Grants	50,000	0	0	50,000	50,000	50,000	41,660	10,000
Community amenities								
COM AMEN - Grants	56,331	0	(800)	55,531	55,531	339,863	283,210	800
Recreation and culture								
REC - Grants	0	0	0	0	0	45,000	37,500	0
HERITAGE - Grants	136,856	0	(136,856)	0	0	244,263	203,540	136,856
Transport								
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	750,000	625,000	312,328
ROADC - Roads to Recovery Grant	0	0	0	0	0	1,020,000	425,000	0
ROADC - Other Grants - Roads/Streets	229,116	0	0	229,116	229,116	230,158	191,790	0
ROADC - Other Grants - Footpaths	92,734	0	(75,660)	17,074	17,074	290,387	241,980	75,660
ROADC - Other Grants - Aboriginal Roads	0	0	0	0	0	268,332	223,610	57,733
ROADC - Other Grants - Flood Damage	0	0	0	0	0	13,500,000	11,250,000	3,518,436
ROADM - Other Income	0	0	0	0	0	150,000	125,000	0
AERO - Grants - Aerodromes	19,785	0	0	19,785	19,785	375,000	312,500	0
WATER - Grants	104,864	0	(50,530)	54,334	54,334	101,130	84,260	50,530
Economic services								
TOUR - Grants	17,481	0	(17,481)	0	0	282,480	235,400	17,481
	773,724	0	(321,646)	452,078	452,078	17,806,828	14,413,960	4,220,143

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 23

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 14
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	Amount	Amount	Closing Balance
	1 July 2021	Received	Paid	30 Apr 2022
	\$	\$	\$	\$
Public open spaces	295,981	0	0	295,981
	295,981	0	0	295,981

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 24

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Increase in	Decrease in	Amended Budget Running Balance
				Available Cash	Available Cash	
				\$	\$	\$
	Budget adoption		Opening surplus	202,849		202,849
4120110	Construction - Street, Roads, Bridges & Depots	OCM Res. 129/21	Capital Expenses	0	(20,000)	182,849
2050104	FIRE - Training & Development	OCM Res. 129/21	Operating Expenses	0	(500)	182,349
2050109	FIRE - Travel & Accommodation	OCM Res. 129/21	Operating Expenses	0	(1,500)	180,849
2050113	FIRE - Fire Prevention and Planning	OCM Res. 129/21	Operating Expenses	0	(8,000)	172,849
2050140	FIRE - Advertising & Promotion	OCM Res. 129/21	Operating Expenses	0	(2,000)	170,849
2050204	ANIMAL - Training & Development	OCM Res. 129/21	Operating Expenses	0	(3,500)	167,349
2050207	ANIMAL - Protective Clothing	OCM Res. 129/21	Operating Expenses	0	(1,000)	166,349
2050212	ANIMAL - Animal Destruction	OCM Res. 129/21	Operating Expenses	0	(1,000)	165,349
2050240	ANIMAL - Advertising & Promotion	OCM Res. 129/21	Operating Expenses	0	(1,000)	164,349
2050241	ANIMAL - Subscriptions & Memberships	OCM Res. 129/21	Operating Expenses	0	(500)	163,849
2050286	Animal Control	OCM Res. 129/21	Operating Expenses	0	(2,500)	161,349
4050230	Animal Control	OCM Res. 129/21	Capital Expenses	0	(25,000)	136,349
2070404	Preventative Services - Inspections/Admin	OCM Res. 129/21	Operating Expenses	0	(1,500)	134,849
2070416	Preventative Services - Inspections/Admin	OCM Res. 129/21	Operating Expenses	0	(5,500)	129,349
2070703	Uniforms	OCM Res. 129/21	Operating Expenses	0	(2,500)	126,849
2070715	Printing and Stationery	OCM Res. 129/21	Operating Expenses	0	(1,200)	125,649
2070786	Expensed Minor Asset Purchases	OCM Res. 129/21	Operating Expenses	0	(2,200)	123,449
2100252	Sanitation - Other	OCM Res. 129/21	Operating Expenses	0	(6,000)	117,449
3100620	Town Planning & Regional Development	OCM Res. 129/21	Operating Revenue	25,000	0	142,449
2110488	TV RADIO Facilities Building Operations	OCM Res. 129/21	Operating Expenses	0	(500)	141,949
2120213	Maintenance - Streets, Roads, Bridges & Depots	OCM Res. 129/21	Operating Expenses	0	(10,000)	131,949
3110711	Other Culture	OCM Res. 129/21	Operating Revenue	160,000	0	291,949
2110744	Other Culture	OCM Res. 129/21	Operating Expenses	0	(160,000)	131,949
3030130	Rates	OCM Res. 129/21	Operating Revenue	0	(55,145)	76,804
3030215	GEN PUR -Financial Assistance Grant-Aboriginal Access Roads	AC Res. 02/22	Operating Revenue	63,000	0	139,804
3110711	Other Culture	AC Res. 02/22	Operating Revenue	0	(160,000)	(20,196)
2110744	Other Culture	AC Res. 02/22	Operating Expenses	160,000	0	139,804
3130210	TOUR - Grants	AC Res. 02/22	Capital Revenue	160,000	0	299,804
4130290	TOUR - Infrastructure Other (Capital)	AC Res. 02/22	Capital Expenses	0	(160,000)	139,804
4040130	Members of Council	AC Res. 02/22	Capital Expenses	104,000	0	243,804
4040110	Members of Council	AC Res. 02/22	Capital Expenses	0	(104,000)	139,804
3100720	Other Community amenities	AC Res. 02/22	Operating Revenue	0	(277,000)	(137,196)
3100201	SAN OTH - Commercial Collection Charge (Additional)	AC Res. 02/22	Operating Revenue	95,000	0	(42,196)
3050310	OLOPS - Grant	AC Res. 02/22	Capital Revenue	40,319	0	(1,877)
2050105	FIRE - Recruitment	AC Res. 02/22	Operating Expenses	0	(2,500)	(4,377)
2050117	FIRE - Relief Ranger Services	AC Res. 02/22	Operating Expenses	0	(5,000)	(9,377)
2050200	ANIMAL - Employee Costs	AC Res. 02/22	Operating Expenses	15,000	0	5,623
2050204	ANIMAL - Training & Development	AC Res. 02/22	Operating Expenses	0	(10,000)	(4,377)
2050209	ANIMAL - Travel & Accommodation	AC Res. 02/22	Operating Expenses	10,000	0	5,623
2050212	ANIMAL - Animal Destruction	AC Res. 02/22	Operating Expenses	0	(2,570)	3,053
2050216	ANIMAL - Relief Ranger Services	AC Res. 02/22	Operating Expenses	0	(10,000)	(6,947)
2050387	OLOPS - Other Expenditure	AC Res. 02/22	Operating Expenses	0	(2,786)	(9,733)
2050530	ESL BFB - Insurances	AC Res. 02/22	Operating Expenses	0	(1,600)	(11,333)
3070421	HEALTH - Health Regulatory Licenses	AC Res. 02/22	Operating Revenue	0	(10,000)	(21,333)
3070510	PEST - Grants	AC Res. 02/22	Operating Revenue	1,050	0	(20,283)
2070400	HEALTH - Employee Costs	AC Res. 02/22	Operating Expenses	15,731	0	(4,552)
2070405	HEALTH - Recruitment	AC Res. 02/22	Operating Expenses	0	(1,711)	(6,263)
2070409	HEALTH - Travel & Accommodation	AC Res. 02/22	Operating Expenses	1,750	0	(4,513)
2070410	HEALTH - Motor Vehicle Expenses	AC Res. 02/22	Operating Expenses	5,150	0	637
2070411	HEALTH - Contract EHO	AC Res. 02/22	Operating Expenses	0	(15,000)	(14,363)
2070705	OTH HEALTH - Recruitment	AC Res. 02/22	Operating Expenses	0	(3,077)	(17,440)
2070787	OTH HEALTH - Other Expenses	AC Res. 02/22	Operating Expenses	0	(25,195)	(42,635)
2080700	WELFARE - Employee Costs	AC Res. 02/22	Operating Expenses	0	(90,170)	(132,805)
2080653	AGED OTHER - Events	AC Res. 02/22	Operating Expenses	2,000	0	(130,805)
2080704	WELFARE - Training & Development	AC Res. 02/22	Operating Expenses	0	(5,000)	(135,805)
2080720	WELFARE - Communication Expenses	AC Res. 02/22	Operating Expenses	4,500	0	(131,305)
2080754	WELFARE - Other Programs	AC Res. 02/22	Operating Expenses	0	(27,500)	(158,805)
2080789	WELFARE - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(10,000)	(168,805)
2090189	STF HOUSE - Staff Housing Building Maintenance	AC Res. 02/22	Operating Expenses	0	(14,000)	(182,805)

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Increase in	Decrease in	Amended Budget Running Balance
				Available Cash	Available Cash	
				\$	\$	\$
3100120	SAN - Domestic Refuse Collection Charges	AC Res. 02/22	Operating Revenue	197,866	0	15,061
3100121	SAN - Domestic Services (Additional)	AC Res. 02/22	Operating Revenue	94,924	0	109,985
2100117	SAN - General Tip Maintenance	AC Res. 02/22	Operating Expenses	35,000	0	144,985
2100120	SAN - Communication Expenses	AC Res. 02/22	Operating Expenses	0	(2,000)	142,985
3100200	SAN OTH - Commercial Collection Charge	AC Res. 02/22	Operating Revenue	4,442	0	147,427
3100201	SAN OTH - Commercial Collection Charge (Additional)	AC Res. 02/22	Operating Revenue	51,996	0	199,423
3100202	SAN OTH - Commercial Tipping Charge	AC Res. 02/22	Operating Revenue	124,500	0	323,923
2100652	PLAN - Consultants	AC Res. 02/22	Operating Expenses	0	(5,000)	318,923
2100711	COM AMEN - Cemetery Maintenance/Operations	AC Res. 02/22	Operating Expenses	0	(3,570)	315,353
3110610	HERITAGE - Grants	AC Res. 02/22	Capital Revenue	94,863	0	410,216
3110610	HERITAGE - Grants	AC Res. 02/22	Capital Revenue	54,400	0	464,616
3110220	SWIM AREAS - Admissions	AC Res. 02/22	Operating Revenue	20,000	0	484,616
2110520	LIBRARY - Communication Expenses	AC Res. 02/22	Operating Expenses	2,280	0	486,896
2110725	OTH CUL - Festival & Events	AC Res. 02/22	Operating Expenses	0	(19,717)	467,179
2110787	OTH CUL - Other Expenses	AC Res. 02/22	Operating Expenses	0	(10,000)	457,179
2110100	HALLS - Employee Costs	AC Res. 02/22	Operating Expenses	0	(21,000)	436,179
3110235	SWIM AREAS - Other Income	AC Res. 02/22	Operating Revenue	7,000	0	443,179
2110204	SWIM AREAS - Training & Conferences	AC Res. 02/22	Operating Expenses	0	(5,000)	438,179
3110510	LIBRARY - Grant - Regional Library Services	AC Res. 02/22	Operating Revenue	0	(2,872)	435,307
3110511	LIBRARY - Other Grants	AC Res. 02/22	Operating Revenue	4,923	0	440,230
2110509	LIBRARY - Travel & Accommodation	AC Res. 02/22	Operating Expenses	2,500	0	442,730
2110511	LIBRARY - Office Equipment Maintenance	AC Res. 02/22	Operating Expenses	0	(1,500)	441,230
2110512	LIBRARY - Book Purchases	AC Res. 02/22	Operating Expenses	1,500	0	442,730
2110521	LIBRARY - Information Technology	AC Res. 02/22	Operating Expenses	0	(2,280)	440,450
2110587	LIBRARY - Other Expenses	AC Res. 02/22	Operating Expenses	3,000	0	443,450
2110600	HERITAGE - Employee Costs	AC Res. 02/22	Operating Expenses	0	(19,000)	424,450
2110500	LIBRARY - Employee Costs	AC Res. 02/22	Operating Expenses	20,000	0	444,450
2110689	HERITAGE - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(4,321)	440,129
2110189	HALLS - Town Halls and Public Bldg Maintenance	AC Res. 02/22	Operating Expenses	3,200	0	443,329
2110200	SWIM AREAS - Salaries	AC Res. 02/22	Operating Expenses	21,000	0	464,329
2110209	SWIM AREAS - Travel & Accommodation	AC Res. 02/22	Operating Expenses	0	(3,500)	460,829
2110216	SWIM AREAS - Postage and Freight	AC Res. 02/22	Operating Expenses	1,000	0	461,829
2110252	SWIM AREAS - Consultants	AC Res. 02/22	Operating Expenses	18,000	0	479,829
2110288	SWIM AREAS - Building Operations	AC Res. 02/22	Operating Expenses	0	(8,000)	471,829
2110289	SWIM AREAS - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(14,000)	457,829
4110210	SWIM AREAS - Building (Capital)	AC Res. 02/22	Capital Expenses	0	(8,196)	449,633
2110316	REC - Postage and Freight	AC Res. 02/22	Operating Expenses	0	(3,295)	446,338
2110364	REC - Trails & Tracks Maintenance/Operations	AC Res. 02/22	Operating Expenses	0	(9,502)	436,836
2110365	REC - Parks & Gardens Maintenance/Operations	AC Res. 02/22	Operating Expenses	0	(22,900)	413,936
2110588	LIBRARY - Library Building Operations	AC Res. 02/22	Operating Expenses	3,000	0	416,936
2110665	HERITAGE - Maintenance/Operations	AC Res. 02/22	Operating Expenses	3,188	0	420,124
3110700	OTH CUL - Contributions & Donations - Other Culture	AC Res. 02/22	Operating Revenue	0	(45,000)	375,124
3110710	OTH CUL - Grants - Other Culture	AC Res. 02/22	Operating Revenue	0	(25,000)	350,124
3110735	OTH CUL - Other Income	AC Res. 02/22	Operating Revenue	0	(15,000)	335,124
2110704	OTH CUL - Training & Conferences	AC Res. 02/22	Operating Expenses	0	(2,500)	332,624
2110741	OTH CUL - Subscriptions & Memberships	AC Res. 02/22	Operating Expenses	0	(3,000)	329,624
4110610	HERITAGE - Building (Capital)	AC Res. 02/22	Capital Expenses	0	(107,136)	222,488
3120114	ROADC - Other Grants - Footpaths	AC Res. 02/22	Capital Revenue	75,660	0	298,148
3120710	WATER - Grants	AC Res. 02/22	Capital Revenue	50,530	0	348,678
3120130	ROADC - Other Grants - Flood Damage	AC Res. 02/22	Capital Revenue	0	(4,672,812)	(4,324,134)
4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	AC Res. 02/22	Capital Expenses	4,670,812	0	346,678
3120620	AERO - Airport Landing Fees & Charges	AC Res. 02/22	Operating Revenue	20,000	0	366,678
2120604	AERO - Training & Development	AC Res. 02/22	Operating Expenses	0	(24,750)	341,928
2120652	AERO - Consultants	AC Res. 02/22	Operating Expenses	0	(15,000)	326,928
2120685	AERO - Legal Expenses	AC Res. 02/22	Operating Expenses	0	(5,500)	321,428
2120665	AERO - Airstrip & Grounds Maintenance/Operations	AC Res. 02/22	Operating Expenses	5,000	0	326,428
4120690	AERO - Infrastructure Other (Capital) - Aerodromes	AC Res. 02/22	Capital Expenses	369,864	0	696,292
3120710	WATER - Grants	AC Res. 02/22	Capital Revenue	0	(54,400)	641,892
3120720	WATER - Fees & Charges	AC Res. 02/22	Operating Revenue	190,000	0	831,892
2120752	WATER - Consultants	AC Res. 02/22	Operating Expenses	0	(20,000)	811,892

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Increase in	Decrease in	Amended
				Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$
4120790	WATER - Infrastructure Other (Capital)	AC Res. 02/22	Capital Expenses	3,804	0	815,696
4120190	ROADC - Infrastructure Other (Capital)	AC Res. 02/22	Capital Expenses	0	(200,000)	615,696
2120234	ROADM - Street Lighting	AC Res. 02/22	Operating Expenses	0	(45,000)	570,696
2120235	ROADM - Traffic Signs/Equipment (Safety)	AC Res. 02/22	Operating Expenses	0	(7,000)	563,696
3120620	AERO - Airport Landing Fees & Charges	AC Res. 02/22	Operating Revenue	20,000	0	583,696
2120689	AERO - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(20,000)	563,696
4120610	AERO - Building (Capital)	AC Res. 02/22	Capital Expenses	25,000	0	588,696
4120170	ROADC - Footpaths and Cycleways (Capital)	AC Res. 02/22	Capital Expenses	0	(70,933)	517,763
4120165	ROADC - Drainage Built Up Area (Capital)	AC Res. 02/22	Capital Expenses	0	(278,372)	239,391
2130289	TOUR - Building Maintenance	AC Res. 02/22	Operating Expenses	16,000	0	255,391
3130210	TOUR - Grants	AC Res. 02/22	Capital Revenue	17,480	0	272,871
2140219	ADMIN - Information Technology Contract Services	AC Res. 02/22	Operating Expenses	0	(20,000)	252,871
2140221	ADMIN - Information Technology Other	AC Res. 02/22	Operating Expenses	0	(34,400)	218,471
2140252	ADMIN - Consultants	AC Res. 02/22	Operating Expenses	0	(136,318)	82,153
2140285	ADMIN - Legal Expenses	AC Res. 02/22	Operating Expenses	15,000	0	97,153
2140286	ADMIN - Expensed Minor Asset Purchases	AC Res. 02/22	Operating Expenses	0	(35,000)	62,153
2140288	ADMIN - Building Operations	AC Res. 02/22	Operating Expenses	57,650	0	119,803
2140289	ADMIN - Building Maintenance	AC Res. 02/22	Operating Expenses	4,000	0	123,803
4140210	ADMIN - Building (Capital)	AC Res. 02/22	Capital Expenses	17,000	0	140,803
2140400	POC - Internal Plant Repairs - Wages & O/Head	AC Res. 02/22	Operating Expenses	0	(109,997)	30,806
2140411	POC - External Parts & Repairs	AC Res. 02/22	Operating Expenses	0	(195,500)	(164,694)
2140418	POC - Expendable Tools / Consumables	AC Res. 02/22	Operating Expenses	10,000	0	(154,694)
2140328	PWO - Supervision	AC Res. 02/22	Operating Expenses	154,694	0	0
				7,556,425	(7,556,425)	0

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 16
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 2021-22 year is \$30,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
General purpose funding - other	4,055,445	141.53%	▲ FAGs Early Payment FY22/23			
Law, order and public safety	(99,273)	(72.70%)	▼ Timing		Timing	
Health	(168,141)	(27.19%)	▼ Timing			
Education and welfare	(391,987)	(43.16%)	▼ Timing			
Community amenities	365,059	17.41%	▲ Timing			
Recreation and culture	(99,728)	(29.27%)	▼ Timing			
Economic services	40,375	85.02%	▲ Timing			
Expenditure from operating activities						
Governance	244,965	17.60%	▲ Timing			
General purpose funding	68,088	20.48%	▲ Timing			
Law, order and public safety	198,619	29.60%	▲ Timing			
Health	302,812	24.25%	▲ Timing			
Education and welfare	93,166	11.36%	▲ Timing			
Housing	240,777	47.30%	▲ Timing			
Community amenities	1,152,929	34.05%	▲ Timing			
Recreation and culture	1,346,139	25.63%	▲ Timing			
Transport	5,304,243	63.26%	▲ Timing			
Economic services	219,813	20.17%	▲ Timing			
Other property and services	321,400	89.86%	▲ Timing			
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(10,193,817)	(70.72%)	▼		Timing of Anticipated Grants such as Flood, Damage and other roads not expended yet.	
Payments for property, plant and equipment and infrastructure	13,094,623	75.84%	▲	Timing of Anticipated Grants such as Flood, Damage and other roads not expended yet.		
Financing activities						
Transfer from reserves	(184,160)	(100.00%)	▼	Timing		

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 1

7.3 ACCOUNTS FOR PAYMENT - APRIL 2022

File Number: 5110 - Accounts Payable

Author: Somya Chaudhary, Finance Officer

Responsible Officer: Alan Thornton, Acting Director of Corporate Services

Authority/Discretion: Information

SUMMARY

For the Audit Committee to note the list of accounts paid under delegated authority during the month of April 2022.

DISCLOSURE OF ANY INTEREST

Nil.

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 –

- (a) if the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from those funds – by the CEO: or
- (b) otherwise, if the payment is authorised in advance by a resolution of the Council.

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
<p>Legal & Compliance:</p> <p>In accordance with section 6.8 of <i>the Local Government Act 1995</i>, a local government is not to incur expenditure from its municipal fund for an additional purpose</p>	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

except where the expenditure is authorised in advance by an absolute majority of Council.				
---	--	--	--	--

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 2021-22 Annual Budget as adopted by Council at its meeting held 31 August 2021 (Minute No. 100/21 refers) 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**APRIL 2022**

FUND	DETAILS	AMOUNT
MUNICIPAL ACCOUNT		
EFT Payments	EFT 53185 -53397	\$649,545.11
Municipal Cheques	CHQ	Nil
Direct Debits	Fees & Charges, Credit Card Payments, Payroll, Payroll Liabilities	\$757,178.71
Manual Cheques		Nil
TRUST ACCOUNT		
EFT Payments		Nil
Trust Cheques		Nil
TOTAL		\$1,406,723.82

Creditors Outstanding as at 30/04/2022

\$965,740.23

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. April 2022 - List of Paid Accounts
2. April 2022 - Credit Card Reconciliation

COMMITTEE RESOLUTION AC44/22

Moved: Cr Peter McCumstie

Seconded: Cr Geoff Haerewa

That the Audit Committee recommends that Council notes the list of accounts for April 2022 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling \$1,406,723.82.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

REPORT TO COUNCIL – APRIL 2022**EFT PAYMENTS – MUNI ACCOUNT**

CHEQUE NO	DATE	INVOICE DESCRIPTION	AMOUNT
EFT53223	08/04/2022	A & B TYRES	\$315.00
INV 41800	02/03/2022	WHEEL ALIGNMENT FOR 13KW	\$85.00
INV 41929	14/03/2022	SUPPLY BATTERY FOR 20KW	\$230.00
EFT53318	22/04/2022	A & B TYRES	\$1,535.00
INV 42049	25/03/2022	SUPPLY AND FIT/ALIGN TYRES FOR 36KW	\$385.00
INV 42080	31/03/2022	SUPPLY 2X FRONT TYRES FOR KW37	\$1,150.00
EFT53286	14/04/2022	ACUMENTIS (WA) PTY LTD	\$1,650.00
INV 2112008638.1	15/12/2021	PROFESSIONAL FEES FOR VALUATION REPORT	\$1,650.00
EFT53360	29/04/2022	AERODROME MANAGEMENT SERVICES PTY LTD	\$8,870.40
INV AMSINV-06636	01/04/2022	ASSET PLAN AND RUNWAY REPAIRS FOR FX AIRPORT	\$8,870.40
EFT53266	14/04/2022	ALFORD CONTRACTING	\$352.00
INV 0223	04/04/2022	RELOCATE NEW PLAQUES AT ENTRY OF DERBY AIRPORT	\$110.00
INV 0224	04/04/2022	REPAIRS TO WARDROBE SHELVING AND DOORS	\$242.00
EFT53187	01/04/2022	ALLWEST BUILDING APPROVALS	\$440.00
INV 8713	22/03/2022	CDC (BPU 4268)	\$220.00
INV 8718	24/03/2022	CDC (BPU 4270)	\$220.00
EFT53185	01/04/2022	ALTHAM PLUMBING CONTRACTORS	\$264.00
INV 13300	22/03/2022	EXCAVATE BURIAL PLOT	\$264.00
EFT53267	14/04/2022	ALTHAM PLUMBING CONTRACTORS	\$950.83
INV 13366	08/04/2022	REPAIRED THE FIRE HOSE LOCATED AT DERBY DEPOT	\$950.83
EFT53319	22/04/2022	ALTHAM PLUMBING CONTRACTORS	\$431.97
INV 13355	05/04/2022	EXCAVATE BURIAL PLOT	\$264.00
INV 13387	13/04/2022	REPAIRS TO BATHROOM TAPS AT STAFF HOUSING	\$167.97
EFT53361	29/04/2022	ALTHAM PLUMBING CONTRACTORS	\$369.12
INV 13408	20/04/2022	REPAIRS TO THE LAUNDRY TAPS AT STAFF HOUSING	\$369.12
EFT53263	08/04/2022	ANDREW JAMES TWADDLE	\$1,554.83
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$1,554.83
EFT53362	29/04/2022	ARAC REFRIGERATION & AIR CONDITIONING	\$1,553.89
INV 6271	20/04/2022	INSPECT AND REPORT ON DAMAGED AIR-CONDITIONING UNIT AT FXVC	\$317.63
INV 6329	21/04/2022	SUPPLY PARTS AND REPAIRS ON AIR-CONDITIONING UNITS AT STAFF HOUSING	\$1,236.26
EFT53268	14/04/2022	AUSTRALIA POST	\$587.80
INV 1011414487	03/04/2022	DERBY POSTAGE FOR MONTH OF MARCH 2022	\$587.80
EFT53186	01/04/2022	AUSTRALIAN SERVICES UNION	\$284.90
INV DEDUCTION	29/03/2022	PAYROLL DEDUCTIONS	\$284.90
EFT53269	14/04/2022	AUSTRALIAN SERVICES UNION	\$284.90
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$284.90
EFT53363	29/04/2022	AUSTRALIAN SERVICES UNION	\$284.90
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$284.90

EFT53285	14/04/2022	BELINDA WOOD	\$250.00
INV REIMB0604	06/04/2022	RETURN OF FUNDS FROM RECM RECEIPTS	\$250.00
EFT53320	22/04/2022	BLACKWOODS ATKINS - BROOME	\$99.13
INV BM5479DH	25/03/2022	SUPPLY 2X 400G YIELD AERO PENETRANT	\$99.13
EFT53367	29/04/2022	BOC LIMITED	\$277.11
INV 5005690389	31/03/2022	MONTHLY GAS CYLINDER CHARGES	\$277.11
EFT53270	14/04/2022	BOOEASY PTY LTD	\$438.90
INV 20943	06/04/2022	BOOKINGS MONTHLY FEE FOR MARCH 2022	\$438.90
EFT53226	08/04/2022	BP COLAC SERVICE STATION	\$280.00
INV 723827	22/03/2022	CATERING FOR GRANT WORKSHOPS ON 23/03/2022	\$280.00
EFT53365	29/04/2022	BROOME FLORIST	\$760.00
INV 243	20/04/2022	WREATHS FOR DERBY AND FX ANZAC DAY	\$760.00
EFT53322	22/04/2022	BROOME SHADE	\$5,912.00
INV 1512	13/04/2022	SUPPLY SHADE SAIL FOR DERBY TODDLERS POOL	\$5,912.00
EFT53212	01/04/2022	BROOME SUPERSTORE PTY LTD ATA HARVEY NORMAN BROOME	\$1,309.00
INV 161262	22/01/2022	1X HISENSE 243L REFRIGERATOR FOR COMMUNITY DEVELOPMENT, FX.	\$719.00
INV 161830	25/01/2022	2X 32A4G HISENSE HD SMART TV'S FOR FX SHORT STAY ACCOMMODATION	\$590.00
EFT53225	08/04/2022	BUILDING AND ENERGY	\$227.23
INV PERMIT3103	31/03/2022	BSL - MARCH 2022	\$227.23
EFT53271	14/04/2022	BUNUBA ABORIGINAL CORPORATION	\$48.00
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$48.00
EFT53366	29/04/2022	BUNUBA ABORIGINAL CORPORATION	\$399.30
INV 22019305	21/04/2022	WELCOME TO COUNTRY FOR FX ANZAC DAY 2022	\$399.30
EFT53323	22/04/2022	CARDNO WA PTY LTD	\$5,280.00
INV ICW225082	25/03/2022	UNDERTAKE ROAD SAFETY ASSESSMENT RSASX2 BLACKSPOT FUNDING	\$5,280.00
EFT53277	14/04/2022	CATALYST IT AUSTRALIA PTY LTD	\$792.00
INV 0244	01/04/2022	KOHA HOSTING FOR APRIL - JUNE 2022	\$792.00
EFT53188	01/04/2022	CATHERINE FEENEY	\$256.32
INV REIMB3003	30/03/2022	UTILITY SUBSIDY	\$256.32
EFT53353	22/04/2022	CHRISTIE MILDENHALL	\$225.50
INV REIMB2004	20/04/2022	STAFF REIMBURSEMENTS	\$225.50
EFT53368	29/04/2022	CIVIC LEGAL	\$6,179.25
INV 509610	31/03/2022	PROFESSIONAL FEES - LEASE EXTENSION	\$2,945.25
INV 509551	31/03/2022	PROFESSIONAL FEES - LEASE EXTENSION	\$3,234.00
EFT53195	01/04/2022	CLARENDON UNIT TRUST (DERBY LODGE & BACKPACKERS)	\$205.00
INV 1575	25/03/2022	COUNCILLOR ACCOMMODATION	\$205.00
EFT53233	08/04/2022	CLARENDON UNIT TRUST (DERBY LODGE & BACKPACKERS)	\$410.00
INV 1582	31/03/2022	STAFF ACCOMMODATION	\$410.00
EFT53281	14/04/2022	CLARENDON UNIT TRUST (DERBY LODGE & BACKPACKERS)	\$2,475.00
INV 1579	01/04/2022	STAFF ACCOMMODATION	\$2,475.00
EFT53330	22/04/2022	CLARENDON UNIT TRUST (DERBY LODGE & BACKPACKERS)	\$205.00
INV 1620	15/04/2022	COUNCILLOR ACCOMMODATION	\$205.00
EFT53393	29/04/2022	CLEANAWAY CO PTY LTD	\$7,636.78
INV 19094545	31/03/2022	PUBLIC BIN COLLECTION - MARCH 2022	\$7,636.78

EFT53189	01/04/2022	CMT BUILDING WA PTY LTD	\$650.71
INV 0104	01/03/2022	REPLACE LOCKWOOD MORTICE ENTRY DOOR AT FXVC	\$650.71
EFT53273	14/04/2022	CMT BUILDING WA PTY LTD	\$279.16
INV 0119	19/03/2022	SECURE PREMISES AND REPAIRS TO WINDOW AT FX LIBRARY	\$279.16
EFT53369	29/04/2022	CMT BUILDING WA PTY LTD	\$1,580.78
INV 0130	29/03/2022	REPAIRS TO DOORS AND ROOFING AT IGA PUBLIC TOILETS, FX	\$1,211.14
INV 0131	29/03/2022	REPAIRS TO CEILING CORNICES AT FXVC	\$369.64
EFT53205	01/04/2022	CONNECT CALL CENTRE SERVICES	\$329.62
INV 110272	15/03/2022	AFTER HOURS CALL CENTRE CHARGES - FEBRUARY 2022	\$329.62
EFT53275	14/04/2022	CROSSING AUTOMOTIVE SERVICES	\$121.00
INV 24712	11/11/0202	RETRIEVE VEHICLE 1EXC443 TO FX DEPOT FOR REPAIRS	\$121.00
EFT53219	01/04/2022	DEAN WILSON TRANSPORT PTY LTD	\$30.49
INV 20210096	30/03/2022	FREIGHT	\$30.49
EFT53327	22/04/2022	DEPT. OF CHILD PROTECTION & FAMILY SUPPORT	\$500.00
INV REIMB1904	19/04/2022	BOND REFUND FOR HIRE OF DERBY CIVIC CENTRE	\$500.00
EFT53191	01/04/2022	DEPUTY CHILD SUPPORT REGISTRAR	\$267.85
INV DEDUCTION	29/03/2022	PAYROLL DEDUCTIONS	\$267.85
EFT53276	14/04/2022	DEPUTY CHILD SUPPORT REGISTRAR	\$295.83
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$295.83
EFT53371	29/04/2022	DEPUTY CHILD SUPPORT REGISTRAR	\$295.83
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$295.83
EFT53193	01/04/2022	DERBY 4X4 & MARINE	\$1,276.89
INV 28993-50638	01/03/2022	SUPPLY 1X H11 GLOBE TO SUIT 3KW	\$31.52
INV 28999-50498	01/03/2022	SUPPLY CENTURY BATTERY TESTER	\$1,226.28
INV 29052-50684	08/03/2022	SUPPLY ENGINE BLOCK PLUG	\$19.09
EFT53230	08/04/2022	DERBY 4X4 & MARINE	\$1,006.01
INV 29085-50711	11/03/2022	SUPPLY SERPENTINE BELT FOR 8KW	\$65.99
INV 29121-50769	17/03/2022	SUPPLY 1X CHROME NUT FOR PRADO 01KW	\$12.87
INV 29124-50779	17/03/2022	SUPPLY CAB AIR FILTER FOR 11KW	\$34.55
INV 29129-50026	18/03/2022	REPAIRS TO SEAT PAD - 10KW	\$892.60
EFT53328	22/04/2022	DERBY 4X4 & MARINE	\$395.35
INV 29182-50756	24/03/2022	SUPPLY CAB AIR FILTERS	\$218.35
INV 29189-50186	25/03/2022	SUPPLY 1X OIL FILTER WRENCH	\$60.28
INV 29190-50815	25/03/2022	SUPPLY 1X SOCKET RR HUB	\$102.73
INV 29201-50889	28/03/2022	SUPPLY 1X ANGLED TRAILER SOCKET MOUNT BRACKET FOR 6KW	\$13.99
EFT53373	29/04/2022	DERBY 4X4 & MARINE	\$182.22
INV 29200-50888	28/03/2022	SUPPLY 1 X 12 PIN TRAILER SOCKET FOR 01KW	\$63.00
INV 29233-50906	31/03/2022	SUPPLY 1X MASS AIRFLOW SENSOR CLEANER	\$43.32
INV 29252-50915	01/04/2022	SUPPLY 1X LC1J FRONT WHEEL BEARING KIT FOR 14KW	\$75.90
EFT53192	01/04/2022	DERBY BUILDING SUPPLIES	\$2,432.00
INV 507789	04/03/2022	64 X 20KG BAGS PRE-MIX ASPHALT	\$1,216.00
INV 507790	04/03/2022	64 X 20KG BAGS PRE-MIX ASPHALT	\$1,216.00
EFT53229	08/04/2022	DERBY BUILDING SUPPLIES	\$6,071.37
INV 508055	09/03/2022	3X 27 LITRE CAPACITY WASTE BINS FOR AMENITY AREAS	\$61.41
INV 508376	14/03/2022	1X KEY KWIKSET DOMESTIC KS1	\$4.90

INV 508469	15/03/2022	2 X STIHL BRUSH CUTTERS	\$2,266.12
INV 508470	15/03/2022	3 X STIHL BRUSH CUTTER	\$3,399.18
INV 508471	15/03/2022	6X STIHL MOWING HEAD AUTO CUT 46-2 - CLAM PACKS	\$250.50
INV 508472	15/03/2022	SUPPLY CLEANING PRODUCTS FOR STREET MAINTENANCE	\$96.94
INV DISCOUNTS	31/03/2022	UNALLOCATED DISCOUNTS TO BE CREDITED	-\$7.68
EFT53326	22/04/2022	DERBY BUILDING SUPPLIES	\$2,600.36
INV 509167	25/03/2022	SUPPLY MATERIALS AND SIGNAGE FOR POOL MAINTENANCE	\$168.36
INV 509196	25/03/2022	128 X 20KG BAGS PRE-MIX ASPHALT	\$2,432.00
EFT53372	29/04/2022	DERBY BUILDING SUPPLIES	\$351.42
INV 509529	31/03/2022	1X STIHL FS360 CARBURETTOR	\$190.32
INV 509940	06/04/2022	6X ALPINE WILLOW 5L INSULATED WATER BOTTLES	\$161.10
EFT53279	14/04/2022	DERBY BUS SERVICE PTY LTD	\$187.00
INV 19679	31/03/2022	BME - DER GENERAL FREIGHT	\$187.00
EFT53194	01/04/2022	DERBY FUELS	\$1,360.00
INV 198595	04/03/2022	CATERING FOR YOUTH SERVICES LATE NIGHT PROGRAM - 03/03/2022	\$1,360.00
EFT53231	08/04/2022	DERBY FUELS	\$1,807.95
INV 893393	11/03/2022	30.00 L ULP FOR SMALL PLANT USE	\$70.35
INV 893397	11/03/2022	100.01 L ULP FOR SMALL PLANT USE	\$234.52
INV 199196	11/03/2022	CATERING FOR YOUTH SERVICES LATE NIGHT PROGRAM - 10/03/2022	\$1,360.00
INV 895170	18/03/2022	59 L ULP 91 FOR 1HMJ-659	\$143.08
EFT53280	14/04/2022	DERBY FUELS	\$100.00
INV 890806	02/03/2022	46.84 L DIESEL FOR PLANT	\$100.00
EFT53329	22/04/2022	DERBY FUELS	\$3,001.10
INV 199690	22/03/2022	CATERING FOR YOUTH SERVICES LATE NIGHT PROGRAM - 17/03/2022	\$1,405.00
INV 897305	25/03/2022	97.36 L ULP FOR SMALL PLANT USE	\$236.10
INV 897710	28/03/2022	CATERING FOR YOUTH SERVICES LATE NIGHT PROGRAM - 24/03/2022	\$1,360.00
EFT53374	29/04/2022	DERBY FUELS	\$3,400.94
INV 898075	29/03/2022	58.12 L ULP 91 FOR 1HMJ-659	\$140.94
INV 899545	04/04/2022	CATERING FOR THE DERBY POLICE - EVENT HELD ON 02/04/2022	\$1,900.00
INV 200689	04/04/2022	CATERING FOR YOUTH SERVICES LATE NIGHT PROGRAM - 31/03/2022	\$1,360.00
EFT53198	01/04/2022	DERBY HARDWARE MITRE10	\$399.00
INV 10552152	08/03/2022	1X LOW PROFILE TROLLEY JACK	\$399.00
EFT53235	08/04/2022	DERBY HARDWARE MITRE10	\$1,322.26
INV 10552334	11/03/2022	1X PNEUMATIC ENGRAVING PEN	\$349.00
INV 10552465	15/03/2022	4X5PK STANLEY BLADE SCRAPERS	\$30.52
INV 10552554	17/03/2022	4X MCNAUGHT 60LT OIL PUMP	\$687.98
INV 10552555	17/03/2022	SUPPLY 24X SAFETY VESTS WITH REFLECTOR TAPE	\$254.76
EFT53283	14/04/2022	DERBY HARDWARE MITRE10	\$197.64
INV 10552769	21/03/2022	36 X 12V BATTERY FOR REMOTE CONTROLLERS FOR DERBY DEPOT GATES	\$197.64
EFT53335	22/04/2022	DERBY HARDWARE MITRE10	\$2,676.97
INV 10552928	24/03/2022	RETICULATION SUPPLIES FOR CLARENDON & LOCH ST. MAINTENANCE	\$2,385.00
INV 10552958	25/03/2022	12X PADLOCKS FOR SHARPS BOXES IN DERBY AND FX	\$191.97
INV 10553120	29/03/2022	SUPPLY 6X PVC PIPE & 1X GLUE	\$100.00
EFT53378	29/04/2022	DERBY HARDWARE MITRE10	\$3,619.97

INV 10553220	30/03/2022	1X PLYWOOD 12MM 2400X1200	\$64.99
INV 10553221	30/03/2022	1X PLYWOOD 12MM 2400X1200	\$64.99
INV 10553317	01/04/2022	1X RAINBIRD 2-WIRE DECODER RETIC CONTROLLER	\$3,485.00
INV 10553461	04/04/2022	1X SINGLE EYE PAD BOLT 10MMX100MM	\$4.99
EFT53197	01/04/2022	DERBY PROGRESSIVE SUPPLIES	\$397.33
INV 038120	04/03/2022	STAFF AMENITIES FOR DERBY ADMINISTRATION	\$397.33
EFT53234	08/04/2022	DERBY PROGRESSIVE SUPPLIES	\$3,706.51
INV 038487	10/03/2022	40X (BOX OF 50) PPE FACE MASKS	\$534.60
INV 038488	10/03/2022	20 X KN95 FACE MASK WITH EAR LOOP	\$356.40
INV 038555	11/03/2022	1X 100 PACK ISOPROPYL SURFACE WIPES CANISTER	\$1,039.50
INV 038765	15/03/2022	40X (BOX OF 50) PPE FACE MASKS	\$534.60
INV 038769	15/03/2022	SUPPLY CLEANING SUPPLIES FOR FXVC	\$102.63
INV 038899	17/03/2022	1X CTN (12) CARTON HARVEY FRESH MILK UHT	\$25.84
INV 039065	18/03/2022	3X CTN (12) CARTON HARVEY FRESH MILK UHT	\$73.44
INV 039067	18/03/2022	1X 100 PACK ISOPROPYL SANITISING WIPES	\$1,039.50
EFT53333	22/04/2022	DERBY PROGRESSIVE SUPPLIES	\$310.17
INV 039430	25/03/2022	5X CTNS (250/CTN) ORANGE ROAD SIDE LITTER BAGS	\$310.17
EFT53377	29/04/2022	DERBY PROGRESSIVE SUPPLIES	\$5,445.00
INV 039886	01/04/2022	100 X (5 PER BOX) RAPID NASAL SWAB TEST	\$5,445.00
EFT53331	22/04/2022	DERBY SPORTSMEN'S CLUB INC	\$880.00
INV 1306	21/03/2022	VENUE HIRE FOR AUSTRALIA DAY EVENT - 26/01/2022	\$440.00
INV 1307	21/03/2022	VENUE HIRE FOR DERBY EXPO - 13/02/2022	\$440.00
EFT53376	29/04/2022	DERBY SPORTSMEN'S CLUB INC	\$13,750.00
INV 1333	01/04/2022	FOURTH QUARTER GOLF COURSE MAINTENANCE	\$13,750.00
EFT53334	22/04/2022	DERBY STOCK SUPPLIES	\$165.00
INV 13067600	14/04/2022	REMOVAL OF 1X ABANDONED VEHICLE FROM KNOWSLEY ST EAST	\$165.00
EFT53232	08/04/2022	DIGGA WEST & EARTHPARTS WA	\$465.30
INV 58375	11/03/2022	SUPPLY VARIOUS BOLTS & NUTS	\$465.30
EFT53278	14/04/2022	DORA COX	\$20.00
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$20.00
EFT53308	14/04/2022	E & MJ ROSHER PTY LTD	\$1,899.71
INV 1440109	08/03/2022	SUPPLY BLADES AND OTHER PARTS FOR KUBOTA 3690-AU	\$1,213.50
INV 1441046	30/03/2022	SUPPLY PARTS FOR KUBOTA 3690-AU	\$686.21
EFT53236	08/04/2022	ECHO SOUND	\$1,760.00
INV 22036	14/02/2022	BAND AND SOUND SET UP FOR DERBY EXPO	\$1,760.00
EFT53199	01/04/2022	ELDERS LIMITED (DERBY BRANCH)	\$292.71
INV IY 77954	01/03/2022	2X 5 L 10W-30 ULTRACLEAN GTX ENGINE OIL	\$81.51
INV IY 78040	08/03/2022	1X 20 L CONTAINER OF CASTROL AGRI-TRANS	\$211.20
EFT53237	08/04/2022	ELDERS LIMITED (DERBY BRANCH)	\$541.53
INV IY 78119	16/03/2022	2X CASTROL 4L BRAKE FLUID & 1X 20L CASTROL OIL	\$430.34
INV IY 78155	18/03/2022	1X 20L HYSPIN AWH68 CASTROL OIL	\$111.19
EFT53336	22/04/2022	ELDERS LIMITED (DERBY BRANCH)	\$1,096.56
INV IY 78226	24/03/2022	4 X 20L CASTROL ADBLUE	\$240.04
INV IY 78236	25/03/2022	1X BAYER ROUNDUP ULTRAMAX 20L	\$728.64
INV IY 78247	25/03/2022	SUPPLY 2X SILVAN 8L SPRAYERS	\$127.88

EFT53201	01/04/2022	ELIZA GRAVETT	\$177.05
INV REIMB2303-2	23/03/2022	UTILITY SUBSIDY	\$146.05
INV REIMB2303	23/03/2022	STAFF REIMBURSEMENTS	\$31.00
EFT53288	14/04/2022	ELIZA GRAVETT	\$10.99
INV REIMB3103	31/03/2022	STAFF REIMBURSEMENTS	\$10.99
EFT53337	22/04/2022	ELIZA GRAVETT	\$99.44
INV REIMB1204	12/04/2022	STAFF REIMBURSEMENTS	\$57.60
INV REIMB1204-2	12/04/2022	STAFF REIMBURSEMENTS	\$41.84
EFT53284	14/04/2022	ELIZABETH JINGLE	\$40.00
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$40.00
EFT53287	14/04/2022	EXTREME PEST CONTROL	\$1,119.25
INV 12658	29/03/2022	GENERAL PEST TREATMENT AT FX REC CENTRE	\$1,119.25
EFT53379	29/04/2022	FITZROY HARDWARE PTY LTD	\$720.00
INV 164710	30/03/2022	SUPPLY 1X 6 PLATE DELUXE BARBEQUE	\$400.00
INV 164711	30/03/2022	SUPPLY 1X KARCHER WET & DRY INDUSTRIAL VACUUM	\$320.00
EFT53224	08/04/2022	G BISHOPS TRANSPORT SERVICES PTY LTD	\$210.68
INV B162534	11/03/2022	FREIGHT	\$210.68
EFT53364	29/04/2022	G BISHOPS TRANSPORT SERVICES PTY LTD	\$286.56
INV B157452	14/01/2022	FREIGHT	\$480.61
INV CRB157452	14/04/2022	INCORRECT CONSIGNMENT # 434202 EX DERBY VISITOR CENTRE	-\$342.20
INV B164237	28/04/2022	FREIGHT	\$148.15
EFT53239	08/04/2022	GEOFFREY ANDREW DAVIS	\$1,184.75
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$1,184.75
EFT53241	08/04/2022	GEOFFREY CHARLES HAEREWA	\$7,274.25
INV ALLOW3107	31/03/2022	MARCH 2022 PRESIDENT SITTING FEES	\$7,274.25
EFT53227	08/04/2022	GLASS CO KIMBERLEY	\$968.00
INV 95019	21/02/2022	REPAIRS TO KITCHEN WINDOWS AT CIVIC CENTRE	\$968.00
EFT53272	14/04/2022	GLASS CO KIMBERLEY	\$1,240.80
INV 95207	15/03/2022	INSTALL FIXED INVISIGUARD SECURITY SCREENS FOR WINDOWS AT DERBY LIBRARY	\$1,240.80
EFT53324	22/04/2022	GLASS CO KIMBERLEY	\$9,146.50
INV 95320	25/03/2022	REPAIRS TO WINDOW OF FX LIBRARY	\$1,254.00
INV 95321	25/03/2022	REPAIRS TO WINDOW ABOVE REAR DOOR AT FXVC	\$172.70
INV 95322	25/03/2022	REPAIRS TO SIDE WINDOW AT FX STAFF HOUSE	\$240.90
INV 95346	28/03/2022	REPAIRS TO DAMAGED WINDOW AT OLD FIRE STATION, DERBY	\$286.00
INV 95352	29/03/2022	INSTALL INVISIGUARD FIXED WINDOW SCREENS AT DERBY LIBRARY	\$6,300.80
INV 95433	06/04/2022	SUPPLY AND INSTALL SAFETY GLASS TO WINDOWS AT DERBY DEPOT	\$892.10
EFT53240	08/04/2022	GREENFIELD TECHNICAL SERVICES	\$12,822.44
INV 2362	28/02/2022	PROJECT MANAGEMENT DBCA SDK 2021/22	\$329.18
INV 2351	28/02/2022	PROJECT MANAGEMENT AGRN907	\$4,270.98
INV 2349	28/02/2022	PROJECT MANAGEMENT AGRN907	\$4,348.27
INV 2350	28/02/2022	PROJECT MANAGEMENT AGRN907	\$3,874.01
EFT53202	01/04/2022	GREENSAFE PTY LTD	\$2,676.30
INV 130	25/03/2022	REPLACEMENT PARTS AND FREIGHT FOR DERBY POOL SHADE COVER	\$2,676.30
EFT53352	22/04/2022	H & M TRACEY CONSTRUCTION PTY LTD	\$177,593.04

INV 36876	23/03/2022	SUPPLY AND CONSTRUCT A SHADE ROTUNDA AT THE DERBY CEMETERY	\$47,208.50
INV 36878	23/03/2022	SUPPLY AND CONSTRUCT A SHADE ROTUNDA AT THE FX CEMETERY	\$130,384.54
EFT53196	01/04/2022	HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS	\$1,447.60
INV 20071	14/03/2022	REPAIRED THE DOWNSTAIRS CISTERN AT DERBY AIRPORT ADMIN BUILDING	\$294.80
INV 20072	14/03/2022	REPAIRS TO DAMAGED EXTERNAL TAP AT STAFF HOUSE	\$99.00
INV 20070	22/03/2022	REPAIRS TO WATER LEAK IN ROOF AT DERBY POOL	\$379.50
INV 20074	22/03/2022	REPAIRS TO LEAKING WATER COOLER AT DERBY POOL	\$379.50
INV 20075	22/03/2022	REPAIRS TO CISTERN IN TOILET - DERBY ADMIN BUILDING	\$294.80
EFT53282	14/04/2022	HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS	\$869.00
INV 14832	30/03/2022	REPAIRS TO WASTE IN KITCHEN SINK - DERBY ADMIN BUILDING	\$869.00
EFT53332	22/04/2022	HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS	\$541.20
INV 19267	17/12/2022	REPAIRS TO CISTERN AT NICHOLSON SQUARE OVAL CHANGE ROOMS	\$541.20
EFT53380	29/04/2022	HART SPORT	\$426.00
INV 1014120A	14/04/2022	SUPPLIES FOR DERBY SWIMMING POOL	\$426.00
EFT53203	01/04/2022	HOCKING PLANNING AND ARCHITECTURE PTY LTD T/AS HOCKING DESIGN STUDIO	\$3,678.95
INV 4339	25/03/2022	PREPARATION OF MUSEUM GUIDELINES & POLICY	\$3,678.95
EFT53204	01/04/2022	HORIZON POWER - ACCOUNT PAYMENTS	\$631.81
INV 340889	23/03/2022	55 CLARENDON ST, DERBY FOR 25/01/2022 - 22/03/2022	\$126.86
INV 320398	25/03/2022	LOT 293 WHARF RD, DERBY FOR 28/01/2022 TO 24/03/2022	\$399.83
INV 150216	25/03/2022	4 LOCH ST, DERBY FOR 28/01/2022 TO 24/03/2022	\$105.12
EFT53242	08/04/2022	HORIZON POWER - ACCOUNT PAYMENTS	\$7,848.84
INV 541176	02/03/2022	1/74 FALLON RD FX FOR 13/01/2022 TO 01/03/2022	\$17.92
INV 104620	18/03/2022	LOT 277(B) CLARENDON ST, DERBY FOR 20/01/2022 TO 17/03/2022	\$165.11
INV 442971	18/03/2022	LOT 277(A) CLARENDON ST, DERBY FOR 20/01/2022 TO 17/03/2022	\$852.99
INV 416000	23/03/2022	UNIT 6/20 CLARENDON ST, DERBY FOR 25/01/2022 TO 22/03/2022	\$235.60
INV 406063	23/03/2022	20 CLARENDON ST, DERBY FOR 25/01/2022 TO 22/03/2022	\$13.92
INV 173364	05/04/2022	40 ASHLEY ST, DERBY FOR 03/02/2022 TO 04/04/2022	\$1,424.23
INV 172452	06/04/2022	LOT 199 FORREST RD, FX FOR 03/03/2022 TO 05/04/2022	\$4,576.79
INV 207794	06/04/2022	142 LOCH ST, DERBY (LYTTON PARK) FOR 04/02/2022 TO 05/04/2022	\$562.28
EFT53290	14/04/2022	HORIZON POWER - ACCOUNT PAYMENTS	\$62,308.58
INV 523100	01/04/2022	DERBY CCTV BAOBAB WAY 01/03/2022 - 31/03/2022	\$71.04
INV 220780	04/04/2022	1093 STREET LIGHTS FOR THE PERIOD 01/02/2022 TO 28/02/2022	\$17,855.29
INV 333902	05/04/2022	24 LOCH ST, DERBY FOR 03/03/2022 TO 04/04/2022	\$1,383.10
INV 393995	05/04/2022	LOT 52 PANDANAS WAY, DERBY FOR 03/02/2022 TO 04/04/2022	\$116.55
INV 421738	05/04/2022	8 COOLIBAH WAY, DERBY FOR 03/02/2022 TO 04/04/2022	\$117.13
INV 424950	05/04/2022	LOC 26818 WHARF RD, DERBY FOR 03/03/2022 TO 04/04/2022	\$69.24
INV 517343	05/04/2022	LOC 26818 RESTAURANT & TOILETS AT WHARF RD, DERBY FOR 03/03/2022 TO 04/04/2022	\$98.45
INV 220780	05/04/2022	1093 STREET LIGHTS FOR THE PERIOD 01/03/2022 TO 31/03/2022	\$19,754.25
INV 312249	06/04/2022	LOT 143 DERBY HIGHWAY , DERBY FOR 03/03/2022 TO 05/04/2022	\$5,390.47
INV 321183	06/04/2022	30 CLARENDON ST, DERBY FOR 03/03/2022 TO 05/04/2022	\$5,653.36
INV 412758	06/04/2022	UNIT 2/13 HOLMAN ST, DERBY FOR 04/02/2022 TO 05/04/2022	\$202.85
INV 162691	07/04/2022	UNIT 1/LOT 636 LOCH STREET, DERBY FOR 05/02/2022 TO 06/04/2022	\$1,578.93
INV 406259	07/04/2022	LOC 26818 WHARF RD, DERBY FOR 05/02/2022 TO 06/04/2022	\$8,642.09

INV 198764	11/04/2022	LOT 128 GN HIGHWAY FX FOR 10/03/2022 TO 08/04/2022	\$1,375.83
EFT53338	22/04/2022	HORIZON POWER - ACCOUNT PAYMENTS	\$8,265.96
INV 166519	06/04/2022	ASHLEY ST, DERBY FOR THE PERIOD 03/03/2022 TO 05/04/2022	\$5,359.54
INV 152662	19/04/2022	LOT 1326 GIBB RV ROAD, DERBY FOR 15/02/2022 TO 14/04/2022	\$345.29
INV 167790	19/04/2022	LOT 1326 WINDJANA ROAD DERBY FOR 15/02/2022 TO 14/04/2022	\$700.18
INV 335373	19/04/2022	7 MILLARD STREET, DERBY FOR 15/02/2022 TO 14/04/2022	\$1,860.95
EFT53381	29/04/2022	HORIZON POWER - ACCOUNT PAYMENTS	\$1,789.79
INV 349785	12/04/2022	LOT 231 GRT NORTHERN HWY, FX FOR 10/02/2022 TO 11/04/2022	\$161.82
INV 207319	12/04/2022	LOT 175 EMANUEL WAY FX FOR 10/02/2022 TO 11/04/2022	\$1,248.37
INV 421774	12/04/2022	LOT 199 FORREST RD FX FOR 10/02/2022 TO 11/04/2022	\$290.05
INV 412758	22/04/2022	UNIT 2/13 HOLMAN ST, DERBY FOR 06/04/2022 TO 21/04/2022	\$89.55
EFT53215	01/04/2022	ILLION TENDERLINK	\$541.20
INV SDWK-469268	17/02/2022	PUBLIC TENDER ADVERTISING SDWK-1008670	\$180.40
INV SDWK-473511	08/03/2022	PUBLIC TENDER ADVERTISING SDWK-1011154	\$180.40
INV SDWK-476847	25/03/2022	PUBLIC TENDER ADVERTISING T3-2022	\$180.40
EFT53291	14/04/2022	INTEGRITY COACHLINES (AUST) PTY LTD	\$103.70
INV 13107	31/03/2022	BUS TICKET	\$103.70
EFT53388	29/04/2022	IXOM	\$169.14
INV 6509676	31/03/2022	MARCH 2022 - MONTHLY CL2 GAS SERVICE FEE	\$169.14
EFT53339	22/04/2022	JAALA EDITH OZIES	\$220.00
INV 3233603	04/04/2022	HAIRCUTS FOR CHILDREN IN MARCH 2022	\$220.00
EFT53302	14/04/2022	JACKSON SAINTY	\$401.79
INV REIMB1104	11/04/2022	UTILITY SUBSIDY	\$401.79
EFT53292	14/04/2022	JANICE PETERSEN	\$4.00
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$4.00
EFT53206	01/04/2022	JILA PLUMBING	\$110.00
INV 4373	28/03/2022	REPAIRS TO ROOF LEAK AT STAFF HOUSING	\$110.00
EFT53293	14/04/2022	JILA PLUMBING	\$2,251.26
INV 4403	05/04/2022	REPAIRS TO ALL TOILETS AT FX AIRPORT	\$2,251.26
EFT53341	22/04/2022	JILA PLUMBING	\$231.00
INV 4416	11/04/2022	INVESTIGATE WATER LEAK AT FX RECREATIONAL CENTRE	\$231.00
EFT53340	22/04/2022	JILL BRAZIL CONSULTING	\$10,947.82
INV 0051	19/04/2022	MENTORING, TRAINING AND ONSITE ASSISTANCE - 21/03/2022 TO 31/03/2022	\$10,947.82
EFT53250	08/04/2022	JP GAULT PTY LTD	\$11,300.58
INV 0322	31/03/2022	CLEANING OF VARIOUS SHIRE LOCATIONS - MARCH 2022	\$11,300.58
EFT53294	14/04/2022	JULIE ANNE EVERSON	\$56.00
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$56.00
EFT53243	08/04/2022	KEITH BEDFORD	\$1,554.83
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$1,554.83
EFT53304	14/04/2022	KIMBERLEY COUNTRY DEPARTMENT STORE	\$3,479.55
INV DB2641	28/03/2022	STAFF UNIFORMS	\$223.95
INV DB2217	28/03/2022	STAFF UNIFORMS	\$479.00
INV DB2448	28/03/2022	STAFF UNIFORMS	\$584.00
INV DB2563	28/03/2022	STAFF UNIFORMS	\$207.60

INV DB2582	28/03/2022	STAFF UNIFORMS	\$328.25
INV DB2672	31/03/2022	STAFF UNIFORMS	\$853.75
INV DB2330	04/04/2022	STAFF UNIFORMS	\$803.00
EFT53295	14/04/2022	KIMBERLEY FIRE SYSTEMS	\$1,700.42
INV 14840	03/04/2022	SERVICING OF FIREFIGHTING SYSTEM	\$850.21
INV 14870	06/04/2022	SERVICING OF FIREFIGHTING SYSTEM	\$850.21
EFT53390	29/04/2022	KIMBERLEY QUARRY PTY LTD (T/A KIMBERLEY QUARRIES)	\$12,403.71
INV 8218	31/03/2022	SUPPLY AND DELIVER FEATURE ROCK FOR CLARENDON ST	\$12,403.71
EFT53208	01/04/2022	KW REFRIGERATION & A/C	\$393.00
INV 1985	25/03/2022	SERVICE AND REPORT OF 3 X AIR CONDITIONING UNITS	\$393.00
EFT53297	14/04/2022	KW TILT & TOW	\$200.00
INV T112	04/04/2022	RETRIEVAL OF BURNED HOLDEN FROM NUTYSIA WAY	\$200.00
EFT53375	29/04/2022	LANDGATE (WA LAND INFORMATION AUTHORITY)	\$157.34
INV 373049	29/03/2022	GRV CHARGEABLE 2022/3 & M 2022/3	\$70.40
INV 373048	29/03/2022	RURAL UV GENERAL REVALUATION SCHEDULE R2022/1	\$86.94
EFT53246	08/04/2022	LAVENIA RATABUA	\$259.96
INV REIMB3103	31/03/2022	UTILITY SUBSIDY	\$259.96
EFT53245	08/04/2022	LOCAL GOVERNMENT PROFESSIONALS (LGPRO)	\$2,650.00
INV 32305	11/03/2022	LG FINANCE CONFERENCE - LIVE STREAM	\$1,120.00
INV 32372	24/03/2022	ENROLMENT FEES FOR PROJECT MANAGEMENT WORKSHOP	\$765.00
INV 32371	24/03/2022	ENROLMENT FEES FOR PROJECT MANAGEMENT WORKSHOP	\$765.00
EFT53298	14/04/2022	LO-GO APPOINTMENTS	\$1,312.61
INV 425648	05/04/2022	RANGER CONTRACTING SERVICES	\$1,312.61
EFT53247	08/04/2022	LYNETTE EVANS	\$1,554.83
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$1,554.83
EFT53344	22/04/2022	LYNETTE EVANS	\$279.50
INV TRAVEL - MARCH 22	12/04/2022	COUNCILLOR TRAVEL CLAIMS	\$279.50
EFT53299	14/04/2022	MANAGED IT PTY LTD	\$27,666.46
INV 134909	01/04/2022	MANAGED LICENSES - APRIL 2022	\$6,138.58
INV 134908	01/04/2022	SERVER ESSENTIALS - APRIL 2022	\$21,237.48
INV 135233	11/04/2022	SUPPLY 2X MODEM ROUTER ADSL2+	\$290.40
EFT53382	29/04/2022	MAPIEN PTY LTD	\$198.00
INV 24856	31/03/2022	HUMAN RESOURCES CONSULTATION SERVICES	\$198.00
EFT53310	14/04/2022	MARIA MATTHEWS T/AS MR & MRS POTATO HEAD	\$1,200.00
INV 58	06/04/2022	CATERING FOR LATE NIGHT PROGRAM - 25/03/2022	\$1,200.00
EFT53351	22/04/2022	MARIA MATTHEWS T/AS MR & MRS POTATO HEAD	\$960.00
INV 60	11/04/2022	CATERING FOR LATE NIGHT PROGRAM - 01/04/2022	\$960.00
EFT53300	14/04/2022	MARKETFORCE	\$1,542.43
INV 37811	01/09/2021	EARLY SETTLEMENT DISCOUNT	-\$26.42
INV 38802	01/01/2022	EARLY SETTLEMENT DISCOUNT	-\$23.02
INV 38953	01/03/2022	EARLY SETTLEMENT DISCOUNT	-\$47.15
INV 42955	24/03/2022	T06-2021 ADVERTISING OF TENDERS	\$239.36
INV 42960	24/03/2022	T06-2021 ADVERTISING OF TENDERS	\$524.08
INV 42957	24/03/2022	T7-2021 ADVERTISING OF TENDERS	\$262.90

INV 42961	24/03/2022	T7-2021 ADVERTISING OF TENDERS	\$379.05
INV 42959	24/03/2022	PUBLIC NOTICE IN WEST AUSTRALIAN FOR SPECIAL COUNCIL MEETING	\$233.63
EFT53385	29/04/2022	MARKETFORCE	\$408.98
INV 42956	24/03/2022	ADVERTISING OF FEES AND CHARGES OF WATER AT DERBY, FX AIRPORTS	\$309.98
INV 42958	24/03/2022	VARIOUS TENDER TEAR SHEETS	\$99.00
EFT53301	14/04/2022	MARNINWARNTIKURA WOMEN'S RESOURCE CENTRE	\$60.00
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$60.00
EFT53386	29/04/2022	MCLEODS BARRISTERS & SOLICITORS	\$21,792.42
INV 123880	31/03/2022	SUB LEASE OF DERBY WHARF	\$21,792.42
EFT53200	01/04/2022	MEGAN NESHODA	\$214.38
INV REIMB3003	30/03/2022	UTILITY SUBSIDY	\$54.25
INV REIMB3003-2	30/03/2022	UTILITY SUBSIDY	\$160.13
EFT53384	29/04/2022	MERCURE PERTH/ CDL HBT SUN FOUR PTY LTD	\$882.00
INV 340160	06/04/2022	STAFF ACCOMMODATION	\$441.00
INV 340159	06/04/2022	STAFF ACCOMMODATION	\$441.00
EFT53289	14/04/2022	MOODS OF THE KIMBERLEY	\$47.91
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$47.91
EFT53248	08/04/2022	MOORE AUSTRALIA (TAX)	\$17,160.00
INV 325517	31/03/2022	COMPILATION OF FINANCIAL STATEMENTS AND BAS - FEB 2022	\$6,160.00
INV 423574	31/03/2022	LONG TERM FINANCIAL PLANNING SERVICES TO 31 MARCH 2022	\$11,000.00
EFT53345	22/04/2022	MULTIFILE PTY LTD	\$4,029.85
INV 18082	04/02/2022	SUPPLY 2X HIGH SECURITY KEY SAFE FOR COLEMAN CENTRE	\$4,029.85
EFT53342	22/04/2022	NORTH REGIONAL TAFE	\$4,200.00
INV I0017501	31/03/2022	3X STAFF MEMBERS WHS REPRESENTATIVE COURSE	\$4,200.00
EFT53346	22/04/2022	NORTHERN RURAL SUPPLIES PTY LTD	\$246.00
INV YE 00328	05/04/2022	POULTRY GRAIN AND LAYER CRUMBLE	\$78.00
INV YE 00330	05/04/2022	POULTRY GRAIN AND LAYER CRUMBLE	\$84.00
INV YE 00332	05/04/2022	POULTRY GRAIN AND LAYER CRUMBLE	\$84.00
EFT53303	14/04/2022	NORWESCOM TELECOMMUNICATIONS	\$136.40
INV 49788	05/04/2022	ALARM MONITORING FOR DERBY	\$68.20
INV 49787	05/04/2022	ALARM MONITORING FOR FITZROY CROSSING	\$68.20
EFT53321	22/04/2022	OFFICE NATIONAL BROOME (THE BOSS SHOP)	\$829.08
INV 1032988	25/03/2022	SUPPLY 1XCNR. WORKSTATION DESK & VESTA OFFICE CHAIR	\$705.00
INV 1033563	31/03/2022	MONTHLY COPY AND PRINTING CHARGES FOR MACHINE ID'S 3185 AND 2690	\$124.08
EFT53305	14/04/2022	OFFICE STAR	\$605.00
INV 58710	06/04/2022	SERVICE AGREEMENT FOR RICOH IM C2000 ID 889	\$605.00
EFT53392	29/04/2022	OPTIC SECURITY GROUP NORWEST	\$9,435.48
INV 211115	28/02/2022	REPAIR WORKS TO CCTV AT FXVC	\$9,435.48
EFT53347	22/04/2022	ORD AGRICULTURAL EQUIPMENT	\$1,582.53
INV OA11754	24/03/2022	PARTS FOR KUBOTA F3690 MOWER AND BLOWER	\$1,582.53
EFT53249	08/04/2022	OUTBACK ELECTRICAL & AIRCON SERVICES	\$354.86
INV 4915	30/03/2022	EMERGENCY CALL OUT AND MINOR ELECTRICAL REPAIRS AT DERBY REC CENTRE	\$354.86
EFT53387	29/04/2022	OUTBACK ELECTRICAL & AIRCON SERVICES	\$137.50
INV 4948	12/04/2022	REPAIRS TO PRESSURE WASHER AT DERBY DEPOT	\$137.50

EFT53252	08/04/2022	PACIFIC BIOLOGICS PTY LTD	\$2,996.68
INV 20220249	18/03/2022	MOSQUITO CONTROL SUPPLIES	\$2,996.68
EFT53254	08/04/2022	PATRICIA LISA RILEY	\$1,554.83
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$1,554.83
EFT53348	22/04/2022	PAUL BETAMBEAU	\$317.90
INV 1736	13/04/2022	REPAIRS TO SECURE FRONT ENTRANCE OF DERBY REC. CENTRE	\$317.90
EFT53210	01/04/2022	PAUL FROMONT	\$116.95
INV REIMB3003	30/03/2022	STAFF REIMBURSEMENT	\$116.95
EFT53255	08/04/2022	PAUL LESLIE WHITE	\$1,554.83
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$1,554.83
EFT53253	08/04/2022	PETER JOHN MCCUMSTIE	\$2,861.66
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$2,861.66
EFT53389	29/04/2022	PETER SAUNDERS	\$300.00
INV REIMB2803	08/04/2022	BOND REFUND FOR HIRE OF SQUASH COURTS KEY	\$300.00
EFT53306	14/04/2022	RAY WHITE DERBY	\$1,738.10
INV DEJO	01/04/2022	STAFF HOUSING	\$1,738.10
EFT53256	08/04/2022	RECHARGE PETROLEUM	\$3,827.98
INV 00556311	22/03/2022	CASTROL HYSPIH AWH68 HYDRAULIC OIL	\$3,827.98
EFT53307	14/04/2022	RECHARGE PETROLEUM	\$305.46
INV 552262	18/03/2022	SUPPLY HEAVY DUTY GREASE CARTRIDGES	\$305.46
EFT53251	08/04/2022	ROBERT PAULL	\$1,111.52
INV REIMB28/03	28/03/2022	STAFF REIMBURSEMENTS	\$2,111.52
INV REIMB3103	31/03/2022	STAFF REIMBURSEMENTS	-\$1,000.00
EFT53211	01/04/2022	ROCK'S AUTOMOTIVE SERVICES PTY LTD	\$415.00
INV 33234	17/03/2022	PARTS FOR 1DNM323	\$415.00
EFT53391	29/04/2022	ROCK'S AUTOMOTIVE SERVICES PTY LTD	\$1,343.00
INV 33318	19/04/2022	PARTS FOR 12KW	\$1,343.00
EFT53257	08/04/2022	ROWENA MOUDA	\$1,554.83
INV ALLOW3107	31/03/2022	MARCH 2022 COUNCILLOR SITTING FEES	\$1,554.83
EFT53258	08/04/2022	ROYAL LIFE SAVING SOCIETY WA	\$158.40
INV 139747	03/03/2022	8X BRONZE MEDALLION AWARD FEE FOR RE-QUAL COURSE	\$158.40
EFT53349	22/04/2022	ROYAL LIFE SAVING SOCIETY WA	\$2,250.16
INV 163608	30/03/2022	RLSSWA TRAVEL & ACCOMMODATION FOR SAFETY ASSESSMENT	\$2,250.16
EFT53350	22/04/2022	SARAH SMITH	\$253.93
INV REIMB1304	13/04/2022	UTILITY SUBSIDY	\$253.93
EFT53313	14/04/2022	SCANDALOUS SCENTS	\$54.40
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$54.40
EFT53222	01/04/2022	SIMON DEXTER	\$102.60
INV REIMB1803	18/03/2022	STAFF REIMBURSEMENT	\$102.60
EFT53259	08/04/2022	SKIPPERS CLEANING SERVICES	\$17,686.90
INV 1433	31/03/2022	CLEANING OF VARIOUS SHIRE LOCATIONS - MARCH 2022	\$10,560.00
INV 1434	31/03/2022	CLEANING OF PRESIDENT'S OFFICE - MARCH 2022	\$544.50
INV 1435	31/03/2022	CLEANING OF DERBY AIRPORT - MARCH 2022	\$6,582.40
EFT53213	01/04/2022	SMITHFIELD GROUP PTY LTD	\$374.00
INV A01133	12/11/2021	REPAIRS TO DAMAGED WINDOWS AT FXVC	\$374.00

EFT53311	14/04/2022	SPINIFEX HOTEL	\$400.00
INV 50480	01/04/2022	STAFF ACCOMMODATION	\$400.00
EFT53214	01/04/2022	ST JOHN AMBULANCE (WA) INC	\$2,551.47
INV CYINV00277755	21/02/2022	WORKPLACE AND VEHICLE FIRST AID KITS	\$2,551.47
EFT53343	22/04/2022	STATE LIBRARY OF WA	\$154.57
INV RI031614	08/04/2022	INTER LIBRARY FREIGHT RECOUP - JAN TO JUNE 2022	\$154.57
EFT53309	14/04/2022	STUART E FISHER	\$308.23
INV REIMB3103	31/03/2022	UTILITY SUBSIDY	\$308.23
EFT53312	14/04/2022	SUNDOWNER SOUVENIRS AND PROMOTIONS PTY LTD	\$903.63
INV 15667	10/07/2018	FXVC STOCK	\$903.63
EFT53216	01/04/2022	TANIA FROMONT	\$505.60
INV REIMB2903	29/03/2022	UTILITY SUBSIDY	\$505.60
EFT53217	01/04/2022	TARUNDA SUPERMARKET	\$99.62
INV 40138607	22/03/2022	SUPPLIES FOR MORNING TEA FOR GRANT WRITING WORKSHOP	\$99.62
EFT53261	08/04/2022	TARUNDA SUPERMARKET	\$226.75
INV 40138692	24/03/2022	SUPPLIES FOR FX FUSION YOUTH PROGRAM	\$226.75
EFT53314	14/04/2022	TARUNDA SUPERMARKET	\$340.77
INV 40139128	01/04/2022	WATER FOR FXVC	\$43.75
INV 10159214	07/04/2022	SUPPLIES FOR FX FUSION YOUTH PROGRAM	\$297.02
EFT53354	22/04/2022	TARUNDA SUPERMARKET	\$396.05
INV 30132674	01/04/2022	SUPPLIES FOR FX FUSION YOUTH PROGRAM	\$197.50
INV 40139593	14/04/2022	SUPPLIES FOR MARRUGEKU INC. TO SUPPORT EVENT AT FX HIGH SCHOOL	\$198.55
EFT53394	29/04/2022	TARUNDA SUPERMARKET	\$1,588.81
INV 30134301	11/04/2022	SUPPLIES FOR MARRUGEKU INC. TO SUPPORT EVENT AT FX HIGH SCHOOL	\$171.44
INV 10160642	13/04/2022	SUPPLIES FOR FX FUSION YOUTH PROGRAM	\$377.42
INV 10160555	13/04/2022	1X 8.5 GAS BOTTLE REFILL	\$52.84
INV 50121264	21/04/2022	FOOD SUPPLIES & 1X 8.5KG GAS BOTTLE FOR FX ANZAC DAY BREAKFAST	\$592.61
INV 10162246	21/04/2022	SUPPLIES FOR FX YOUTH FUSION HOLIDAY PROGRAM	\$394.50
EFT53260	08/04/2022	TENILLE PARASILITI	\$622.87
INV REIMB3103	31/03/2022	UTILITY SUBSIDY	\$622.87
EFT53238	08/04/2022	THE FITZROY RIVER LODGE	\$1,980.00
INV 309984	19/03/2022	SALADS FOR THE FITZROY CROSSING EXPO EVENT	\$390.00
INV 310154	31/03/2022	COUNCILLOR ACCOMMODATION	\$265.00
INV 310155	31/03/2022	COUNCILLOR ACCOMMODATION	\$265.00
INV 310156	31/03/2022	COUNCILLOR ACCOMMODATION	\$265.00
INV 310158	31/03/2022	STAFF ACCOMMODATION	\$265.00
INV 310153	31/03/2022	COUNCILLOR ACCOMMODATION	\$265.00
INV 310157	31/03/2022	STAFF ACCOMMODATION	\$265.00
EFT53244	08/04/2022	THE PIER GROUP PTY LTD T/AS CS LEGAL	\$5,506.58
INV 030878	31/03/2022	PROFESSIONAL FEES FOR RATES ARREARS	\$1,884.00
INV 030843	31/03/2022	PROFESSIONAL FEES FOR LGA SALE	\$198.00
INV 030844	31/03/2022	PROFESSIONAL FEES FOR LGA SALE	\$3,424.58
EFT53262	08/04/2022	TREVOR THOMAS MENMUIR	\$300.00

INV REIMB3103	31/03/2022	BOND REFUND FOR HIRE OF DERBY COMMUNITY ROOM	\$300.00
EFT53209	01/04/2022	TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES	\$280.00
INV 7547	01/02/2022	INCORRECT INVOICE KWV INV 7547	-\$120.00
INV 7547	01/02/2022	SUPPLY AND SERVICE SANITARY UNITS - JANUARY 2022	\$400.00
EFT53383	29/04/2022	TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES	\$880.00
INV 7703	01/04/2022	SUPPLY AND SERVICE SANITARY UNITS - MARCH 2022	\$440.00
INV 7780	08/04/2022	SUPPLY AND SERVICE SANITARY UNITS - APRIL 2022	\$440.00
EFT53264	08/04/2022	TYREPOWER DERBY	\$300.00
INV 115072	31/03/2022	SUPPLY 1X CENTURY BATTERY FOR 1GJT706	\$300.00
EFT53315	14/04/2022	TYREPOWER DERBY	\$2,150.00
INV 115190	07/04/2022	REPLACE FRONT TYRES & WHEEL ALIGNMENT FOR 6KW	\$1,140.00
INV 115216	07/04/2022	REPLACE FRONT TYRES & WHEEL ALIGNMENT FOR 8KW	\$1,010.00
EFT53355	22/04/2022	TYREPOWER DERBY	\$2,760.00
INV 115252	12/04/2022	REPLACE TYRES & WHEEL ALIGNMENT FOR 01KW	\$2,760.00
EFT53218	01/04/2022	VISION POWER PTY LTD	\$3,526.68
INV 13243	08/03/2022	REPLACE FLUORESCENT LIGHT AT DERBY CIVIC CENTRE	\$220.00
INV 13244	08/03/2022	REPAIRS TO POWER ISSUE TO THE MAIN HV FEED TO THE DERBY WHARF	\$1,187.53
INV 13245	08/03/2022	DIAGNOSE AND FIX FAULT WITH FUEL PUMP AT DERBY DEPOT	\$1,577.40
INV 13317	21/03/2022	INVESTIGATION AND MINOR REPAIRS TO GENERATOR AT DERBY AIRPORT	\$541.75
EFT53395	29/04/2022	VISION POWER PTY LTD	\$3,793.57
INV 13381	01/04/2022	CONDUCT TEST AND TAG OF ELECTRICAL APPLIANCES	\$579.15
INV 13408	04/04/2022	ELECTRICAL REPAIRS TO EMERGENCY LIGHTS AT DERBY CIVIC CENTRE	\$2,416.92
INV 13411	05/04/2022	DIAGNOSE FAULT WITH POOL PUMPS	\$797.50
EFT53358	22/04/2022	WATTLEUP TRACTORS	\$1,337.21
INV 1284066	31/03/2022	SUPPLY PARTS FOR SERVICE & REPAIR OF KW37	\$373.25
INV 1284350	07/04/2022	SUPPLY PARTS FOR SERVICE & REPAIR OF KW37	\$963.96
EFT53265	08/04/2022	WATTNOW ELECTRICAL	\$455.40
INV 10481	28/03/2022	INVESTIGATE POWER SUPPLY ISSUES AT COLEMAN CENTRE	\$209.00
INV 10501	31/03/2022	INVESTIGATE ELECTRICAL FAULT AND MAKE REPAIRS AT STAFF HOUSING	\$246.40
EFT53357	22/04/2022	WATTNOW ELECTRICAL	\$275.00
INV 10537	08/04/2022	INVESTIGATE POWER SUPPLY ISSUES AT COLEMAN CENTRE	\$275.00
EFT53296	14/04/2022	WESFARMERS KLEENHEAT GAS PTY LTD	\$214.50
INV 63003523	31/03/2022	4X YEARLY FACILITY FEE FOR 45KG VAP CYL	\$214.50
EFT53316	14/04/2022	WEST KIMBERLEY AUTO ELECTRICAL	\$923.22
INV 8337	01/04/2022	6X QVEE REVERSE ALARMS 12-48V & 6 X MOUNT TRAILER 90 SOCKET'S	\$335.82
INV 8338	01/04/2022	1X CTEK PRO 25S BATTERY CHARGER	\$587.40
EFT53356	22/04/2022	WEST KIMBERLEY AUTO ELECTRICAL	\$257.25
INV 8439	11/04/2022	1X WELDFLEX 4M JUMP LEADS	\$257.25
EFT53190	01/04/2022	WINC	\$14.17
INV 9038594944	01/03/2022	2X SURGICAL FACE MASKS L2 PK 50	\$14.17
EFT53228	08/04/2022	WINC	\$505.77
INV 9038677735	09/03/2022	2X MICADOR DRY-SAFE MARKERS TUB 100	\$83.49
INV 9038704803	11/03/2022	STATIONARY	\$253.10
INV 9038706219	14/03/2022	STATIONARY	\$169.18

EFT53274	14/04/2022	WINC	\$825.46
INV 9038765251	18/03/2022	2X LOGITECH C922 WEBCAMS	\$733.74
INV 9038770300	21/03/2022	2X DISPLAY PORT TO HDMI CABLE	\$75.09
INV 9038770993	21/03/2022	SUPPLY 1X 2M STARTECH HD MONITOR VIDEO CABLE	\$16.63
EFT53325	22/04/2022	WINC	\$33.26
INV 9038824884	25/03/2022	SUPPLY 2X 2M STARTECH HD MONITOR VIDEO CABLE	\$33.26
EFT53370	29/04/2022	WINC	\$216.85
INV 9038903921	04/04/2022	STATIONARY ITEMS FOR DERBY ADMINISTRATIVE SERVICES	\$216.85
EFT53221	01/04/2022	WOOLWORTHS PTY LIMITED	\$462.45
INV 3892225	24/01/2022	FOOD SUPPLIES FOR AUSTRALIA DAY BREAKFAST	\$368.70
INV 4451700	25/03/2022	6X (10 PACK) HUGGIES LITTLE SWIMMERS FOR DERBY POOL	\$93.75
EFT53359	22/04/2022	WOOLWORTHS PTY LIMITED	\$200.56
INV 4451541	11/04/2022	MORNING TEA SUPPLIES FOR APRIL-22 SCHOOL HOLIDAY PROGRAM WEEK 1	\$82.47
INV 4451549	12/04/2022	MORNING TEA SUPPLIES FOR APRIL-22 SCHOOL HOLIDAY PROGRAM WEEK 1	\$91.88
INV 4451812	19/04/2022	MORNING TEA SUPPLIES FOR APRIL-22 SCHOOL HOLIDAY PROGRAM WEEK 2	\$26.21
EFT53396	29/04/2022	WOOLWORTHS PTY LIMITED	\$729.20
INV 3892316	26/11/2021	SUPPLIES FOR 12 DAYS OF CHRISTMAS ACTIVITY	\$390.00
INV 4451667	15/03/2022	10X CARTONS WATER (24 PACK) FOR THE AEHU	\$90.00
INV 4451818	19/04/2022	SUPPLIES FOR EASTER ACTIVITIES - JUNIOR SCHOOL HOLIDAY PROGRAM WEEK 2	\$249.20
EFT53220	01/04/2022	WORLD VISION AUSTRALIA	\$2,000.00
INV REIMB2803-3	28/03/2022	BOND REFUND FOR HIRE OF DERBY CIVIC CENTRE	\$500.00
INV REIMB2803-4	28/03/2022	BOND REFUND FOR HIRE OF DERBY CIVIC CENTRE	\$500.00
INV REIMB2803	28/03/2022	BOND REFUND FOR HIRE OF DERBY CIVIC CENTRE	\$500.00
INV REIMB2803-2	28/03/2022	BOND REFUND FOR HIRE OF DERBY CIVIC CENTRE	\$500.00
EFT53317	14/04/2022	YVONNE BAUER	\$16.00
INV CSALE3103	13/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - MARCH 2022	\$16.00
EFT53397	29/04/2022	ZARAK BIN RASHID	\$410.58
INV REIMB2204	26/04/2022	UTILITY SUBSIDY	\$410.58
		TOTAL	\$649,545.11

FEE PAYMENTS

CHEQUE NO	DATE	INVOICE DESCRIPTION	AMOUNT
931	14/04/2022	ASF - ACCOUNT SERVICE FEE	\$60.00
931	14/04/2022	BAS4 - ATO - BAS PAYMENT - PAYG WITHHOLDING	\$188,988.00
931	27/04/2022	BAS6A - ATO - BAS PAYMENT - FBT INSTALMENT	\$23,166.00
919	15/04/2022	BEX - BPOINT FEES	\$37.18
919	15/04/2022	BEX - BPOINT FEES	-\$37.18
931	06/04/2022	BEX - BPOINT FEES	\$83.93
931	19/04/2022	BEX - BPOINT FEES	\$31.30

931	06/04/2022	BPY - BPAY FEES	\$77.00
931	01/04/2022	CMD - CHEQUE OR MERCHANT DEPOSITS FEE	\$2.40
931	04/04/2022	DOT - DOT PAYMENT	\$1,298.10
931	05/04/2022	DOT - DOT PAYMENT	\$1,867.05
931	06/04/2022	DOT - DOT PAYMENT	\$2,315.55
931	07/04/2022	DOT - DOT PAYMENT	\$2,054.35
931	08/04/2022	DOT - DOT PAYMENT	\$1,662.15
931	11/04/2022	DOT - DOT PAYMENT	\$4,823.15
931	12/04/2022	DOT - DOT PAYMENT	\$2,484.80
931	13/04/2022	DOT - DOT PAYMENT	\$2,287.90
931	14/04/2022	DOT - DOT PAYMENT	\$1,072.90
931	19/04/2022	DOT - DOT PAYMENT	\$5,247.75
931	20/04/2022	DOT - DOT PAYMENT	\$3,386.05
931	01/04/2022	DOT - DOT PAYMENT	\$168.50
931	21/04/2022	DOT - DOT PAYMENT	\$6,911.85
931	22/04/2022	DOT - DOT PAYMENT	\$1,025.65
931	26/04/2022	DOT - DOT PAYMENT	\$1,979.70
931	27/04/2022	DOT - DOT PAYMENT	\$2,530.40
931	28/04/2022	DOT - DOT PAYMENT	\$22.25
931	29/04/2022	DOT - DOT PAYMENT	\$3,082.75
931	01/04/2022	EXC - EXCESS TRANSACTIONS FEE	\$40.85
931	01/04/2022	EXC - EXCESS TRANSACTIONS FEE	\$49.60
931	01/04/2022	EXC - EXCESS TRANSACTIONS FEE	\$13.80
517	01/04/2022	FXBC - FITZROY CROSSING BANK CHARGES	\$5.00
517	01/04/2022	FXBC - FITZROY CROSSING BANK CHARGES	\$27.00
931	07/04/2022	GHA - GREYHOUND AUSTRALIA	\$573.00
931	14/04/2022	GHA - GREYHOUND AUSTRALIA	\$718.00
931	21/04/2022	GHA - GREYHOUND AUSTRALIA	\$1,317.39
931	28/04/2022	GHA - GREYHOUND AUSTRALIA	\$2,084.00
931	07/04/2022	IINET - IINET 225211599 (\$109.99)	\$109.99
931	01/04/2022	MER - MERCHANT FEES	\$32.00
931	04/04/2022	MER - MERCHANT FEES	\$38.21
931	04/04/2022	MER - MERCHANT FEES	\$349.30
931	01/04/2022	MER - MERCHANT FEES	\$157.12
DD20010.1	07/04/2022	ANZ COMMERCIAL CARD SERVICES CENTRE	\$15,126.95
INV ANZ AOH	07/04/2022	COMMERCIAL CREDIT CARD FOR 14/012/2022 - 13/03/2022	\$9,651.44
INV ANZ WNE	07/04/2022	COMMERCIAL CREDIT CARD FOR 14/012/2022 - 13/03/2022	\$3,145.46
INV ANZ CM	07/04/2022	COMMERCIAL CREDIT CARD FOR 14/012/2022 - 13/03/2022	\$2,330.05
DD19971.11	12/04/2022	AUSTRALIAN SUPER	\$3,036.51
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$767.01
INV SUPER	12/04/2022	SUPERANNUATION	\$2,269.50
DD19995.11	26/04/2022	AUSTRALIAN SUPER	\$3,128.68
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$767.02
INV SUPER	26/04/2022	SUPERANNUATION	\$2,361.66
DD19971.1	12/04/2022	AWARE SUPER	\$28,903.19

INV SUPER	12/04/2022	SUPERANNUATION	\$22,119.48
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$6,783.71
DD19995.1	26/04/2022	AWARE SUPER	\$28,723.21
INV SUPER	26/04/2022	SUPERANNUATION	\$21,946.68
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$6,776.53
DD19971.8	12/04/2022	CBUS SUPERANNUATION	\$875.52
INV SUPER	12/04/2022	SUPERANNUATION	\$620.16
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$255.36
DD19995.8	26/04/2022	CBUS SUPERANNUATION	\$875.52
INV SUPER	26/04/2022	SUPERANNUATION	\$620.16
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$255.36
DD19971.7	12/04/2022	ESSENTIAL SUPER	\$263.70
INV SUPER	12/04/2022	SUPERANNUATION	\$263.70
DD19995.7	26/04/2022	ESSENTIAL SUPER	\$263.70
INV SUPER	26/04/2022	SUPERANNUATION	\$263.70
DD19971.3	12/04/2022	FIRSTWRAP PLUS SUPER AND PENSION	\$1,997.81
INV SUPER	12/04/2022	SUPERANNUATION	\$1,231.98
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$765.83
DD19995.3	26/04/2022	FIRSTWRAP PLUS SUPER AND PENSION	\$1,962.71
INV SUPER	26/04/2022	SUPERANNUATION	\$1,214.43
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$748.28
DD19970.1	07/04/2022	FLEETCARE PTY LTD	\$3,212.19
INV 712657	31/03/2022	NOVATED LEASE	\$3,212.19
DD19971.14	12/04/2022	FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND	\$435.91
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$127.14
INV SUPER	12/04/2022	SUPERANNUATION	\$308.77
DD19995.14	26/04/2022	FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND	\$435.91
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$127.14
INV SUPER	26/04/2022	SUPERANNUATION	\$308.77
DD19971.2	12/04/2022	GUILD SUPER	\$118.95
INV SUPER	12/04/2022	SUPERANNUATION	\$118.95
DD19995.2	26/04/2022	GUILD SUPER	\$236.41
INV SUPER	26/04/2022	SUPERANNUATION	\$236.41
DD19971.13	12/04/2022	HOST PLUS SUPERANNUATION FUND	\$3,305.81
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$800.00
INV SUPER	12/04/2022	SUPERANNUATION	\$2,505.81
DD19995.13	26/04/2022	HOST PLUS SUPERANNUATION FUND	\$3,305.79
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$800.00
INV SUPER	26/04/2022	SUPERANNUATION	\$2,505.79
DD19971.10	12/04/2022	IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND	\$1,159.82
INV SUPER	12/04/2022	SUPERANNUATION	\$930.39
INV DEDUCTION	12/04/2022	PAYROLL DEDUCTIONS	\$229.43
DD19995.10	26/04/2022	IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND	\$1,343.95
INV SUPER	26/04/2022	SUPERANNUATION	\$1,119.15
INV DEDUCTION	26/04/2022	PAYROLL DEDUCTIONS	\$224.80

DD19971.4	12/04/2022	MACQUARIE WRAP EMPLOYER SUPERANNUATION	\$627.88
INV SUPER	12/04/2022	SUPERANNUATION	\$627.88
DD19995.4	26/04/2022	MACQUARIE WRAP EMPLOYER SUPERANNUATION	\$602.81
INV SUPER	26/04/2022	SUPERANNUATION	\$602.81
DD19971.15	12/04/2022	MLC MASTERKEY SUPER	\$310.25
INV SUPER	12/04/2022	SUPERANNUATION	\$310.25
DD19995.15	26/04/2022	MLC MASTERKEY SUPER	\$310.25
INV SUPER	26/04/2022	SUPERANNUATION	\$310.25
DD19971.5	12/04/2022	PRIME SUPER P/L	\$284.91
INV SUPER	12/04/2022	SUPERANNUATION	\$284.91
DD19995.5	26/04/2022	PRIME SUPER P/L	\$264.09
INV SUPER	26/04/2022	SUPERANNUATION	\$264.09
DD19971.6	12/04/2022	Q SUPER	\$187.92
INV SUPER	12/04/2022	SUPERANNUATION	\$187.92
DD19995.6	26/04/2022	Q SUPER	\$187.92
INV SUPER	26/04/2022	SUPERANNUATION	\$187.92
DD19971.12	12/04/2022	REST SUPERANNUATION	\$1,448.93
INV SUPER	12/04/2022	SUPERANNUATION	\$1,448.93
DD19995.12	26/04/2022	REST SUPERANNUATION	\$1,304.61
INV SUPER	26/04/2022	SUPERANNUATION	\$1,304.61
DD19971.9	12/04/2022	STUDENT SUPER PROFESSIONAL SUPER	\$236.00
INV SUPER	12/04/2022	SUPERANNUATION	\$236.00
DD19995.9	26/04/2022	STUDENT SUPER PROFESSIONAL SUPER	\$236.01
INV SUPER	26/04/2022	SUPERANNUATION	\$236.01
DD19971.16	12/04/2022	SUNSUPER SUPERANNUATION FUND	\$757.64
INV SUPER	12/04/2022	SUPERANNUATION	\$757.64
DD19995.16	26/04/2022	SUNSUPER SUPERANNUATION FUND	\$700.10
INV SUPER	26/04/2022	SUPERANNUATION	\$700.10
DD20001.1	21/04/2022	THE SHELL COMPANY OF AUSTRALIA LIMITED	\$2,542.58
INV FUEL - MAR22	21/04/2022	SHELL FUEL CARDS- MARCH 2022	\$2,542.58
DD19971.17	12/04/2022	THE TRUSTEE FOR SUPER DIRECTIONS FUND	\$349.37
INV SUPER	12/04/2022	SUPERANNUATION	\$349.37
DD19995.17	26/04/2022	THE TRUSTEE FOR SUPER DIRECTIONS FUND	\$349.37
INV SUPER	26/04/2022	SUPERANNUATION	\$349.37
NET PAY	12/04/2022	PAYROLL	\$191,086.96
NET PAY	26/04/2022	PAYROLL	\$194,534.13
		TOTAL	\$757,178.71

**The Shire Of Derby / West Kimberley
ANZ Corporate Credit Card Reconciliation
Period Reporting: 14/02/2022 to 13/03/2022**

Card Holder : Amanda O'Halloran									
Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments	
16/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	Y	\$ 182.90	\$ 18.29	\$ 201.19	120401090.2100	Yes	Accommodation Cr P McCumstie Cancelled and refund requested.	
16/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	Y	\$ 539.51	\$ 53.95	\$ 593.46	120401090.2100	Yes	Accommodation Cr P McCumstie Cancelled and refund requested.	
18/02/2022	BAILEYS PERTH ACCOMMOD EAST PERTH	Y	\$ 409.09	\$ 40.91	\$ 450.00	120401090.2100	Yes	Accommodation Cr P McCumstie	
21/02/2022	VIRGIN AUSTR7952173324944 BRISBANE	Y	\$ 199.09	\$ 19.91	\$ 219.00	120401090.2100	Yes	Flight returning for Geoff Haerewa - Kimberley Zone Meeting	
21/02/2022	VIRGIN AUSTR7951514978011 BRISBANE	Y	\$ 1.87	\$ 0.19	\$ 2.06	120401090.2100	Yes	Flight returning for Geoff Haerewa - Kimberley Zone Meeting	
21/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	N	\$ 199.00	0	\$ 199.00	193401010	*CREDIT*	Refund - Accommodation Cr P McCumstie (credit card fee - non refundable)	
21/02/2022	MAILCHIMP *MISC MAILCHIMP.COM	N	\$ 49.41	0	\$ 49.41	121402870.2100	Yes	Order MC10391613 - Essentials plan + cc fee	
25/02/2022	CANVA* I03327-0989672 HTTPSCANVA.CO 358.92 USD 14.92	N	\$ 512.38	0	\$ 512.38	121402870.2100	Yes	Annual subscription - graphic design software (\$358.92 USD)	
25/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	N	\$ 587.00	0	\$ 587.00	193401010	*CREDIT*	Refund - Accommodation Cr P McCumstie (credit card fee - non refundable)	
28/02/2022	ATOM SUPPLY KEWDALE	Y	\$ 5,500.00	\$ 550.00	\$ 6,050.00	121402070.2721	Yes	RAT x 500	
7/03/2022	BOC GAS & GEAR WELSHPOOL	Y	\$ 338.18	\$ 33.82	\$ 372.00	P171-298-2101	Yes	Bracket to hold a tank on 10KW	
7/03/2022	STIHL SHOP REDCLIFFE REDCLIFFE	Y	\$ 326.82	\$ 32.68	\$ 359.50	121404180.2101	Yes	Blower and Whipper parts	
8/03/2022	BP MUCHEA 9964 MUCHEA	Y	\$ 70.94	\$ 7.09	\$ 78.03	P201.261.2261	Yes	Fuel KW01	
9/03/2022	AMPOL NEWMAN 44455F NEWMAN	Y	\$ 52.92	\$ 5.29	\$ 58.21	P201.261.2261 / 120402110	Yes	Fuel KW01 / Refreshment CEO travel	
10/03/2022	T & K MIN'S PTY LTD DERBY	Y	\$ 272.73	\$ 27.27	\$ 300.00	EP0025-298-2101	Yes	Morning tea for Staff	
10/03/2022	LANDGATE MIDLAND	Y	\$ 24.73	\$ 2.47	\$ 27.20	120301130.2101	Yes	Certificate of Title 2037/326, Lot 143 Derby Highway, DERBY 6728	
11/03/2022	NEAPSBISTRO Derby	Y	\$ 130.91	\$ 13.09	\$ 144.00	EP0025-298-2101	Yes	Dinner KMS / NAFF Funding, Lease negotiations, Job Pathways, Economic Development	
11/03/2022	JAPWEST AUTO IMPORTS MALAGA	Y	\$ 213.64	\$ 21.36	\$ 235.00	P49-298-2101	Yes	Drivers knee Airbag for 13WK	
TOTAL					\$ 8,865.44				

Card Holder : Wayne Neate									
Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments	
14/02/2022	VIRGIN AUSTR7952173128397 BRISBANE	Y	\$ 326.36	\$ 32.64	\$ 359.00	120501170.2100	Yes	Flights - Broome - Perth - relief Ranger travel	
14/02/2022	VIRGIN AUSTR7951514870114 BRISBANE	Y	\$ 3.06	\$ 0.31	\$ 3.37	120502090.2100	Yes	Flights - Broome - Perth - relief Ranger travel	
14/02/2022	QANTAS AIRWAYS LTD (EC Mascot	Y	\$ 277.77	\$ 27.78	\$ 305.55	120502090.2100	Yes	Flights - Perth - Broome - relief Ranger travel	
14/02/2022	AVIAIR PTY LTD KUNUNURRA	Y	\$ 108.18	\$ 10.82	\$ 119.00	120502090.2100	Yes	Flights - Derby - Broome - relief Ranger travel	
14/02/2022	VIRGIN AUSTR7951514857648 BRISBANE	Y	\$ 3.75	\$ 0.37	\$ 4.12	120704090.2100	Yes	Flights - Broome to Perth (return) - conference Evie Molson	
14/02/2022	VIRGIN AUSTR7951514859115 BRISBANE	Y	\$ 3.75	\$ 0.37	\$ 4.12	120707090.2100	Yes	Flights - Broome/Perth (return) - conference Catherine Feeney	
14/02/2022	VIRGIN AUSTR7952173106111 BRISBANE	Y	\$ 398.18	\$ 39.82	\$ 438.00	120704090.2100	Yes	Flights - Broome to Perth (return) - conference Evie Molson	
14/02/2022	VIRGIN AUSTR7952173109084 BRISBANE	Y	\$ 398.18	\$ 39.82	\$ 438.00	120707090.2100	Yes	Flights - Broome/Perth (return) - conference Catherine Feeney	
14/02/2022	AVIAIR PTY LTD KUNUNURRA	Y	\$ 216.36	\$ 21.64	\$ 238.00	120707090.2100	Yes	Flight - Derby/Broome return - conference Catherine Feeney	
21/02/2022	POST DERBY LPO DE DERBY	Y	\$ 237.27	\$ 23.73	\$ 261.00	120707050.2100	Yes	Working with Children Checks (x3) Ab Health Team	
21/02/2022	Jila Cafe Derby	Y	\$ 111.82	\$ 11.18	\$ 123.00	EP0025-298-2101	Yes	Meals for Audit Committee Meeting and Agenda Brief	
21/02/2022	W.A.J. & ASSOCIATES CASTLE HILL	Y	\$ 80.00	\$ 8.00	\$ 88.00	121403650.2101	Yes	1 x FCAR AC adapter for F7 series scan tool	
28/02/2022	DERBY'S SAKURA RESTA DERBY	Y	\$ 144.82	\$ 14.48	\$ 159.30	EP0025-298-2101	Yes	Catering for Council Meeting	
2/03/2022	AVIAIR PTY LTD KUNUNURRA	N	\$ 119.00	0	\$ 119.00	193401010	*CREDIT*	Refund of Flight - Broome - Derby Catherine Feeney	
11/03/2022	SEEK AU 46109128 MELBOURNE	Y	\$ 275.00	\$ 27.50	\$ 302.50	121402050.2100	Yes	Finance Officer Job Advertisement	
11/03/2022	SEEK AU 46109017 MELBOURNE	Y	\$ 275.00	\$ 27.50	\$ 302.50	121402050.2100	Yes	Senior Governance Officer Job Advertisement	
TOTAL					\$ 3,026.46				

Card Holder : Christie Mildenhall									
Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments	
15/02/2022	DERBY SPORTSMENS CLU DERBY	Y	\$ 90.00	\$ 9.00	\$ 99.00	EP0011-297-2100	Yes	Expo FX and Derby (OTH CUL - Festival and Events)	
15/02/2022	DERBY SPORTSMENS CLU DERBY	Y	\$ 90.00	\$ 9.00	\$ 99.00	EP0011-297-2100	Yes	Expo FX and Derby (OTH CUL - Festival and Events)	
15/02/2022	DERBY SPORTSMENS CLU DERBY	Y	\$ 90.00	\$ 9.00	\$ 99.00	EP0011-297-2100	Yes	Expo FX and Derby (OTH CUL - Festival and Events)	
18/02/2022	BOOKTOPIA PTY LTD LIDCOMBE	Y	\$ 33.00	\$ 3.30	\$ 36.30	121105120.2101	Yes	Inseperable Elements book and Shipping	
24/02/2022	Parks and Leisure Aust Norwood	Y	\$ 1,770.00	\$ 177.00	\$ 1,947.00	121102040.2003	Yes	WA Leisure Facility Managers Course 2022 for Sian Edwards	
7/03/2022	CHINATOWN PHARMACY B BROOME	Y	\$ 45.23	\$ 4.52	\$ 49.75	121102070.2721	Yes	5x Face shields for pool staff	
TOTAL					\$ 2,330.05				

BALANCE CARRIED FORWARD \$905.00 Credits Received in this billing statement but deducted from last statements Direct Debit.
TOTAL PURCHASES FOR ABOVE STATED PERIOD \$ 14,221.95
PAYMENTS AND OTHER CREDITS
INTEREST CHARGES \$ -
CLOSING BALANCE \$ 15,126.95 Direct Debit payment processed 07/04/2021

Australia and New Zealand Banking Group Limited (ANZ) ABN 11 005 357 522. Australian Credit Licence No. 234527.



ANZ BUSINESS ONE

STATEMENT PERIOD: 14/02/22 to 13/03/22

ACCOUNT NUMBER:

📞 Cards Enquiries: 13 10 06 Lost/Stolen Cards: 1800 033 844

SHIRE OF DERBY WEST KIMBERLEY
 SHIRE OF DERBY
 THE DIRECTOR
 C/O SHIRE OF DERBY
 PO BOX 94
 DERBY WA 6728

PAYMENT SUMMARY	
Monthly Payment	\$303.00
Due Date	07/04/2022
Minimum Amount Due	\$303.00

YOUR ANZ ACCOUNT SUMMARY

Opening Balance	\$1,760.12
Purchases, Cash Advances & Other Debits	\$15,126.95
Interest Charges	\$0.00
Payments & Other Credits	\$1,760.12
Closing balance	\$15,126.95

Facility Limit	\$50,000.00
Available Account Credit at Statement Date	\$34,873.05

YOUR PAYMENT OPTIONS



ANZ Internet Banking
 www.anz.com Payments made after 10pm (EST) will be processed the next business day.



BPAY Payments - Biller Code 6007
 BPAY payments from ANZ accounts made after 6pm (EST) will be processed the next business day. Check with your institution for cut-off times. Your bill reference number is your ANZ account number.



ANZ Phone Banking
 13 22 73 Payments made after 10pm (EST) will be processed the next business day.



By Mail
 Tear off this slip and mail to PO BOX 607, Melbourne, VIC 3001



CardPay Direct
 To ask about setting up a convenient direct debt payment please call 13 22 73.



Direct Credit via EFT
 Payments to your Account can be made via Electronic Funds Transfer (EFT) from your nominated account.

Account Number	
Account Name	SHIRE OF DERBY
Amount Paid	
Due Date	07/04/2022

ID:00001-5082499007
 XPRN/P10004-2303 120225

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Interest Rates

Purchases	Interest Rate 17.74% p.a (0.0486% daily)
Cash Advances	Interest Rate 19.24% p.a (0.0527% daily)

Opening Account Balance **\$1,760.12**

Cardholder Name: WAYNE NEATE
 Cardholder Number:
 Spend Cap: \$5,000.00

Date	Description	Amount	Default GST*
10/02/2022	AVIAIR PTY LTD KUNUNURRA	238.00	21.63
11/02/2022	VIRGIN AUSTR7952173109084 BRISBANE	438.00	39.81
11/02/2022	VIRGIN AUSTR7952173106111 BRISBANE	438.00	39.81
11/02/2022	VIRGIN AUSTR7951514859115 BRISBANE	4.12	0.37
11/02/2022	VIRGIN AUSTR7951514857648 BRISBANE	4.12	0.37
11/02/2022	AVIAIR PTY LTD KUNUNURRA	119.00	10.81
11/02/2022	QANTAS AIRWAYS LTD (EC MASCOT	305.55	27.77
12/02/2022	VIRGIN AUSTR7951514870114 BRISBANE	3.37	0.30
12/02/2022	VIRGIN AUSTR7952173128397 BRISBANE	359.00	32.63
17/02/2022	W.A.J. & ASSOCIATES CASTLE HILL	88.00	8.00
17/02/2022	JILA CAFE DERBY	123.00	11.18
18/02/2022	POST DERBY LPO DE DERBY	261.00	23.72
24/02/2022	DERBY S SAKURA RESTA DERBY	159.30	14.48
28/02/2022	AVIAIR PTY LTD KUNUNURRA	119.00CR	
09/03/2022	SEEK AU 46109017 MELBOURNE	302.50	27.50
09/03/2022	SEEK AU 46109128 MELBOURNE	302.50	27.50
Sub-total		3,026.46	285.88

Cardholder Name: AMANDA O'HALLORAN
 Cardholder Number:
 Spend Cap: \$9,999,999.00

*The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

Cheque Particulars: Proceeds not available until cleared. Please make cheques payable to ANZ. Do not staple, pin or fold your payment.

Drawer	Bank	Branch	Amount
			\$
			\$
			\$
Teller Stamp	Signature		Subtotal \$
			Notes \$
			Coins \$
			Total \$

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Date	Description	Amount	Default GST*
14/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	593.46	53.95
14/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	201.19	18.29
15/02/2022	BAILEYS PERTH ACCOMMOD EAST PERTH	450.00	40.90
17/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	199.00CR	
17/02/2022	MAILCHIMP *MISC MAILCHIMP.COM	49.41	4.49
	INCL OVERSEAS TXN FEE 1.44 AUD		
19/02/2022	VIRGIN AUSTR7951514978011 BRISBANE	2.06	0.18
19/02/2022	VIRGIN AUSTR7952173324944 BRISBANE	219.00	19.90
22/02/2022	PEPPERS/MANTRA/BKFREE PEPRS/MNTR/BK	587.00CR	
24/02/2022	CANVA* I03327-0989672 HTTPSCANVA.CO	512.38	
	358.92 USD		
	INCL OVERSEAS TXN FEE 14.92 AUD		
25/02/2022	ATOM SUPPLY KEWDALE	6,050.00	550.00
02/03/2022	STIHL SHOP REDCLIFFE REDCLIFFE	359.50	32.68
04/03/2022	BOC GAS & GEAR WELSHPOOL	372.00	33.81
05/03/2022	BP MUCHEA 9964 MUCHEA	78.03	7.09
06/03/2022	AMPOL NEWMAN 54455F NEWMAN	58.21	5.29
08/03/2022	LANDGATE MIDLAND	27.20	2.47
09/03/2022	T & K MIN'S PTY LTD DERBY	300.00	27.27
09/03/2022	JAPWEST AUTO IMPORTS MALAGA	235.00	21.36
09/03/2022	NEAPSBISTRO DERBY	144.00	13.09
Sub-total		8,865.44	830.77

Cardholder Name: C MILDENHALL

Cardholder Number:

Spend Cap: \$5,000.00

Date	Description	Amount	Default GST*
13/02/2022	DERBY SPORTSMENS CLU DERBY	99.00	9.00
13/02/2022	DERBY SPORTSMENS CLU DERBY	99.00	9.00
13/02/2022	DERBY SPORTSMENS CLU DERBY	99.00	9.00
16/02/2022	BOOKTOPIA PTY LTD LIDCOMBE	36.30	3.30
22/02/2022	PARKS AND LEISURE AUST NORWOOD	1,947.00	177.00
04/03/2022	CHINATOWN PHARMACY B BROOME	49.75	4.52
Sub-total		2,330.05	211.82

Account Number:

Date	Description	Amount	Default GST*
10/03/2022	AUTOREPAYMENT - THANK YOU	855.12CR	
Sub-total		855.12CR	

* The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Total GST payable this statement* \$1,328.47

Closing Account Balance **\$15,126.95**

IMPORTANT MESSAGES

YOUR AGREED PAYMENT WILL BE DEBITED FROM YOUR ACCOUNT ON 07/04/22
ENSURE THAT YOUR ACCOUNT HAS SUFFICIENT FUNDS AT START OF BUSINESS ON YOUR DUE DATE AS SHOWN ON YOUR STATEMENT.
FOR ADVICE ON YOUR TAX AFFAIRS,INCLUDING PREVIOUS REWARDS FEES CHARGED TO YOUR ACCOUNT,PLEASE CONSULT YOUR TAX
ADVISER.
ANY QUESTIONS: PLEASE CALL 1800 032 481, MONDAY TO FRIDAY, 8AM TO 8PM(AET)

* The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

Page 4 of 4

7.4 COMPLIANCE REPORTS - COUNCIL MINUTE MANAGEMENT**File Number:** 4262 - Status Reports**Author:** Sarah Smith, Executive Services Coordinator**Responsible Officer:** Amanda Dexter, Chief Executive Officer**Authority/Discretion:** Information**SUMMARY**

For the Committee to receive the information provided in the attached reports and provide strategic direction as required.

DISCLOSURE OF ANY INTEREST

Nil

BACKGROUND

The Terms of Reference for the Compliance and Strategic Review Committee (now Audit Committee) adopted on 26 March 2015 detail the key role the Committee holds in assisting the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

The Committee will ensure compliance in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems to meet statutory requirements.

STATUTORY ENVIRONMENT***Local Government Act 1995***

Section 5.41(a) of the Act requires CEOs to advise councils in relation to the functions of a local government under both the *Local Government Act 1995*, and other legislation.

The CEO's function under section 5.41(b) is to ensure the availability of unbiased, professional and relevant advice and information to elected members for their decision making purposes.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

CONSULTATION

Internal consultation has been undertaken with relevant areas to collate information.

COMMENT

Nil

VOTING REQUIREMENT

Simple majority

ATTACHMENTS**1. Council Minute Management - May 2022****COMMITTEE RESOLUTION AC45/22**

Moved: Cr Peter McCumstie

Seconded: Cr Geoff Haerewa

That the Audit Committee RECEIVES the information contained in the report detailing Council Minute Management.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Meeting	Officer/Director	Section	Subject
Council 26/08/2021	Dexter, Amanda Dexter, Amanda	Executive Services	Aboriginal Empowerment Strategy
RESOLUTION 84/21			
Moved: Cr Geoff Davis			
Seconded: Cr Rowena Mouda			
That Council:			
<ol style="list-style-type: none"> 1. Endorses the Workshop Report – 22 July 2021 – Shire of Derby/West Kimberley Aboriginal Empowerment Strategy; 2. Authorise the CEO to commence a Request for Quote process, to seek out an external consultancy with expertise to support Councillors and the Executive with strategic direction setting and policy development to the Aboriginal Empowerment Strategy; and 3. Endorse the scoping and development of a senior Aboriginal identified position within the SDWK to operationalise empowerment strategies including economic development and communications. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
CARRIED 8/0			
<p><i>10 Sep 2021 - 4:12 PM - Sarah Smith</i> Action reassigned to O'Halloran, Amanda by: Smith, Sarah for the reason: Sarah Tobias is an external consultant</p> <p><i>16 Mar 2022 - 11:30 AM - Amanda Dexter</i> Amanda will arrange advertising to progress the appointment of a Organisation/ Consultant to assist with the Development of a Strategy and/ or high level priorities in order to get this program up and running over the next few months.</p> <p><i>16 Mar 2022 - 11:34 AM - Amanda Dexter</i> Revised Target Date changed by: Dexter, Amanda From: 9 Sep 2021 To: 31 May 2022 Reason: This item has not been resourced adequately and higher prioritisation has been allocated to ensure that it progresses over the next few months</p>			

Meeting	Officer/Director	Section	Subject
Council 31/03/2022	Dexter, Amanda Dexter, Amanda	Executive Services	Local Community Roads and Infrastructure Program Phase 3 - Project Allocation
RESOLUTION 25/22			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Moved: Cr Andrew Twaddle
Seconded: Cr Rowena Mouda

That Council:

1. Endorses the allocation of the Phase 3 Local Community and Roads Infrastructure Program – Phase 3 Funding of \$1,485,660.00 to the following projects, which subject to Federal approval will be included in the 2022- 23 annual budget:

- DERBY MEMORIAL POOL – REFURBISHMENT AND UPGRADES \$434,200.00;
- FITZROY CROSSING VISITORS CENTRE CAR PARK UPGRADE, AND INSTALLATION OF SHADE AND DUMP POINT \$910,460.00; and
- CCTV UPGRADE AT FITZROY CROSSING \$139,000.00 (subject to available funds).

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 8/0

Meeting	Officer/Director	Section	Subject
Council 31/03/2022	Dyer, John Neate, Wayne	Technical Services	AWARD OF TENDER T6-2021 PROJECT 1 – FITZROY STREET – DRAINAGE, STABILIZATION AND BITUMEN SEALING WORKS AND PROJECT 2 – CLARENDON STREET - RECONSTRUCTION, DRAINAGE AND BITUMEN SEALING WORKS.
RESOLUTION 27/22			
Moved: Cr Paul White			
Seconded: Cr Peter McCumstie			
That Council award Tender T6-2021 Fitzroy and Clarendon works to Buckley’s Earthworks and Paving.			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: 17 May 2022 4:12 PM

CARRIED 8/0

Meeting	Officer/Director	Section	Subject
Council 31/03/2022	Dyer, John Neate, Wayne	Technical Services	AWARD OF TENDER T5-2021 - Camballin Road – Reshaping and Resheeting
RESOLUTION 28/22			
Moved: Cr Andrew Twaddle			
Seconded: Cr Linda Evans			
That Council;			
<ol style="list-style-type: none"> 1. Award Tender T5-2021 Camballin Road Reshape and Re-sheet works to Buckley’s Earthmoving and Paving (BEP); and 2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
			CARRIED 8/0

Meeting	Officer/Director	Section	Subject
Council 31/03/2022	Edwards, Shane Martin, Stuart	Community and Recreation Services	Request for Funding - Boab Festival at Derby Inc.
RESOLUTION 32/22			
Moved: Cr Paul White			
Seconded: Cr Linda Evans			
That Council:			
<ol style="list-style-type: none"> 1. APPROVES a contribution of \$7,500 (ex GST) be made to the Boab Festival at Derby Inc. as contribution to the Mardi Gras and Get Ya Bounce on 			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

events subject to:

1.1 the Boab Festival of Derby Inc. obtaining relevant event approvals; and

1.2 the Boab Festival of Derby Inc. submitting an acquittal at the conclusion of the events.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 9/0

Meeting	Officer/Director	Section	Subject
Council 24/03/2022	Hartley, Neil Dexter, Amanda	Executive Services	Australian Local Government Association five-week Federal election campaign
RESOLUTION 19/22			
Moved: Cr Linda Evans			
Seconded: Cr Rowena Mouda			
That Council:			
<ol style="list-style-type: none"> 1. Supports the national funding priorities of the Australian Local Government Association, which would contribute an estimated \$6.46 billion per year to Australia’s GDP and create 43,444 jobs; 2. Agrees to support and participate in the Australian Local Government Association’s advocacy for their endorsed national funding priorities by writing to the local Federal Member of Hasluck, all known election candidates in Hasluck, and the President of the Australian Local Government Association to: <ol style="list-style-type: none"> a. express support for ALGA’s funding priorities; b. identify priority local projects and programs that could be progressed with the additional financial assistance from the Federal Government being sought by ALGA; and c. seek funding commitments from the members, candidates and their parties for these identified local projects and programs; and 3. Supports the President’s role to actively advocate for the district, including as part of this coordinated ALGA <i>Don’t Leave Local Communities Behind</i> campaign. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Against: Nil

CARRIED 9/0

31 Mar 2022 - 2:29 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 7 Apr 2022 To: 21 May 2022
 Reason: Marketing and Communications informed of Council's position and the ALGA resources. Currently awaiting the calling of the election by the Prime Minister.

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Executive Services	Derby Port Precinct - Boat and Trailer Storage Areas and Licences
RESOLUTION 06/22			
Moved: Cr Andrew Twaddle			
Seconded: Cr Paul White			
That Council:			
<ol style="list-style-type: none"> 1. Endorse the principle of controlled boat/trailer parking at the Derby Port; 2. Endorse the indicative plan for the Derby Port Boat/Trailer Parking Area as outlined in the attachment to this report; 3. Endorse the attached draft User Agreement for the Derby Port Boat/Trailer Parking Area (and authorise the CEO to make minor amendments as deemed required to ensure they remain effective and contemporary); 4. Authorise the use of up to \$10,000 of existing Derby Port budget funds to be allocated to site-works/levelling at the area defined in (2) above; and 5. Notes that each Licence will be advertised to meet the requirements of S. 3.58 of the Local Government Act prior to their original issue (with a Council report to be presented for its consideration on any occasion where a public submission is forthcoming). 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie			
<u>Against:</u> Nil			
CARRIED 7/0			
<p><i>16 Mar 2022 - 10:00 AM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 30 Jun 2022 Reason: Discussions occurring with potential Licencees. No Licences issued thus far. Upgrade works at the site will occur on an "as needs" basis, or if surplus fill/staff pland and labour are available.</p>			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 17 May 2022 4:12 PM</p>
--	--	---

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confidential)	Ngiyali Roadhouse, Fitzroy Crossing (Part Lot 315 Great Northern Highway) - Rating Review Assessment
<p>RESOLUTION 15/22</p> <p>Moved: Cr Paul White</p> <p>Seconded: Cr Andrew Twaddle</p> <p>That Council by Absolute Majority:</p> <ol style="list-style-type: none"> 1. Confirms that the area of Lot 315, Great Northern Highway, Fitzroy Crossing (vis. Ngiyali Roadhouse site) generally depicted within attachment "Roadhouse Site Aerial View" should be rated similarly to other commercial sites within the district; 2. Invites Ngiyali Roadhouse to submit an application under S. 6.26 of the Local Government Act to have the roadhouse portion of Lot 315 remain as an unrated property, if it considers the conditions of that section can be met by it; 3. Endorse the change in valuation methodology for the new portion of Lot 315, Great Northern Highway, Fitzroy Crossing (Ngiyali Roadhouse site) to now be Gross Rental Valuation (from Unimproved Valuation); 4. Seeks the Minister for Local Government's determination on the method of valuing the land (in accordance with the provisions of S6.28 of the Local Government Act); 5. Authorises the CEO to take the necessary actions to progress and implement the valuation change; and 6. Confirms that in light of the site's use of its revenue streams and its ownership, that rates not be sought to be introduced (either by way of a delayed valuation introduction date, or a concession) until 1 July 2022, however, no phasing beyond 1 July 2022 is proposed to apply. <p><u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0 BY ABSOLUTE MAJORITY</p> <p><small>31 Mar 2022 - 2:22 PM - Neil Hartley Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 30 Jun 2022 Reason: Minister's approval sought for a change to GRV. Generally a response takes a few months.</small></p>			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Meeting	Officer/Director	Section	Subject
Council 28/10/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi)	Derby Airport - Royal Flying Doctor Service Lease/Landing Fees
RESOLUTION 139/21			
Moved: Cr Linda Evans			
Seconded: Cr Keith Bedford			
That Council by Absolute Majority:			
<ol style="list-style-type: none"> 1. Accepts the offer of the Royal Flying Doctor Service to in addition to its normal services consumption fees and charges payments, to also pay the equivalent of 50% of the annual lease fee from 1 July 2021 until the expiry of the current lease period (31 July 2023); 2. Agrees that in light of #1, to write off outstanding lease fees charged to Royal Flying Doctor Service of \$80,190.00 (for the period concluding 30 April 2021); 3. Authorises the Chief Executive Officer to secure an agreement with Royal Flying Doctor Service for the payment of relevant Derby Airport fees, including if required, reasonable use of the Derby Airport Terminal for patient transfers. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
CARRIED 9/0			
<p><i>31 Mar 2022 - 2:16 PM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 11 Nov 2021 To: 30 Apr 2022 Reason: Agreement reached with Royal Flying Doctor Service, inclusive of comments provided by the Shire's legal advisors. Awaiting final documents from RFDS to execute (RFDS producing documentsaion "in-house").</p> <p><i>3 May 2022 - 1:52 PM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 31 May 2022 Reason: Still awaiting final documents from RFDS to execute (RFDS producing documentsaion "in-house").</p> <p><i>16 May 2022 - 4:36 PM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 30 Jun 2022 Reason: Deed of Agreement settled but awaiting RFDS Board Meeting to confirm it does not wish to take up the lease extension, following which that final clause can be worded and the document executed.</p>			

Meeting	Officer/Director	Section	Subject
Council 25/11/2021	Hartley, Neil	Matters for which the Meeting May Be	Derby Jetty - Insurance and Related Considerations

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Closed (Confi
Dexter, Amanda

RESOLUTION 159/21

Moved: Cr Paul White
Seconded: Cr Geoff Davis

That Council:

1. **Accepts the position offered by Kimberley Ports Authority that the Derby Jetty can be insured for \$5.6m on the basis that in the event of a catastrophic event which destroyed the jetty, the jetty would not be reinstated or replaced utilising the existing design and specifications, and the intent would be to clear the site and reinstate a small recreational jetty (due to the change in demand and utilisation since the Jetty was first built);**
2. **Understands that any costs above the insured level would be the responsibility of the Shire to bear, and asks that the Chief Executive Officer arrange for engineering studies to be sought to confirm the most prudent level of insurance that should be set, such that removal of debris/clean-up can be undertaken, and construction/reinstatement of a small recreational jetty to replace the existing structure can be achieved, without there being any undue risk of excess costs resulting.**
3. **Confirms the need to maintain current levels of insurance levels (until 2023 when the MPA Fish Farms Lease is due to expire) unless legal advice is obtained that reasonably allows the changes to be brought in earlier;**
4. **Notes that the eventual lease renegotiations with Kimberley Mineral Sands will need to accommodate a mutually agreed position on jetty insurance;**
5. **Requires the Chief Executive Officer to pursue the implementation of a Deed to suitably modify the insurance clauses of the Head Lease (from “replacement”, to a “removal of debris/clean up only” clause);**
6. **Requires that any future Derby Port/Jetty Leases provide clarity on the Shire’s capacity going forward to undertake Jetty maintenance or replacement, and that the Shire’s position be suitably protected;**
7. **Requires that a Derby Port Masterplan workshop be scheduled with Councillors, to outline options available for the sustainable operation of the Derby Port; and**
8. **Requires that a review of Derby Jetty fees/charges be undertaken and a report be presented to Council on the options available to it.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Against: Nil

CARRIED 9/0

31 Mar 2022 - 2:37 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 9 Dec 2021 To: 30 Jun 2023
 Reason: Insurance changes can be accommodated by LGIS, but can generally only occur once each year, on policy renewal (end fo financial year). Insurance change is also subject to Kimberley Mineral Sands and MPA Fish Farms lease clauses and commitments. It is hoped that a change to Removal of Debris Only insurance can be arranged to occur from 1 July 2023.

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confidential)	Derby Airport - Lease to Dunning's Fuel Supplies (#s 2 and 10) and Renewal of KAS Helicopters Leases (#s 3 and 5)
RESOLUTION 14/22			
Moved: Cr Peter McCumstie			
Seconded: Cr Geoff Davis			
That Council;			
1. In regard to Dunning's Fuels Lease Areas 2 and 10:			
(a) Notes the submission lodged by BP Australia and endorses the responses to the submission as outlined in the Comment section of this report;			
(b) Agrees to lease two separate portions of the Derby Airport land (Lot 143 on Deposited Plan 144238 and being the whole of the land comprised in Certificate of Title Volume 2037 Folio 326) described as Areas 2 and 10 and on the attached Airport Lease Area Plan (inclusive of part of the existing KAS Helicopters Lease Area 3 site, to Dunning's Fuel);			
(c) Endorses the lease period for both Areas 2 and 10 are to be 10 + 10 years and a commencement lease fee for each individual area of a minimum of \$16,500pa for an up to 1,000m ² lease is to apply (proportionately more if the eventual area is above 1,000m ²);			
(d) Authorises the Chief Executive Officer to finalise the lease documentation for both Dunning's Fuel leases, and any required modifications to the KAS Helicopters lease, and authorises the President and Chief Executive Officer to execute the necessary documentation and apply the Shire's Common Seal (if required); and			
2. In regard to KAS Helicopters leases (lease areas 3 and 5):			
(a) Endorse 10 year lease extensions over lease areas 3 and 5 on the same terms and conditions of the existing leases, with both leases now due to			

<p>Outstanding Action Sheets Report</p>	<p>Division: Committee: Officer:</p>	<p>Date From: Date To: Printed: 17 May 2022 4:12 PM</p>
---	---	---

expire on 11 September 2031, and if sought by KAS prior to the extension being legally formalised, an assignment to an alternative lease ownership structure;

(b) Notes that there may be a lease fee reduction for Lease Area 3, but only if the new area of Lease Area 3 reduces such that the valuation calculation in (1c) above requires a reduction to below the current annual lease fee of \$27,096.76; and

(c) Authorise the President and Chief Executive Officer to execute the necessary documentation and apply the Shire’s Common Seal (if required).

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

CARRIED 7/0

31 Mar 2022 - 2:31 PM - Neil Hartley
Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 15 Apr 2022
Reason: Assignment and lease extension documentation prepared and ready for execution.

3 May 2022 - 1:44 PM - Neil Hartley
Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 31 May 2022
Reason: 1. BP Australia advised that its submission was noted;
2. KAS Helicopters Lease Area 3 site modified and new lease and assignment executed;
3. Leases for Areas 2 and 10 finalised and awaiting signatures from the parties.

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Conf)	Derby Port - Kimberley Mineral Sands Lease Modifications (Major Land Transaction)

RESOLUTION 16/22

Moved: Cr Paul White
Seconded: Cr Rowena Mouda

That Council by Absolute Majority:

- Notes that the Business Case was advertised in accordance with S. 3.59 of the Local Government Act, but that no submissions were received by the 31 January 2022 closing date;
- Accepts the change to road refurbishment/maintenance responsibilities (vis. that the Shire will retain responsibility for this infrastructure) and considers this change to be a “not significantly different” from the position taken at the 9 December 2021 Council Meeting, or as conditionally

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

outlined in the advertised Business Case;

3. Resolves to proceed with the transaction as modified;
4. Directs the CEO acts expeditiously in consultation with the Shire’s legal advisors, to prepare the necessary legal documentation to suitably modify the existing lease, including addressing any legal matters or other variations that need to be resolved between the parties as part of that re-drafting process;
5. Authorises the President and the CEO to execute the documents on the Shire’s behalf, an apply the Common Seal if required;
6. Notes that the matter of transitioning the insurance for the Derby Jetty from “replacement” to “removal of debris only” is subject to the sub-lease’s outcomes and in particular, Kimberley Mineral Sands’ decision on whether to utilise the Derby Port, and that a temporarily deferral (to no later than 30 May 2022) is therefore authorised; and
7. Notes that a revised Derby Port Masterplan is currently being prepared by officers, for presentation to Council.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY

31 Mar 2022 - 2:18 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 30 Apr 2022
 Reason: Lease renegotiations have progressed and final documentation is expected by early April.

3 May 2022 - 1:46 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 26 May 2022
 Reason: Lease negotiations ongoing. Expecting to report to the 26 May 2022 Council Meeting.

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Hartley, Neil Dexter, Amanda	Executive Services	Proposed Lease to Derby Visitor Centre (Inc)

RESOLUTION 165/21

Moved: Cr Peter McCumstie
Seconded: Cr Paul White

That Council lease part of Reserve #'s 6929, 30 Loch Street, Derby to Derby Visitor Centre (Inc.) on the following significant conditions:

Outstanding Action Sheets Report	Division: Committee: Officer:	Date From: Date To: Printed: 17 May 2022 4:12 PM
---	-------------------------------------	--

a. lease area to be consistent with the description outlined in Annexure #1 of the attachment as “Sketch of Premises”);

b. a commercial type Lease to be utilised, but the annual lease fee be consistent with a Community Lease fee (currently \$100pa);

c. the lease period to be 10 + 10 years (with renewals at the Shire’s sole discretion);

d. the Schedule of Lessee Costs Responsibilities as outlined in the Financial Implications section of this report to be incorporated into the lease; and

e. the Special Conditions as outlined in the Comments section of this report to be also incorporated into the lease.

In Favour: Crs Geoff Haerewa, Paul White, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 8/0

15 Dec 2021 - 9:54 AM - Neil Hartley
Revised Target Date changed by: Hartley, Neil From: 23 Dec 2021 To: 28 Feb 2022
Reason: Civic Legal to prepare documentation to be forwarded to Derby Visitor Centre.

7 Feb 2022 - 4:40 PM - Neil Hartley
Revised Target Date changed by: Hartley, Neil From: 28 Feb 2022 To: 31 May 2022
Reason: Lease discussions and Lease drafting underway. Will require Visitor Centre to consider and approve.

Meeting	Officer/Director	Section	Subject
Council 29/04/2021	Hartley, Neil Dexter, Amanda	Executive Services	Complaints handling policy and/or procedure
RESOLUTION 34/21			
Moved: Cr Chris Kloss			
Seconded: Cr Rowena Mouda			
That Council:			
<ol style="list-style-type: none"> 1. Request that the Western Australian Local Government Association develop a <i>model</i> Complaints Handling Policy/Procedure for the local government industry’s consumption; and 2. Require that community consultation occur prior to any document being finally endorsed by Council. 			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

CARRIED 8/0

5 Jul 2021 - 8:20 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 13 May 2021 To: 31 Aug 2021
 Reason: Awaiting WALGA Templates to be distributed to WA local governments.

2 Aug 2021 - 8:50 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Aug 2021 To: 31 Oct 2021
 Reason: Awaiting advice from WALGA

10 Sep 2021 - 4:29 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Oct 2021 To: 31 Dec 2021
 Reason: Awaiting advice from WALGA.

15 Dec 2021 - 9:50 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Dec 2021 To: 28 Feb 2022
 Reason: No proposals from WALGA forthcoming. Will attempt to draft a version suitable for SDWK, at least as a short term measure.

7 Feb 2022 - 7:26 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 28 Feb 2022 To: 31 Mar 2022
 Reason: Awaiting WALGA model document. Other work related priorities have limited time availability for this project.

8 Mar 2022 - 5:09 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Apr 2022
 Reason: Other priorities have delayed this project. Hopefully to be a task for the new Governance Officer to assist with.

3 May 2022 - 2:07 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 30 Jun 2022
 Reason: Awaiting appointment of new Governance Officer to progress.

Meeting	Officer/Director	Section	Subject
Council 25/02/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi)	Rating Review - Location 210 Great Northern Highway (Kimberley Meat Company)
RESOLUTION 12/21			
Moved: Cr Chris Kloss			
Seconded: Cr Geoff Davis			
That Council:			
1. Endorse the change in valuation method for Kimberley Meat Company (Dampier Location 210) to now be Gross rental Valuation (from Unimproved			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 17 May 2022 4:12 PM</p>
--	--	---

Valuation);

2. Seek the Minister for Local Government’s determination on the method of valuing the land (in accordance with the provisions of S6.28 of the Local Government Act);
3. Authorises the CEO to take the necessary actions to progress and implement the valuation change; and
4. Confirms that on balance, there is insufficient justification to warrant the phasing in of the valuation, or to grant a concession, on this occasion.

AMENDMENT

Moved: Cr Chris Kloss
 Seconded: Cr Keith Bedford

That point 4 be amended to read:

4. In noting the concerns outlined in the Kimberley Meat Company submission, agrees to apply the Local Government Act Section 6.31 three year valuation phase-in option from the valuation’s implementation date.

In Favour: Crs Chris Kloss, Pat Riley, Rowena Mouda and Keith Bedford
Against: Crs Paul White, Geoff Davis, Andrew Twaddle and Steve Ross

LOST 5/4
Determined by Presiding Member’s Casting Vote

Moved: Cr Chris Kloss
 Seconded: Cr Geoff Davis

That Council:

1. Endorse the change in valuation method for Kimberley Meat Company (Dampier Location 210) to now be Gross rental Valuation (from Unimproved Valuation);
2. Seek the Minister for Local Government’s determination on the method of valuing the land (in accordance with the provisions of S6.28 of the Local Government Act);
3. Authorises the CEO to take the necessary actions to progress and implement the valuation change; and

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 17 May 2022 4:12 PM</p>
--	---	--

4. Confirms that on balance, there is insufficient justification to warrant the phasing in of the valuation, or to grant a concession, on this occasion.

In Favour: Crs Paul White, Geoff Davis, Andrew Twaddle, Steve Ross and Rowena Mouda

Against: Crs Chris Kloss, Pat Riley and Keith Bedford

CARRIED 5/3

4 Mar 2021 - 11:26 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 11 Mar 2021 To: 31 Mar 2021
 Reason: Minister advised of the Council's decision. Awaiting response and eventual Gazettal.

8 Apr 2021 - 3:05 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Mar 2021 To: 30 Jun 2021
 Reason: Submission made the Department of Local Government. Awaiting response.

5 Jul 2021 - 8:17 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Jun 2021 To: 30 Jul 2021
 Reason: Awaiting response from Minister for Local Government.

9 Aug 2021 - 12:03 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Jul 2021 To: 30 Sep 2021
 Reason: Awaiting response from Minister for Local Government.

10 Sep 2021 - 4:35 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Sep 2021 To: 31 Oct 2021
 Reason: Awaiting response from Minister for Local Government.

2 Nov 2021 - 2:50 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Oct 2021 To: 31 Jan 2022
 Reason: Minister's approval now recieved. Commencement date for rating has been set at 25 October 2021. Valuer General to now supply final valuation so rating can be initiated.

7 Feb 2022 - 7:34 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Jan 2022 To: 31 Mar 2022
 Reason: Move to GRV endorsed, but still awaiting values from the Valuer General to finalise.

16 Mar 2022 - 10:01 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Jun 2022
 Reason: Awaiting valuation and Gazettal.

Meeting	Officer/Director	Section	Subject
Council 29/10/2020	Hartley, Neil Dexter, Amanda	Executive Services	Rating Review - Changing Methods of Valuation

RESOLUTION 186/20

Moved: Cr Paul White

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 17 May 2022 4:12 PM</p>
--	--	---

Seconded: Cr Steve Ross

That Council:

1. Endorses a review of the rateable properties in the district being undertaken;
2. Notes that a report will be presented to Council for its final decision, if the review locates any rate assessments that a change of valuation is thought warranted; and
3. Requires that any report in (2) above, include an assessment of whether phasing in of any modified valuation/rates (either singularly or in total) should be considered by Council.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Pat Riley

Against: Nil

CARRIED 8/0

14 Dec 2020 - 10:28 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 12 Nov 2020 To: 28 Feb 2021
 Reason: Progressing. First property to be referred to February 2020 Council Meeting. Assessment of others is ongoing (as they are located).

1 Feb 2021 - 5:08 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 28 Feb 2021 To: 30 Apr 2021
 Reason: First property to be referred to February 2020 Council Meeting. Assessment of others is ongoing (as they are located).

8 Apr 2021 - 3:02 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Apr 2021 To: 30 Jun 2021
 Reason: Reviews progressing with two underway as at April 2021.

5 Jul 2021 - 8:38 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Jun 2021 To: 30 Jun 2022
 Reason: Valuation reviews are ongoing, with reports presented to Council as they are located.

Meeting	Officer/Director	Section	Subject
Council 27/05/2021	Hartley, Neil Dexter, Amanda	Executive Services	Sale of "Dongas" - Derby Airport

RESOLUTION 49/21

Moved: Cr Paul White

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Seconded: Cr Andrew Twaddle

That Council;

- Accept the offer from Department of Biodiversity, Conservation and Attractions for up to \$10,000 to purchase six of the remaining eight surplus to requirements transportable buildings (currently located at the Derby Airport); and**
- Authorise the CEO to negotiate with the Department of Biodiversity, Conservation and Attractions with the view to it also taking the remaining two units, and for those units to be relocated from the airport. Alternatively, if that cannot be agreed to, to dispose of the remaining two units if within a reasonable period of time a use cannot be found for them within the community, or a buyer is not forthcoming.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

4 Jun 2021 - 3:32 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 10 Jun 2021 To: 31 Jul 2021
 Reason: Sale no longer progressing. Other options being explored.

5 Jul 2021 - 8:37 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Jul 2021 To: 31 Dec 2021
 Reason: Dongas sold to Mt Hart. Removal to occur in November/December 2021.

8 Mar 2022 - 5:08 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 28 Feb 2022 To: 30 Apr 2022
 Reason: Transport has not occurred as promised, but purchaser has advised that dongas will be removed as soon as possible.

31 Mar 2022 - 2:46 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 30 Jun 2022
 Reason: Still awaiting Mt Hart to remove the dongas. Mt Hart contacted but it has unfortunately not met its commitments.

Meeting	Officer/Director	Section	Subject
Council 28/10/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Conf)	Fitzroy Crossing Airport - Lease to Recharge Fuel Supplies

RESOLUTION 138/21

Moved: Cr Paul White

Seconded: Cr Rowena Mouda

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 17 May 2022 4:12 PM</p>
--	--	---

That Council;

1. **Agrees to progress the lease process as required by S. 3.58 of the Local Government Act for the requested Recharge Fuel lease at Fitzroy Crossing Airport (vis. as indicated in the attachment, but could be an alternative location if prior to advertising, that is requested by Recharge and agreed to by the CEO);**
2. **Authorises the CEO to progress the proposal, conditional on:**
 - (a) **A formal proposal being forthcoming to the CEO’s satisfaction and addressing all of the necessary airport related aspects (like safety, hardstand/apron access and protection, engineering certification, appropriate fuel licencing requirements, etc);**
 - (b) **Recharge Fuels agreement to meeting the necessary costs, estimated at \$9,000;**
3. **Advises Recharge Fuels that in accordance with S. 3.58 of the Local Government Act, Council cannot make a final decision on the question of a lease until after the period of public consultation has closed and any submissions received have been assessed and considered (unless there are no submissions received opposing the lease, in which case Council authorises the Chief Executive Officer to finalise the lease); and**
4. **Authorise the President and Chief Executive Officer to execute the necessary documentation and apply the Shire’s Common Seal (if required).**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 9/0

31 Mar 2022 - 1:58 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 11 Nov 2021 To: 30 Jun 2022
 Reason: Whilst Recharge has been advised it may lease the site, it has not as yet lodged a formal proposal addressing all of the necessary airport related aspects (like safety, hardstand/apron access and protection, engineering certification, appropriate fuel licencing requirements, etc).

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Hartley, Neil Dexter, Amanda	Executive Services	Fitzroy Crossing Airport - Proposal for State Government Funding Plan
RESOLUTION 160/21			
Moved: Cr Peter McCumstie			
Seconded: Cr Keith Bedford			
That Council:			

Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 17 May 2022 4:12 PM

1. Endorse the principle and thrust of the Fitzroy Crossing Airport Funding Plan and request the CEO to coordinate its finalisation at the earliest opportunity;

2. Authorise the President and the Chief Executive Officer to facilitate discussions with the State Government for a contribution towards the long term asset management funding of the Fitzroy Crossing Airport; and

3. Notes that a separate report on Curtin and Derby airports, including asset and operational cost considerations at those sites, will be forthcoming.

In Favour: Crs Geoff Haerewa, Paul White, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 8/0

15 Dec 2021 - 9:53 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 23 Dec 2021 To: 31 Mar 2022
 Reason: Letter forwarded to State Minister for Health. Awaiting meeting opportunity. Still need to finalise Funding Proposal with accurate asset management estimates (awaiting consultant engineering report).

7 Feb 2022 - 7:28 AM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Jun 2022
 Reason: Minister for Health has passed on to Minister for Transport. Requires ongoing lobbying of state government.

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confidential)	Kimberley Mineral Sands - Debt Write-Off
COMMITTEE RESOLUTION AC28/22			
Moved: Cr Peter McCumstie			
Seconded: Cr Keith Bedford			
That the Audit Committee recommends that Council, conditional on a new sub-lease being executed by the Shire and the Kimberley Mineral Sands group:			
1. Writes off the insurance contribution claim made upon the Derby Port lessee's, Thunderbird Operations Pty Ltd and Sheffield Resources Limited (of \$172,958.16); and			
2. Notes that insurance contributions by the lessee will apply (as per the lease's new position) from 1 January 2022.			
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Against: Nil

CARRIED 3/0 BY ABSOLUTE MAJORITY

3 May 2022 - 2:11 PM - Neil Hartley
 Revised Target Date changed by: Hartley, Neil From: 7 Apr 2022 To: 26 May 2022
 Reason: Lease negotiations ongoing, with report hoped to be presented to the 26 May 2022 Council Meeting.

Meeting	Officer/Director	Section	Subject
Audit Committee 20/05/2021	Mildenhall, Christie Dexter, Amanda	Reports	Change to entry fees - Derby Memorial Swimming Pool
COMMITTEE RESOLUTION AC36/21			
Moved: Cr Keith Bedford			
Seconded: Cr Geoff Davis			
That the Audit Committee recommends that Council BY AN ABOLOSUTE MAJORITY;			
<ol style="list-style-type: none"> Approves a corporate discount of 10% for casual pool entry at the Derby Memorial Swimming Pool is made available to local businesses and community organisations. Approves the advertising of these changes to its list of fees and charges in accordance with Section 6.19 of the Local Government Act 1995. 			
<u>In Favour:</u> Crs Geoff Haerewa, Keith Bedford, Geoff Davis and Rowena Mouda			
<u>Against:</u> Nil			
CARRIED 4/0 BY ABSOLUTE MAJORITY			
<p><i>12 Jul 2021 - 1:55 PM - Christie Mildenhall</i> Working on background procedural documents prior to advertising and rolling out. Expected to be ready to progress by end of month.</p> <p><i>13 Sep 2021 - 10:57 AM - Christie Mildenhall</i> No further update. Still working through associated procedure.</p> <p><i>18 Oct 2021 - 2:33 PM - Sarah Smith</i> Revised Target Date changed by: Smith, Sarah From: 3 Jun 2021 To: 18 Nov 2021 Reason: Working through paper work - needs to be updated</p> <p><i>8 Nov 2021 - 3:58 PM - Christie Mildenhall</i> No further update.</p>			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 17 May 2022 4:12 PM</p>
--	---	--

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Neate, Wayne Dexter, Amanda	Development Services	Proposed new Parking Local Law
<p>RESOLUTION 167/21</p> <p>Moved: Cr Paul White</p> <p>Seconded: Cr Linda Evans</p> <p>That Council;</p> <ol style="list-style-type: none"> 1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, State wide and local public notice be given stating that; <ol style="list-style-type: none"> (a) It is proposed to make a Shire of Derby/West Kimberley Parking Local Law, and a summary of its purpose and effect; (b) Copies of the proposed local law may be inspected at the Shire offices and website; (c) Submissions about the proposed local law may be made to the Shire within a period of not less than six weeks after the notice is given; 2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given, a copy of the proposed local law be sent to the Minister for Local Government; 3. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and 4. The results of the public consultation be presented to Council for consideration of any submissions received. <p><u>In Favour:</u> Crs Geoff Haerewa, Paul White, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 8/0</p> <p><i>19 Dec 2021 - 1:02 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 23 Dec 2021 To: 30 Mar 2022 Reason: Parking local laws have been advertised</p> <p><i>16 Mar 2022 - 1:00 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 30 Mar 2022 To: 01 May 2022 Reason: Advertisement has closed confirming any public submissions will progress to relevant authority for approval</p>			

Meeting	Officer/Director	Section	Subject
---------	------------------	---------	---------

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Council 25/03/2021	Neate, Wayne Dexter, Amanda	Technical Services	Carparking and Verge Control
RESOLUTION 23/21			
Moved: Cr Paul White			
Seconded: Cr Andrew Twaddle			
That Council;			
<ol style="list-style-type: none"> 1. Endorse the plan to convert the grassed areas of verge into mulched garden beds with strategically placed rocks to prevent the issues of parking on the verge. 2. Advise the Western Australian Country Health Service of the intention to convert the grassed areas to garden beds. 3. Instruct the Chief Executive Officer to work with the Derby Landcare group to undertake planting of the verge areas with local native plants suitable to not cause sight issues for traffic entering or exiting the various hospital entries. 4. Instruct the Chief Executive Officer to develop Parking Local Laws as part of the overall review of Local Laws. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
CARRIED 8/0			
<p><i>12 May 2021 - 1:33 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 8 Apr 2021 To: 30 Jun 2021 Reason: Landcare group will be wirtten to along with Hospiatl around verge lanting and management.</p> <p><i>13 Sep 2021 - 8:37 AM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Dec 2021 Reason: Local Laws for Parking are being progressed. Awaiting design of planting from Derby Landcare Group.</p> <p><i>19 Dec 2021 - 1:03 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 11 Feb 2022 Reason: Planting plan has been submitted to Derby Ops Manager for approval.</p> <p><i>16 Mar 2022 - 12:26 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 11 Feb 2022 To: 01 Jun 2022 Reason: WACHS - Have given approval to plan. Rocks have been ordered and pants and retic being sourced.</p> <p><i>17 May 2022 - 8:25 AM - Wayne Neate</i></p>			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Revised Target Date changed by: Neate, Wayne From: 1 Jun 2022 To: 01 Jul 2022
Reason: Works underway

Meeting	Officer/Director	Section	Subject
Council 25/06/2020	Neate, Wayne Dexter, Amanda	Technical Services	Fitzroy Crossing - Low level Crossing
RESOLUTION 111/20			
Moved: Cr Geoff Davis			
Seconded: Cr Paul White			
That Council;			
<ol style="list-style-type: none"> 1. Include the Fitzroy Crossing Low Level Crossing in the Road Maintenance Strategy 2020-25 with updated pricing for the risk assessment and upgrade works. 2. Close the Fitzroy Crossing Low Level Crossing to all traffic and advertise the decision as per the requirements of the Local Government Act 1995. 3. Instruct Officers to investigate feasible options to close the Fitzroy Crossing Low Level Crossing to traffic but allow access to the banks of the Fitzroy River. 4. Instruct officers to investigate alternative sources of funding for the Low Level Crossing. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
CARRIED 9/0			
<p><i>5 Feb 2021 - 3:18 PM - Amanda Dexter</i> This project is ongoing, further advice is being sought from Main Roads in regards to structural integrity and funding is being sought to implement the social infrastructure.</p> <p><i>5 Feb 2021 - 3:19 PM - Amanda Dexter</i> Revised Target Date changed by: O'Halloran, Amanda From: 9 Jul 2020 To: 31 Mar 2021 Reason: This project is ongoing</p> <p><i>4 Jun 2021 - 3:33 PM - Sarah Smith</i> Revised Target Date changed by: Smith, Sarah From: 31 Mar 2021 To: 30 Jun 2021 Reason: This project is ongoing</p> <p><i>16 Mar 2022 - 12:25 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Jun 2022 Reason: Beginning to explore options for post this wet season to place boollards on old Crossing</p>			

Outstanding Action Sheets Report	Division: Committee: Officer:	Date From: Date To: Printed: 17 May 2022 4:12 PM
---	-------------------------------------	--

Meeting	Officer/Director	Section	Subject
Council 25/06/2020	Neate, Wayne Dexter, Amanda	Executive Services	Allocation of Curtin Airport Donga's
RESOLUTION 105/20			
Moved: Cr Rowena Mouda			
Seconded: Cr Paul White			
That Council;			
<ol style="list-style-type: none"> 1. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 3 to the Friends of Wharfinger House in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained; 2. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 4 to the Derby Enduro Club in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained; 3. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 5 to the Derby Golf Club in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained; 4. Advertise notice of intention to dispose of the ex-Curtin Security Block to the Derby Regional Hospital in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained; 5. Note that the Shire is using the remaining two Guard Houses for its own purposes; and 6. Advertise to the wider public for expression of interest for the use of the eight piece medical facility and for any of the other buildings should the disposal of the assets listed in points 1 through to 4 not occur for any reason. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
CARRIED 9/0 BY ABSOLUTE MAJORITY			
<p><i>3 Sep 2020 - 2:29 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 9 Jul 2020 To: 30 Jul 2020 Reason: All parties have been written to about the allocation of the Donga's and have been requested to write back to Council Accepting the offer - If accepted disposal will be advertised. if not disposal plus extra dongos will be advertised to the public for interest. <i>28 Oct 2020 - 10:34 AM - Wayne Neate</i></p>			

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 17 May 2022 4:12 PM</p>
---	---	--

Revised Target Date changed by: Neate, Wayne From: 30 Jul 2020 To: 01 Dec 2020
 Reason: All parties are now in agreement to remove the Donga's as per agenda item just waiting on approval process for each organisation
5 Feb 2021 - 3:17 PM - Amanda Dexter
 No formal application was recieved - the Shire will need to review and seek further advice.
5 Feb 2021 - 3:18 PM - Amanda Dexter
 Revised Target Date changed by: O'Halloran, Amanda From: 1 Dec 2020 To: 31 Mar 2021
 Reason: As per comments
8 Apr 2021 - 2:46 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 31 Mar 2021 To: 30 Jun 2021
 Reason: No one has taken the oppourtunity to bid for these they will be advetised for sale again shortly.
13 Sep 2021 - 8:38 AM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Nov 2021
 Reason: All Donga's have been allocated awaiting groups to remove and place onsite
18 Oct 2021 - 3:53 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Nov 2021 To: 01 Dec 2021
 Reason: We have recently written to all of the groups in regards to the Dongas to confirm moving the buildings.
19 Dec 2021 - 1:07 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 31 Jan 2022
 Reason: Hospital has moved Dongas. Medical facility is to be relocated to Mt Hart (8 piece). Derby Enduro has handed thiers back. Derby Golf Club will take thiers and Derby Turf Clubs to place at the Sportsmans Club and Golf Club
16 Mar 2022 - 12:24 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 31 Jan 2022 To: 01 May 2022
 Reason: One Donga has been Handed back to re issue all others were promised to be collected prior to the Wet season. Will work with Groups post the wet season to ensure they are taken up
17 May 2022 - 8:33 AM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 May 2022 To: 01 Jul 2022
 Reason: One Donga has been passed back in and awaiting other Donga's to be removed by Community Groups and Colin Fitzgerald

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Neate, Wayne Dexter, Amanda	Development Services	Proposal for Lease Agreement - Horizon Power Community Battery

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

RESOLUTION 78/21

Moved: Cr Geoff Davis

Seconded: Cr Rowena Mouda

A motion was moved that Council suspend standing orders.

In Favour: Crs Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

CARRIED 6/0

RESOLUTION 80/21

Moved: Cr Rowena Mouda

Seconded: Cr Geoff Davis

That Council:

- 1. Authorise the CEO to decide on the most appropriate location of the Horizon Power Community Battery at Nicholson Square Oval, or an alternative location if that is deemed more appropriate.**
- 2. Agrees to lease the required land to Horizon Power for \$500 p.a., utilising the attached lease document (under confidential section Attachment "C"), noting that the CEO is authorised to make any necessary modifications to ensure the Shire's interest are suitably protected; and**
- 3. Notes that Horizon Power is an exempt body as that relates to the Shire being otherwise required to progress through the Local Government Act's S 3.58 (Disposing of Property) provisions.**

In Favour: Crs Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

CARRIED 6/0

19 Jul 2021 - 3:51 PM - Philip Gehrman

Revised Target Date changed by: Gehrman, Philip From: 8 Jul 2021 To: 27 Aug 2021

Reason: Awaiting feedback from Horizon Power on next steps.

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

10 Sep 2021 - 4:06 PM - Sarah Smith
 Action reassigned to Neate, Wayne by: Smith, Sarah for the reason: Phillip Gerhmann no longer at SDWK
 18 Oct 2021 - 3:51 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 27 Aug 2021 To: 01 Dec 2021
 Reason: Horizon Power working up lease
 19 Dec 2021 - 1:09 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 01 Apr 2022
 Reason: Location has been determined at Nicholson Square, Lease being progressed
 16 Mar 2022 - 12:27 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Apr 2022 To: 01 Jun 2022
 Reason: Horizon Power yet to provide Lease document
 17 May 2022 - 8:31 AM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Jun 2022 To: 01 Jul 2022
 Reason: Work onsite has commenced however lease is not in place as yet

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Neate, Wayne Dexter, Amanda	Development Services	Proposal for Lease Agreement - Horizon Power Solar Farm
RESOLUTION 81/21			
Moved: Cr Paul White			
Seconded: Cr Geoff Davis			
That Council:			
<ol style="list-style-type: none"> 1. Supports the location of a Horizon Power Solar Farm at Derby Airport; 2. Agrees to lease the required land to Horizon Power for \$500 p.a., utilising the attached lease document (under confidential cover at Attachment "B"), noting that the CEO is authorised to make any necessary modifications to ensure the Shire's interest are suitably protected; and 3. Notes that Horizon Power is an exempt body as that relates to the Shire being otherwise required to progress through the Local Government Act's 3.58 (Disposing of Property) provisions. 			
<u>In Favour:</u> Crs Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
			CARRIED 6/0

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

19 Jul 2021 - 3:51 PM - Philip Gehrman
 Revised Target Date changed by: Gehrman, Philip From: 8 Jul 2021 To: 27 Aug 2021
 Reason: Awaiting feedback from Horizon Power on next steps.

10 Sep 2021 - 4:05 PM - Sarah Smith
 Action reassigned to Neate, Wayne by: Smith, Sarah for the reason: Phillip Gerhmann no longer at SDWK

18 Oct 2021 - 3:51 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 27 Aug 2021 To: 01 Dec 2021
 Reason: This project may not advance dependant on Horizon Power

19 Dec 2021 - 1:10 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 01 Apr 2022
 Reason: Confirmation being sought from Horizon Power about this project moving forward

11 Jan 2022 - 1:14 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Apr 2022 To: 01 Apr 2022
 Reason: Horizon Power have advised that this was a back up plan in case the solar array on the hospital did not go ahead. Horizon Power have internally tabled the project as a future potential project as it aligns with thier strategy for renewable energy. if surplus funds are found they may come back to the Shire. This could potentially be on hold for sometime.

16 Mar 2022 - 12:58 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Apr 2022 To: 01 Dec 2022
 Reason: Horizon Power (HP) have stated that this was a back up project if Hospital did not work out. Still may eventuate for HP to meet energy alterntive energy targets however this may be some time away or not eventuate at all.

Meeting	Officer/Director	Section	Subject
Council 25/03/2021	Paul, Robert Martin, Stuart	Development Services	Policy H2 - Traders and Stall Holders Permits (revised)
RESOLUTION 24/21			
Moved: Cr Rowena Mouda			
Secoded: Cr Paul White			
That Council:			
<ol style="list-style-type: none"> Pursuant to Section 2.7(2)(b) of the Local Government Act, 1995 adopt Policy H2 – Traders and Stall Holders Permits (revised) as presented in Attachment 1 of this report for a period of three months whilst it seeks community consultation on the matter. Request the Chief Executive Officer to undertake a consultation process as addressed in the Shire Report and refer the matter back to Council for consideration. 			
In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
Against: Nil			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

CARRIED 8/0

17 May 2021 - 3:49 PM - Robert Paull
 Further report to Council on outcome of advertising
 10 Sep 2021 - 4:14 PM - Robert Paull
 Report to be prepared for the 28 October 2021 Council meeting.

Meeting	Officer/Director	Section	Subject
Council 28/04/2022	Paul, Robert Martin, Stuart	Development Services	Addressing Derelict Houses, Untidy Blocks in Derby and Strategic State Housing Needs for the Shire
RESOLUTION 55/22			
Moved: Cr Paul White			
Seconded: Cr Geoff Davis			
That with respect to Addressing Derelict Houses, Untidy Blocks in Derby and Strategic State Housing Needs for the Shire that Council:			
<ol style="list-style-type: none"> 1. Note the Report; 2. Authorise the reallocation of \$14,000 from COA 2070787 Health Other Expenses to the cost of demolition and inclusion of Caveat on Title for Lot 775, No 20 Baobab Street Derby reflecting the Shire’s interest in the land. 3. Once demolition and inclusion of Caveat on Title for Lot 775, No 20 Baobab Street Derby has been undertaken, the Chief Executive Officer be requested to actively seek reimbursement of Shire’s costs from the owner. 4. Request to Chief Executive Officer to: <ol style="list-style-type: none"> a) Undertake action as outlined in the Report in relation to progressing the clean-up and where required, demolition of (private) dwellings referred in this Report; and b) Consider a submission to the 2022/23 Budget that addresses adequate funding for the potential demolition, establishment of a caveat and potential legal actions to the address the clean-up/demolition of (private) dwellings referred in this Report. 5. Request the President on behalf of Council, write to: <ol style="list-style-type: none"> a) The Prime Minister of Australia, Premier of Western Australia and the respective Leaders of the Opposition, highlighting the concerns of the 			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

community with respect to the need for a meaningful quality State housing program that addresses the needs of its tenants and addresses the increasing housing shortage in the Shire and the Kimberley as a whole;

(b) The Minister for Housing and Minister for Health and respective Opposition spokespersons, requesting immediate action to either demolish or renovate the WA Government housing stock identified in this Report and for the demolished housing to be immediately replaced with quality housing targeted to the needs of tenants and the community;

(c) Indigenous corporations and stakeholders in Derby who also seek to substantially improve local housing stock by inviting them to join with the Shire in lobbying Federal and State Governments to commit to improved social housing in Derby.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 8/0

Meeting	Officer/Director	Section	Subject
Council 25/11/2021	Thornton, Alan Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Debt Write Off
RESOLUTION 158/21			
Moved: Cr Andrew Twaddle			
Seconded: Cr Paul White			
That Council by Absolute Majority, approves the write off of \$3,640.00 for the employee listed in this report.			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
CARRIED 9/0 BY ABSOLUTE MAJORITY			
<small>31 Mar 2022 - 2:40 PM - Neil Hartley</small>			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

Action reassigned to Thornton, Alan by: Hartley, Neil for the reason: Debt Write-Off is coordinated by Finance Team.

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Thornton, Alan Dexter, Amanda	Reports	Statement of Financial Activity - February 2022
COMMITTEE RESOLUTION AC23/22			
Moved: Cr Peter McCumstie			
Seconded: Cr Keith Bedford			
That the Audit Committee recommends Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 28th February 2022.			
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle			
<u>Against:</u> Nil			
			CARRIED 3/0

Meeting	Officer/Director	Section	Subject
Audit Committee 17/02/2022	Thornton, Alan Dexter, Amanda	Reports	2021-22 MID-YEAR BUDGET REVIEW
COMMITTEE RESOLUTION AC11/22			
Moved: Cr Peter McCumstie			
Seconded: Cr Geoff Haerewa			
That the Audit Committee:			
<ol style="list-style-type: none"> 1. Accept the 2021-22 Mid-Year Budget Review, forming attachments 1 & 2 in accordance with regulation 33A of the <i>Local Government (Financial Management) Regulations 1996</i>; and 2. Forward a copy of the determination and said report to the Department of Local Government, Sport and Cultural Industries within 30 days. 			

Outstanding Action Sheets Report	Division: Committee: Officer:	Date From: Date To: Printed: 17 May 2022 4:12 PM
--	--	---

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle
Against: Nil
CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Thornton, Alan Dexter, Amanda	New Business Of An Urgent Nature	Short-Term Loan Facility
COMMITTEE RESOLUTION AC26/22			
Moved: Cr Peter McCumstie			
Seconded: Cr Keith Bedford			
That the Audit Committee recommends that Council;			
Request the Chief Executive Officer to apply to the Western Australia Treasury Corporation for access to the Short-term Lending Facility for a 12 month term. Funds to be used for Disaster Recovery flood damage claims AGRN907 and AGRN951.			
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle			
<u>Against:</u> Nil			
CARRIED 3/0			

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Thornton, Alan Dexter, Amanda	Reports	Long Term Financial Plan - 2022-23 to 2036-37
COMMITTEE RESOLUTION AC24/22			
Moved: Cr Peter McCumstie			
Seconded: Cr Keith Bedford			

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 17 May 2022 4:12 PM

That the Audit Committee recommend that Council:

1. Endorse the Long Term Financial Plan 2022/23 – 2036/37 per attachment to this report for Council’s on going consideration.

In Favour: Crs Keith Bedford, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

7.5 COMPLIANCE REPORTS - COUNCILLOR MEETING ATTENDANCE**File Number:** 4262 - Status Reports**Author:** Sarah Smith, Executive Services Coordinator**Responsible Officer:** Amanda Dexter, Chief Executive Officer**Authority/Discretion:** Information**SUMMARY**

For the Committee to receive the information provided in the attached report and provide strategic direction as required.

DISCLOSURE OF ANY INTEREST

Nil

BACKGROUND

The Terms of Reference for the Compliance and Strategic Review Committee (now Audit Committee) adopted on 26 March 2015 detail the key role the Committee holds in assisting the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

The Committee will ensure compliance in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems to meet statutory requirements.

STATUTORY ENVIRONMENT***Local Government Act 1995***

2.25. Disqualification for failure to attend meetings

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

CONSULTATION

Internal consultation has been undertaken with relevant areas to collate information.

COMMENT

Nil

VOTING REQUIREMENT

Simple majority

ATTACHMENTS**1. Council Meeting Attendance Table - 21/22****COMMITTEE RESOLUTION AC46/22**

Moved: Cr Geoff Haerewa

Seconded: Cr Keith Bedford

That the Audit Committee RECEIVES the information contained in the report detailing Councillor meeting attendance.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0



MEETING ATTENDANCE

The following table provides information on attendance at the 2021/22 Financial Year Ordinary and Special Council Meetings:

Councillor	29	26	31	30	18	28	25	9	24	24	31	28	26	30
	Jul	Aug	Aug	Sep	Oct	Oct	Nov	Dec	Feb	Mar	Mar	Apr	May	June
	2021	2021	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022
	OCM	OCM	Special	OCM	Special	OCM	OCM	OCM	OCM	Special	OCM	OCM	OCM	OCM
G Haerewa	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ Phone	✓	✓		
P McCumstie	N/A	N/A	N/A	N/A	✓	✓	✓	✓	✓ Phone	✓ Phone	✓ Phone	✓		
K Bedford	✓	✓ Phone	✓ Phone	✓	✓	✓ Phone	✓ Phone	✓ Phone	✓ Phone	✓ Phone	✓ Phone	✓ Phone		
R Mouda	LOA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ Phone	✓		
P Riley	✓	✓	✓ Phone	✓	✓	✓ Phone	✓	✓ Phone	✓	✓ Phone	✓ Phone	✓		
P White	✓ Phone	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
A Twaddle	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	LOA		
G Davis	✓ Phone	✓	✓ Phone	✓ Phone	✓	✓ Phone	✓	LOA	✓ Phone	✓ Phone	✓	✓		
L Evans	N/A	N/A	N/A	N/A	✓	✓	✓	✓	LOA	✓	✓	✓		

Derby
 ☎ (08) 9191 0999
 ✉ sdwk@sdwk.wa.gov.au

Fitzroy Crossing
 ☎ (08) 9191 5355
 ✉ sdwk@sdwk.wa.gov.au

30 Loch Street PO Box 94, Derby WA 6728 | Flynn Drive PO Box 101, Fitzroy Crossing
 ABN: 96 934 203 062 | www.sdwk.wa.gov.au

8 NEW BUSINESS OF AN URGENT NATURE

- Nil.

9 NEW AND EMERGING ITEMS FOR DISCUSSION

- Nil.

10 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)**COMMITTEE RESOLUTION AC47/22****Moved: Cr Geoff Haerewa****Seconded: Cr Peter McCumstie**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0**10.1 SUNDRY DEBTORS APRIL 2022**

This matter is considered to be confidential under Section 5.23(2) - b, e(ii) and e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal affairs of any person, a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government and a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

COMMITTEE RESOLUTION AC48/22**Moved: Cr Geoff Haerewa****Seconded: Cr Peter McCumstie****That the Audit Committee:**

Recommends that Council receives the information contained in the report detailing Sundry Debtors as at 30 April 2022.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

10.2 RATES OUTSTANDING APRIL 2022

This matter is considered to be confidential under Section 5.23(2) - b, e(ii) and e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal affairs of any person, a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government and a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

COMMITTEE RESOLUTION AC49/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

- 1. Receives the report on outstanding rate and service charge debt by financial year to the end of April 2022.**

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC50/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That Council moves out of Closed Council into Open Council.

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

CARRIED 5/0

11 DATE OF NEXT MEETING

The next meeting of Audit Committee will be held Thursday, 23 June 2022 in the Council Chambers, Clarendon Street, Derby.

12 CLOSURE OF MEETING

The Presiding Member closed the meeting at 5:09pm.

These minutes were confirmed at a meeting on

.....

Signed:

Presiding Person at the meeting at which these minutes were confirmed.

Date:

REPORTS

11 EXECUTIVE SERVICES

11.1 DELEGATION OF AUTHORITY REGISTER - ANNUAL REVIEW

File Number: 0150

Author: Neil Hartley, Strategic Business Manager

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

An annual review of the Council's delegations is required to be undertaken and Council is asked to endorse the new/reviewed Delegation of Authority Register.

The current Shire Delegation of Authority Register closely follows the WALGA Model. It was last reviewed by Council on 27 May 2021. This review has been undertaken with the view to meeting the Local Government Act requirement of an annual review, and to maintain the delegations in a contemporary format. [Other than continuing to refine the document's completeness/presentation, no changes to the extent of any delegations are suggested.](#)

DISCLOSURE OF ANY INTEREST

Nil applicable.

BACKGROUND

Notwithstanding the common use of the well understood term "Council" in the Local Government Act, and that delegations are decisions made on Council's behalf, convention is that where there is a "discretionary power" or duty assigned to the "Local Government" in the Local Government Act or in a local law, the power or duty must (in many circumstances at least) be delegated to convey the authority to make decisions.

Delegations therefore facilitate the Chief Executive Officer (and appropriate staff) making decisions on behalf of Council/Local Government. This allows for the more efficient operation of the Shire and improves the level of services that the Shire is able to offer residents.

The Delegated Authority Register contains all such delegations made to the Chief Executive Officer, plus where the Chief Executive Officer has then "on-delegated" to other staff. In some circumstances delegations can go directly to a specific officer and not the CEO, like delegations under the Public Health Act. The Register also contains any limits on the types of decisions that can be made under the delegation, or conditions that might be applied, but importantly, it doesn't set out what decision must be made (although this parameter can in some circumstances be contained in an aligned policy if required by Council).

The Delegated Authority Register must be reviewed at least once every financial year. The Register was last reviewed by Council at its 27 May 2021 Ordinary Council Meeting.

WALGA has provided input and feedback to the industry generally on delegations. This is a subscriber service and assists greatly in ensuring that not only is compliance achieved with the review, but industry best practice is followed. WALGA has produced a Model Delegation register

with over 100 possible delegations within it from which local governments can choose which of those best suit their specific needs. Other than those model delegations that are not relevant to this district, and the following three, namely (1) *Panels of Pre-Qualified Suppliers for Goods and Services* (because we don't have any); (2) *Disposing of Property* (because it is felt this is best decided by Council); and (3) *Audit and Risk Committee* (because all Committee recommendations are referred to Council) all other model delegations have been included in the proposed new Shire of Derby/West Kimberley Register of Delegations.

As legislation changes, that also often translates to the need to modify delegations. There have however, been no changes required due to legislation modifications on this occasion.

Noting that a major review was conducted just 12 months ago, there are no officer suggested modifications.

STATUTORY ENVIRONMENT

The Local Government Act 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 S 5.42. 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 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).

Other Acts

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

- Building Act 2011;
- Bush Fires Act 1954;
- Cat Act 2011;
- Dog Act 1976;

Food Act 2008;
Public Health Act 2016 and
Planning & Development Act 2005.

POLICY IMPLICATIONS

Some Delegations are linked to some of the Policies and changes to either can require complimentary modifications to occur.

There was one conflict noticed as part of the review (between Delegation 1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land; and Policy F5 Sundry Debtors Collection) but it was the policy that needed to be altered, not the delegation. Council modified this policy at its 28 April Meeting.

FINANCIAL IMPLICATIONS

There are no perceived financial implications arising from the officer’s recommendation.

STRATEGIC IMPLICATIONS

GOAL	OUTCOME	STRATEGY
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 a non-compliance on the Annual Compliance Return.	Unlikely	Moderate	Medium	Ensure that the annual review is undertaken and considered by Council.

CONSULTATION

Utilisation of the Western Australian Local Government Association Delegations Model.

No community consultation is required.

COMMENT

This review needs to be completed prior to 30 June 2020 to ensure that a non-compliance is avoided.

The Shire utilises the WALGA Delegation Model, which provides a good range of delegations to select from. The WALGA Model can be relied upon to be well researched and well configured, and it also has the benefit of providing consistency of approach across most of Western Australia’s local governments.

Other than continuing to refine the document's completeness and its presentation and update it to ensure it is contemporary (as highlighted in the attached document), no changes to the extent of any delegations are suggested.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Delegations of Authority Register (Review draft)  

RECOMMENDATION

That Council:

1. Notes that the review of the Shire's delegations has been completed and requires the next review to be reported to Council by 30 June 2023; and
2. Endorses the attached Shire of Derby/West Kimberley Delegations of Authority Register, noting that no changes are required on this occasion.



Shire of Derby / West Kimberley

Delegated Authority Register

Version 2.0

 www.sdwk.wa.gov.au

Shire of Derby / West Kimberley

REVIEW

Reviewed by	Date approved	References
Council	27 May 2021	Item No. 11.1, Resolution No. 56/21
Council	26 May 2022	Item No. xx, Resolution No. xx/22

DRAFT

TABLE OF CONTENTS

INTRODUCTION..... 7
Introduction 7
Background to Delegations and Authorisations..... 7
The Concept of “Acting Through” 7
Determining What Should be Delegated..... 8
Standard Conditions of Delegations 8

DELEGATIONS..... 10
1.0 LOCAL GOVERNMENT ACT 1995 DELEGATIONS..... 10
1.1 Council to CEO (and Shire President) 10
 1.1.1 Performing Functions Outside the District..... 10
 1.1.2 Compensation - Damage Incurred when Performing Executive Functions 11
 1.1.3 Powers of Entry to Perform Local Government Functions 12
 1.1.4 Declare Vehicle is Abandoned Vehicle Wreck 14
 1.1.5 Confiscated or Uncollected Goods (Disposing of) 16
 1.1.6 Disposal of Sick or Injured Animals..... 18
 1.1.7 Close Thoroughfares to Vehicles/Extra Mass Permits 20
 1.1.8 Control Reserves and Certain Unvested Facilities..... 22
 1.1.9 Obstruction of Footpaths and Thoroughfares 23
 1.1.10 Gates Across Public Thoroughfares 26
 1.1.11 Public Thoroughfare – Dangerous Excavations 28
 1.1.12 Crossing – Construction, Repair and Removal..... 30
 1.1.13 Private Works on, over or under Public Places..... 32
 1.1.14 Works Required for Supply of Water 34
 1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift..... 35
 1.1.16 Expressions of Interest for Goods and Services..... 37
 1.1.17 Tenders for Goods and Services – Call Tenders 39
 1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options 41
 1.1.19 Tenders for Goods and Services - Exempt Procurement 44
 1.1.20 Application of Regional Price Preference Policy 47
 1.1.21 Payments from the Municipal or Trust Funds..... 48
 1.1.22 Defer, Grant Discounts, Waive or Write Off Debts 50
 1.1.23 Power to Invest and Manage Investments..... 52
 1.1.24 Rate Record Amendment..... 54
 1.1.25 Agreement as to Payment of Rates and Service Charges 56
 1.1.26 Determine Due Date for Rates or Service Charges 58
 1.1.27 Recovery of Rates or Service Charges..... 59
 1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent 61
 1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land..... 63
 1.1.30 Rate Record – Objections 65
 1.1.31 Renewal or Extension of Contracts during a State of Emergency 67
 1.1.32 Procurement of Goods or Services required to address a State of Emergency 69
 1.1.33 Applying Common Seal..... 71
 1.1.34 Minor Amendments to Policies and Delegations 73

1.1.35	Submissions	74
1.2	CEO to Employees.....	76
1.2.1	Determine if an Emergency (for Emergency Powers of Entry).....	76
1.2.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare ...	77
1.2.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	79
1.2.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places.....	81
1.2.5	Appoint Persons (other than employees) to Open Tenders	82
1.2.6	Electoral Enrolment Eligibility Claims and Electoral Roll.....	83
1.2.7	Destruction of Electoral Papers	85
1.2.8	Appoint Authorised Persons (Local Government and Various Acts).....	86
1.2.9	Information to be Available to the Public.....	88
1.2.10	Financial Management Systems and Procedures	90
1.2.11	Audit – CEO Review of Systems and Procedures	92
1.2.12	Infringement Notices (Local Government and Various Acts).....	93
1.3	Local Law Delegations to CEO.....	95
1.3.1	Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	95
2.0	BUILDING ACT 2011 DELEGATIONS	101
2.1	Council to CEO	101
2.1.1	Grant a Building Permit	101
2.1.2	Demolition Permits.....	103
2.1.3	Occupancy Permits or Building Approval Certificates	105
2.1.4	Designate Employees as Authorised Persons (Building).....	107
2.1.5	Building Orders.....	109
2.1.6	Inspection and Copies of Building Records.....	111
2.1.7	Referrals and Issuing Certificates (Building).....	112
2.1.8	Private Pool Barrier – Alternative and Performance Solutions.....	114
2.1.9	Smoke Alarms – Alternative Solutions.....	116
2.1.10	Appointment of Approved Officers and Authorised Officers (Building).....	117
3.0	BUSH FIRE ACT 1954 DELEGATIONS	119
3.1	Council to CEO, Shire President and Bush Fire Control Officer	119
3.1.1	Make Request to FES Commissioner – Control of Fire	119
3.1.2	Prohibited Burning Times - Vary.....	120
3.1.3	Prohibited Burning Times – Control Activities	122
3.1.4	Restricted Burning Times – Vary and Control Activities.....	124
3.1.5	Control of Operations Likely to Create Bush Fire Danger	126
3.1.6	Burning Garden Refuse/Open Air Fires	128
3.1.7	Firebreaks.....	130
3.1.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer.....	132
3.1.9	Control and Extinguishment of Bush Fires	134
3.1.10	Recovery of Expenses Incurred through Contraventions of the Bush Fires Act.....	135
3.1.11	Prosecution of Offences (Bush Fires).....	136
4.0	CAT ACT 2011 DELEGATIONS.....	137
4.1	Council to CEO	137
4.1.1	Cat Registrations	137

4.1.2	Cat Control Notices	139
4.1.3	Approval to Breed Cats.....	140
4.1.4	Recovery of Costs – Destruction of Cats.....	142
4.1.5	Applications to Keep Additional Cats.....	144
4.2	CEO to Employees.....	148
4.2.1	Infringement Notices – Extensions and Withdrawals.....	148
5.0	DOG ACT 1976 DELEGATIONS	149
5.1	Council to CEO	149
5.1.1	Part Payment of Dog Sterilisation Costs/Directions to Veterinary Surgeons.....	149
5.1.2	Refuse or Cancel Registration of a Dog	151
5.1.3	Dog Kennel Establishments.....	153
5.1.4	Recovery of Moneys Due Under the Dog Act.....	155
5.1.5	Dispose of or Sell Dogs Liable to be Destroyed.....	157
5.1.6	Declare a Dog Dangerous.....	158
5.1.7	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke.....	160
5.1.8	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	162
5.1.9	Determine Recoverable Expenses for Dangerous Dog Declaration	164
6.0	FOOD ACT 2008 DELEGATIONS	166
6.1	Council to CEO and Employees	166
6.1.1	Determine Compensation.....	166
6.1.2	Prohibition Orders (Food Act).....	168
6.1.3	Food Business Registrations	170
6.1.4	Appoint Authorised Officers and Designated Officers (Food Act).....	172
6.1.5	Debt Recovery and Prosecutions (Food Act).....	174
6.1.7	Food Businesses List – Public Access.....	178
7.0	GRAFFITI VANDALISM ACT 2016 DELEGATIONS	179
7.1	Council to CEO	179
7.1.1	Give Notice Requiring Obliteration of Graffiti	179
7.1.2	Notices – Deal with Objections and Give Effect to Notices (Graffiti)	181
7.1.3	Obliterate Graffiti on Private Property	183
7.1.4	Powers of Entry (Graffiti Vandalism Act)	184
8.0	PUBLIC HEALTH ACT 2016 DELEGATIONS	185
8.1	Council to CEO and Employees	185
8.1.1	Appoint Authorised Officer or Approved Officer (Asbestos)	185
8.1.2	Enforcement Agency Reports to the Chief Health Officer.....	186
8.1.3	Designate Authorised Officers (Health).....	187
8.1.4	Determine Compensation for Seized Items (Health).....	189
9.0	PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS	191
9.1	Council to CEO	191
9.1.1	Illegal Development.....	191
9.2	Local Planning Scheme - Council to CEO	193
9.2.2	Interim Development Order No 9: Determination of Applications.....	197
10.0	STATUTORY DELEGATION TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES	201
10.1	Environmental Protection Act 1986	201
	Department of Water and Environmental Regulation to CEO.....	201

10.1.1	Noise Control – Environmental Protection Notices [Reg.65(1)]	201
10.1.2	Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events.....	203
10.1.3	Noise Management Plans – Construction Sites.....	205
10.2	Planning and Development Act 2005.....	207
	Department of Planning, Lands and Heritage to CEO.....	207
10.2.1	Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	207
	Western Australian Planning Commission to CEO.....	211
10.2.2	WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	211
10.3	Main Roads Act 1930	213
	Main Roads Western Australia to CEO and Employees	213
10.3.1	Traffic Management - Events on Roads	213
10.3.2	Traffic Management – Road Works.....	214
10.4	Road Traffic (Vehicles) Act 2012.....	215
	Department of Transport to CEO.....	215
10.4.1	Approval for Certain Local Government Vehicles as Special Use Vehicles	215
	AMENDMENTS	218

DRAFT

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 Executive Managers will provide a report to the CEO before 31 March 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, its' 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).

Shire of Derby / West Kimberley

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](#).

DRAFT

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	<i>Local Government Act 1995:</i> 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 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	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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

Delegation	1.1.2 Compensation - Damage Incurred when Performing Executive Functions
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	<i>Local Government Act 1995:</i> 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	<ol style="list-style-type: none"> 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)]. 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	<ol style="list-style-type: none"> Delegation is limited to settlements which do not exceed a material value of \$2,000. "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 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	<p>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.</p> <p>b. "Standard Conditions" as outlined in this Register of Delegations.</p>
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
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>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.</p> <p>Local Laws: <ul style="list-style-type: none"> • Local Government Property; and • Activities on Thoroughfares and Trading in Thoroughfares and Public Places. </p>
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.

Shire of Derby / West Kimberley

Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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 Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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.	OCM Agenda Item xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Ranger Senior Ranger Senior Ranger (Temp)
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.

Shire of Derby / West Kimberley

Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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.	OCM Agenda Item xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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.	OCM Agenda Item xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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 [s.3.51].
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 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
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	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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)]. 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	<ol style="list-style-type: none"> 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. “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
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 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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
Subdelegate conditions	<p>a. As outlined in Council Conditions for this Delegation.</p> <p>b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>c. "Standard Conditions" as outlined in this Register of Delegations.</p> <p>When determining to grant permission to obstruct a public footpath or thoroughfare under this Delegated:</p> <ol style="list-style-type: none"> 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)].
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p> <p>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.</p> <p>Shire Fees and Charges – Bond amount to be charged.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p> <p>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.</p>
Policy	Not applicable.

Shire of Derby / West Kimberley

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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
Subdelegate conditions	<ol style="list-style-type: none"> 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.

	<p>When determining to grant permission to for a dangerous excavation under this Delegated:</p> <ol style="list-style-type: none"> 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.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p> <p>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.</p> <p>Shire Fees and Charges – Bond amount to be charged.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p> <p>Refer also Delegation 1.3.1 under the Template Activities in Thoroughfares and Public Places and Trading Local Law.</p> <p>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.</p>
Policy	Not applicable.

Shire of Derby / West Kimberley

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p>

Shire of Derby / West Kimberley

	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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ul style="list-style-type: none"> 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
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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 Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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.	OCM Agenda Item xxx Res. No. xx/22

DRAFT

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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development 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 (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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 : <ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services

Subdelegate conditions	<p>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.</p> <p>b. As outlined in Council Conditions for this Delegation.</p>
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures.</p> <p>WALGA Subscription Service – Procurement Toolkit.</p>
Policy	<p>F2 Asset Management</p> <p>F7 Regional Price Preference</p> <p>F1 Procurement of Goods and Services</p>
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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.

	<p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The original tender accepted by Council decision has not been able to be finalised into a contract; 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). <p>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 were invited to supply.</p> <p>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.</p> <p>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.</p> <p>f. "Standard Conditions" as outlined in this Register of Delegations.</p>
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	<ul style="list-style-type: none"> 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<p>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:</p> <p>Category Maximum Value for individual contracts</p> <p>WALGA Preferred Supplier Program [F&G.r.11(2)(b)] >\$250,000</p> <p>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</p> <p>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</p> <p>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)] >\$250,000</p> <p>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*</p> <p>*as specified in F&G.r.11(2)(h)(ii)</p> <p>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)] >\$250,000</p> <p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ol style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification;

	<ul style="list-style-type: none"> 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. <p>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.</p> <p>d. "Standard Conditions" as outlined in this Register of Delegations.</p>
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	<ul style="list-style-type: none"> 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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) Regulations 1996: 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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Finance
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	26 May 2022

Shire of Derby / West Kimberley

Adoption references	OCM Agenda Item xxx Res. No. xx/22
----------------------------	------------------------------------

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community
Subdelegate conditions	<ol style="list-style-type: none"> 1. Debt to be not more than \$500. 2. Otherwise 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. Collection of Rates Debts – refer Delegations: <ul style="list-style-type: none"> • 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	26 May 2022

Shire of Derby / West Kimberley

Adoption references	OCM Agenda Item xxx Res. No. xx/22
----------------------------	------------------------------------

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community Manager Finance
Subdelegate conditions	<ol style="list-style-type: none"> 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	A/Director of Corporate Services Director of Corporate and Community Manager Finance
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

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	<ul style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community
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	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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	A/Director of Corporate Services Director of Corporate and Community
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community
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	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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community
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 – 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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/charges 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	A/Director of Corporate Services Director of Corporate and Community
Subdelegate conditions	As outlined in Council Conditions for this Delegation.

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p>Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p>
Policy	<p>F4 Sundry Debtors Collection Policy</p> <p>F5 Outstanding Rates Collection Policy</p> <p>F6 Financial Hardship Policy</p>
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

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: Regulation 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: <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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.

	<p>f. The CEO cannot sub-delegate this authority (excluding for occasions where they are not physically present in the district).</p> <p>g. "Standard Conditions" as outlined in this Register of Delegations.</p>
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Services Director Technical and Development Services
Subdelegate conditions	<p>a. Can only be utilised on occasions where the CEO is not physically present in the district.</p> <p>b. As outlined in Council Conditions for this Delegation.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	Not applicable.
Subdelegates	No subdelegates.

Subdelegate conditions	Not applicable.
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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. 9.49(A)5 of the Act; (b) Affix the Common Seal to documents, pursuant to s. 9.49(A)2 of the act, and (c) Sign documents on behalf of the Shire for all matters arising under delegated authority (s. 5.42) and s. 9.49(A)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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	No subdelegates.
Subdelegate conditions	Not applicable.
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

Delegation	1.1.35 Submissions
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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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.
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
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

Shire of Derby / West Kimberley

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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 : <ol style="list-style-type: none"> 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
Conditions	<ol style="list-style-type: none"> 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.
Statutory framework	<p>This delegated authority is effective only in alignment with Delegated Authority 1.1.9 Obstructions of Footpaths and Thoroughfares.</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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: <ol style="list-style-type: none"> 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
Conditions	<ol style="list-style-type: none"> 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.
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 1.2.12 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>This delegated authority is effective only in alignment with Delegated Authority 1.1.13 Private Works on, over or under Public Places.</p> <p>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	A/Director of Community Services A/Director of Corporate Services 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 March 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community
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).

Shire of Derby / West Kimberley

	b. "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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	A/Director of Corporate Services Director of Corporate and Community
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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<p>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:</p> <ul style="list-style-type: none"> (a) Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act; (b) Caravan Parks and Camping Grounds Act 1995; (c) Cat Act 2011; (d) Cemeteries Act 1986; (e) Control of Vehicles (Off-road Areas) Act 1978; (f) Dog Act 1976; (g) Graffiti Vandalism Act 2016 – refer s.15; and (h) any other legislation prescribed for the purposes of s.9.10 of the Local Government Act 1995. <p>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.</p>
Delegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Conditions	<ul style="list-style-type: none"> 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:

	<ul style="list-style-type: none"> • Cemeteries; • Dogs; • Extractive Industries; • Local Government Property; and • Activities on Thoroughfares and Trading in Thoroughfares and Public Places.
Policy	Not applicable.
Record keeping	<p>All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.</p> <p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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 [s.5.94(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 [s.5.95(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	A/Director of Corporate Services Director of Corporate and Community
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.
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

Shire of Derby / West Kimberley

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: <ul style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community
Conditions	<ul style="list-style-type: none"> 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.
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	A/Director of Corporate Services Director of Corporate and Community
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.
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Conditions	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> (i) Director – Technical & Development Services. (ii) Director – Corporate & Community Services. (iii) A/Director – Corporate Services <p>NOTE: Delegates must also be appointed as an “Approved Officer” – appointment to be determined by the delegate under delegation 2.1.10.</p> <p>c. “Standard Conditions” as outlined in this Register of Delegations.</p>
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	26 May 2022

Shire of Derby / West Kimberley

Adoption references	OCM Agenda Item xxx Res. No. xx/22
----------------------------	------------------------------------

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 xxx Res. No. xx/22

DRAFT

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	<p>1. General Activity Control</p> <p>1A. Authority, limit to permits subject of this delegation, to:</p> <ul style="list-style-type: none"> 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)]. <p>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:</p> <ul style="list-style-type: none"> a. Temporary vehicle crossing [cl.2.4(1)] b. Any activity described as requiring a permit under cl.2.2(1); <ul style="list-style-type: none"> i. dig or otherwise create a trench through or under a kerb or footpath;

	<ul style="list-style-type: none"> 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; <ul style="list-style-type: none"> 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)]. <p>1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5].</p> <p>1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)].</p> <p>2. Use of Public Places</p> <p>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)].</p> <p>3. Crossings</p> <p>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)].</p> <p>4. Thoroughfares and Verges</p> <p>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].</p> <p>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].</p>
--	--

	<p>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].</p> <p>4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to:</p> <ul style="list-style-type: none"> 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]; <p>4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to:</p> <p>Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3]; and</p> <p>Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4].</p> <p>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].</p>
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 Fitzroy Crossing Works Supervisor Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.</p>
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	26 May 2022

Shire of Derby / West Kimberley

Adoption references	OCM Agenda Item xxx Res. No. xx/22
----------------------------	------------------------------------

Amendments			
Approved	Type	Amendment	References
28 February 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.	OCM Agenda Item xxx Res. No. xx/22

DRAFT

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	<p>1. Permits General</p> <p>1A. Authority, limited to the permit types listed below, to:</p> <ul style="list-style-type: none"> 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)]. <p>2. Stallholder, Trading and Performing</p> <p>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:</p> <ul style="list-style-type: none"> a. Stallholder [cl.6.2]; b. Trader [cl.6.3]; and c. Perform in a public place [cl.6.10]. <p>2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5].</p> <p>2C. Authority to authorise another person, as the permit holder’s nominee for a specified period [cl.6.6(2)].</p> <p>3. Outdoor Eating Facilities</p>

	<p>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].</p> <p>3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5].</p> <p>3D. Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].</p>
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 Senior Environmental Health 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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]. <ol style="list-style-type: none"> 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 Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.

Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>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.</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT.</p> <p>Building Services (Registration Act) 2011 – Section 7.</p> <p>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2.</p> <p>Building and Construction Industry Training Levy Act 1990.</p> <p>Heritage Act 2018.</p>
Policy	<p>TP5 Transportable/Relocated Dwellings TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence</p>
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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]. <ol style="list-style-type: none"> 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 Manager Development 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.

	<p>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.</p> <p>Building and Construction Industry Training Levy Act 1990.</p> <p>Heritage Act 2018.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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 Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>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</p> <p>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2.</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018.</p>

Policy	TP5 Transportable/Relocated Dwellings TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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)]. <p>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.</p>
Delegates	Chief Executive Officer
Conditions	<ol style="list-style-type: none"> 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
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Building Act 2011: s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 Manager Development Services
Subdelegate conditions	Manager Development Services (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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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
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.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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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 Manager Development 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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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 Manager Development 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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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 Manager Development 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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<p>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).</p> <p>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";.</p> <p>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).</p> <p>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).</p>
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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development 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 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

3.0 BUSH FIRE ACT 1954 DELEGATIONS

3.1 Council to CEO, 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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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 undertaken 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> 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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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)]: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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)]: <ol style="list-style-type: none"> 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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> 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)]: <ol style="list-style-type: none"> 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	CEO Director - Technical and Development Services
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	A/Director of Corporate Services Customer Service Officer Director of Corporate and Community FX Senior Customer Services Officer Manager Administration Ranger Senior Ranger Senior Ranger (Temp) Team Leader Customer Service

Subdelegate conditions	As outlined in Council Conditions for this Delegation. Only Director – Corporate & Community Services or A/Director – Corporate Services 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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, subdelegate conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22

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 Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>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)).</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<p>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.</p> <p>b. "Standard Conditions" as outlined in this Register of Delegations.</p>
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	<p>A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)</p>
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Cat Regulations 2012: Schedule 3 Fees clause 1(4).</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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 Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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	<p>A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)</p>
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Dogs Local Laws.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22

DRAFT

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; and s.17A(2)(6) If no application for registration made.
Function	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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)]: <ol style="list-style-type: none"> 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	Director Technical and Development Services A/Director of Corporate Services Director of Corporate and Community Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) FX Senior Customer Services Officer Manager Administration Customer Service Officer

Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Dog Act 1976: s.17A If no application for registration made – procedure for giving notice of decision under s.16(3).</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6).</p> <p>Dogs Local Laws.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<ul style="list-style-type: none"> 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 Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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 Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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 Manager Development Services Ranger Senior Ranger Senior Ranger (Temp)
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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)] <ol style="list-style-type: none"> 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 Manager Development Services
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.

Shire of Derby / West Kimberley

Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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 Manager Development Services
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development 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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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
Conditions	<ol style="list-style-type: none"> 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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 Senior Environmental Health Officer
Conditions	<ol style="list-style-type: none"> 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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)]. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	Director Technical and Development Services Manager Development Services Senior Environmental Health Officer
Conditions	<p>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:</p> <ul style="list-style-type: none"> 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. <p>b. "Standard Conditions" as outlined in this Register of Delegations.</p>
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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 Manager Development Services
Conditions	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>b. "Standard Conditions" as outlined in this Register of Delegations.</p>
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>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.</p>
Policy	Not applicable.

Shire of Derby / West Kimberley

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

DRAFT

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 Manager Development Services Senior Environmental Health 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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 Manager Development Services Senior Environmental Health 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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 Manager Development 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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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
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.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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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 Manager Development 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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<ol style="list-style-type: none"> 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 Senior Environmental Health 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

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 xxx Res. No. xx/22

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	<p>Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> 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. <p>Including:</p> <ul style="list-style-type: none"> 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
Conditions	<ul style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • 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	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>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;</p>

	<p>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.</p> <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016.</p> <p>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016.</p> <p>Health Local Laws.</p>
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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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 Senior Environmental Health 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

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	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> (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 Manager Development 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. 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

9.2 Local Planning Scheme - Council to CEO

Delegation	9.2.1 Town Planning Scheme No's 5 and 7: 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 and 82; Town Planning Scheme No's 5 and 7; and Clause 9.8 "Delegation".
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	<p>Advice to Council through appropriate mechanism.</p> <p>Sub-Delegation Conditions:</p> <p>The Manager Planning Services is delegated authority, following consultation with the Director Technical and Development Services 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:</p> <p>1.0 Subdivision Applications</p> <p>1.1 Determine responses to the Western Australian Planning Commission (WAPC) in relation to:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> • 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. <p>1.2 Issue subdivision clearance certificates where the relevant local government conditions have been satisfied.</p> <p>2.0 Notification of Planning Applications</p> <p>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.</p>

	<p>2.2 Determine under what circumstances consultation with adjoining owners is required, under 'Part 4 -Consultation' of the R-Codes and administer consultation accordingly.</p> <p>3.0 Applications for Planning Approval</p> <p>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.</p> <p>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.</p> <p>3.3 Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies.</p> <p>3.4 Approve minor changes to developments involving a non-conforming use where this is considered to not intensify the impact of the use.</p> <p>3.5 Approve dividing fences requiring planning approval where abutting property owners are in agreement.</p> <p>3.6 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s):</p> <ul style="list-style-type: none"> • 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. <p>3.7 Determine responses to the WAPC in regard to development applications which require determination by the WAPC.</p> <p>3.8 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval.</p> <p>3.9 Landscaping and preservation of existing vegetation</p> <p>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.</p> <p>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.</p> <p>Requests to remove a Boab Tree where it is clearly demonstrated that the tree is dead or dying or dangerous.</p> <p>4.0 Retrospective Applications</p> <p>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.</p> <p>5.0 Renewal of Planning Approval</p>
--	--

	<p>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.</p> <p>6.0 Appeals</p> <p>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.</p> <p>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.</p> <p>7.0 Compliance</p> <p>Issue formal notices to owners or occupiers of properties to cease unauthorised uses, remove unauthorised structures or comply with conditions of planning approval.</p> <p>8.0 Reporting</p> <p>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.</p> <p>9.0 Applications may still be referred to Council</p> <p>9.1 In applying this policy, a conservative approach shall be adopted.</p> <p>9.2 An application shall be referred to Council for consideration where:</p> <ul style="list-style-type: none"> - 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. <p>10.0 Procedures</p> <ul style="list-style-type: none"> - Where an applicant or owner of land is aggrieved by a decision of the Manager Planning Services 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 footnote: <p>"The above determination has been made by the Manager Planning Services 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".</p>
--	--

	10.0 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	Manager Development 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 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 TP7 Minimum Finished Floor Level of New Buildings (Other than Outbuildings) 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	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<p>Advice to Council through appropriate mechanism.</p> <p>Sub-Delegation Conditions:</p> <p>The Manager Planning Services is delegated authority, following consultation with the Director Technical and Development Services 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:</p> <p>1.0 Subdivision Applications</p> <p>1.1 Determine responses to the Western Australian Planning Commission (WAPC) in relation to:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> • 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 (iv) amalgamation applications. <p>1.2 Issue subdivision clearance certificates where the relevant local government conditions have been satisfied.</p> <p>2.0 Notification of Development Applications</p> <p>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.</p> <p>2.2 Determine under what circumstances consultation with adjoining owners is required, under 'Part 4 – Consultation ' of the R-Codes and administer consultation accordingly.</p> <p>3.0 Applications for Development Approval</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>3.4 Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies.</p> <p>3.5 Approve minor changes to developments involving a non- conforming use where this is considered to not intensify the impact of the use.</p> <p>3.6 Approve dividing fences requiring planning approval where abutting property owners are in agreement.</p> <p>3.7 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s):</p> <ul style="list-style-type: none"> • 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. <p>3.8 Determine responses to the WAPC in regard to development applications which require determination by the WAPC.</p> <p>3.9 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval.</p> <p>4.0 Retrospective Applications</p> <p>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.</p> <p>5.0 Renewal of Planning Approval</p> <p>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.</p> <p>6.0 Layout Plans</p> <p>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.</p> <p>7.0 Appeals</p>
--	--

	<p>7.1 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.</p> <p>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.</p> <p>8.0 Compliance</p> <p>Issue formal notices to owners or occupiers of properties to cease unauthorised uses, remove unauthorised structures or comply with conditions of planning approval.</p> <p>9.0 Reporting</p> <p>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.</p> <p>10.0 Applications may still be referred to Council</p> <p>10.1 In applying this policy, a conservative approach shall be adopted.</p> <p>10.2 An application shall be referred to Council for consideration where:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>11.0 Procedures</p> <ul style="list-style-type: none"> - Where an applicant or owner of land is aggrieved by a decision of the Manager Planning Services 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 footnote: "The above determination has been made by the Shire Planner 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." <p>12.0 Standard Conditions</p> <p>"Standard Conditions" as outlined in this Register of Delegations.</p>
<p>Express power to subdelegate</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.</p>
<p>Subdelegates</p>	<p>Manager Development Services</p>

Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	<p>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).</p> <p>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.</p> <p>Planning and Development Act 2005.</p> <p>Planning and Development (Local Planning Schemes) Regulations 2015: Division 2 - Delegations clause 81 and 82.</p> <p>Extractive Industries Local Laws.</p>
Policy	<p>TP5 Transportable/Relocated Dwellings</p> <p>TP7 Minimum Finished Floor Level of New Buildings (Other than Outbuildings) Fitzroy Crossing and Camballin</p> <p>TP2 Radio Masts</p> <p>TP1 Light Industrial Area – Caretakers Residence</p>
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	26 May 2022
Adoption references	OCM Agenda Item xxx Res. No. xx/22

Amendments			
Approved	Type	Amendment	References
28 February 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 xxx Res. No. xx/22

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	<p>19 March 2004 GOVERNMENT GAZETTE, WA 919</p> <hr/> <p>ENVIRONMENT</p> <hr/> <p>EV401</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986</p> <p style="text-align: center;">SECTION 20 Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p style="padding-left: 40px;">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.</p> <p>Persons to whom delegation made—</p> <p style="padding-left: 40px;">This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9th day of January 2004.</p> <p>Approved—</p> <p style="text-align: right;">FERDINAND TROMP, A/Chief Executive Officer. Dr JUDY EDWARDS MLA, Minister for the Environment.</p>
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 Senior Environmental Health Officer

Shire of Derby / West Kimberley

Subdelegate conditions	As outlined in Conditions for this Delegation.
Statutory framework	Not applicable. (As they are not delegated by Council??)
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	19 March 2004
Adoption references	Approved by A/Chief Executive Officer of Department of Environment Regulation and Minister for Environment – published 19/3/2004.

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 xxx Res. No. xx/22

DRAFT

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	<p>6282 GOVERNMENT GAZETTE, WA 20 December 2013</p> <p>EV402*</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 DELEGATION NO. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("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 <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to—</p> <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (i) Subregulation 18(13)(b) is not delegated. <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by— JOHN DAY, Acting Minister for Environment, Heritage.</p>
Express power or duty delegated	<p>Environmental Protection (Noise) Regulations 1997:</p> <ul style="list-style-type: none"> 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. <p>Note: r.18 (13)(b) is not delegated.</p>
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	Not applicable. Or 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 Senior Environmental Health 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	12 December 2013
Adoption references	Approved by Acting Minister for Environment; Heritage – published 20/12/2013.

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 xxx Res. No. xx/22

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	<p>1548 GOVERNMENT GAZETTE, WA 16 May 2014</p> <p>EV405*</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 DELEGATION NO. 119</p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—</p> <p>(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by—</p> <p style="text-align: right;">Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.</p>
Express power or duty delegated	Environmental Protection (Noise) Regulations 1197: 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 Senior Environmental Health 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	1 May 2014
Adoption references	Approved by Minister for Environment; Heritage – published 16/5/2014.

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22


DRAFT

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	<p style="text-align: center;">DoL FILE 1738/2002v8; 858/2001v9</p> <p style="text-align: center;"><i>PLANNING AND DEVELOPMENT ACT 2005</i></p> <p style="text-align: center;">INSTRUMENT OF AUTHORISATION</p> <p>I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the <i>Land Administration Act 1997</i>, under section 267A of the <i>Planning and Development Act 2005</i>, HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> 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.</p> <p>Dated the 2nd day of June 2016</p>  <p>HON DONALD TERENCE REDMAN MLA MINISTER FOR LANDS</p>

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
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> 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 45), 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. <p>In respect of development applications being made under or referred to in:</p> <p>(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);</p> <p>(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);</p> <p>(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);</p> <p>(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);</p> <p>(v) section 182 of the Planning and Development Act 2005 in respect of development for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 193 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 1996, or of which such a place forms part;</p> <p>(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);</p>	<p>City of Albany City of Adelaide Shire of Ashburton Town of Blackman Shire of Blackman City of Bayswater City of Belmont Shire of Bentley Shire of Beedington Shire of Baysu Brook Shire of Bridgman Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill/Tambellup Shire of Bruce Rock City of Bunbury Shire of Burrup Town of Cambridge City of Carnarvon Shire of Carnarvon Shire of Capel Shire of Carnamah Shire of Christmas Island Shire of Chapman Valley Shire of Chatterton Shire of Christmas Island Town of Claremont City of Cockburn Shire of Coles (Swain) Islands Shire of Coles Shire of Cooljarlie Shire of Coorup Shire of Coongah Town of Coorup Shire of Cranbrook Shire of Daitling Shire of Dale Shire of Dundas Shire of Dalwallinu Shire of Dardanup Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dongyupook/Bethup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Esrom City of Fremantle City of Greater Geelong</p> <p>Shire of Girgin Shire of Gnowangong Shire of Goomalling City of Geraldton Shire of Hale Creek Shire of Haverly Shire of Hotham Shire of Jarrajarra City of Joondup Shire of Kalamunda City of Kalbarrie/Southern Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorla Shire of Kulin City of Kalbarrie Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Mandurah Shire of Meekatharra City of Merri Shire of Merri Shire of Merredin Shire of Millmerran Shire of Millmerran Shire of Millmerran Town of Moaman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mullewa Shire of Murchison Shire of Murrumbidgee</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>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 the application to be assessed under the appropriate provision of the Planning and Development Act 2005 (including any planning scheme). The 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.</p>

Shire of Derby / West Kimberley

	<p>Shire of Nannup Shire of Narembean Shire of Narrogin Town of Narrogin City of Nedlands Shire of Nganyul/Jamali Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perth 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/Jamvale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p> <p>Shire of Tanami 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 Wandaring City of Wanneroo Shire of Waroona Shire of West Arthur Shire of Westonia Shire of Wilagein Shire of Williams Shire of Wiluna Shire of Wongan-Ballidu Shire of Woodliffing Shire of Wyalkatchem Shire of Wyndham-East Kimberley Shire of Yalgoo Shire of Yalgoo Shire of York</p> <div style="text-align: right;">  HON DONALD TERENCE REDMAN MLA MINISTER FOR LANDS 2nd day of June 2016 </div>
<p>Express power or duty delegated</p>	<p>Planning and Development Act 2005: s.267A Crown and State land, who may sign documents</p>
<p>Function</p>	<p>As outlined in column 1 of the above schedule.</p>
<p>Delegates</p>	<p>Chief Executive Officer</p>
<p>Conditions</p>	<p>As outlined in column 3 of the above schedule and "Standard Conditions" as outlined in this Register of Delegations.</p>
<p>Express power to subdelegate</p>	<p>Not applicable.</p>
<p>Subdelegates</p>	<p>Not applicable.</p>
<p>Subdelegate conditions</p>	<p>Not applicable.</p>
<p>Statutory framework</p>	<p>Not applicable.</p>
<p>Policy</p>	<p>Not applicable</p>
<p>Record keeping</p>	<p>All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.</p>
<p>Date adopted</p>	<p>2 June 2016</p>

Shire of Derby / West Kimberley

Adoption references	Approved by Minister for Lands – published 2/6/2014.
----------------------------	--

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 xxx Res. No. xx/22

DRAFT

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	<p>§22 GOVERNMENT GAZETTE, WA 27 March 2020</p> <p>PL402</p> <p>PLANNING AND DEVELOPMENT ACT 2005 INSTRUMENT OF DELEGATION Del 2020/01 Powers of Local Governments</p> <p>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 <i>Strata Titles Act 1985</i>.</p> <p>Preamble Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>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.</p> <p>Resolution under section 16 of the Act (delegation) On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED—</p> <p>A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1;</p> <p>B. To declare that this instrument recording its resolution is to take effect upon the proclamation of the <i>Strata Titles Amendment Act 2018</i>.</p> <p>SAM FAGAN, Secretary, Western Australian Planning Commission.</p> <p>Schedule 1</p> <p>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i> Power to determine applications for the issuing of a certificate of approval under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that—</p> <p>(a) propose the creation of a vacant lot;</p> <p>(b) propose vacant air stratas in multi-tiered strata scheme developments;</p> <p>(c) propose the creation or postponement of a leasehold scheme;</p> <p>(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—</p> <p>i. a type of development; and/or</p> <p>ii. land within an area,</p> <p>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.</p> <p>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.</p>
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	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	27 March 2020
Adoption references	Approved by Secretary, Western Australian Planning Commission – published 2/6/2014.

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 xxx Res. No. xx/22

DRAFT

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

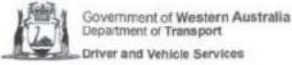
Delegation	10.3.1 Traffic Management - Events on Roads
Head of power	Main Roads Act 1930
Delegator	Main Roads Western Australia
Express power to delegate	A list of local governments authorised for Traffic Management for Events can be found on the Main Road WA website here . Have requested a copy of the signed instrument of authorisation from Main Roads.
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	27 May 2021
Adoption references	Signed agreement by the Commissioner of Main Roads – dated xxxx.



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 xxx Res. No. xx/22

Delegation	10.3.2 Traffic Management – Road Works
Head of power	Main Roads Act 1930
Delegator	Council 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 . Have requested a copy of the signed instrument of authorisation from Main Roads if we have one.
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	27 May 2021
Adoption references	Signed agreement by the Commissioner of Main Roads – dated xxxx.

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 xxx Res. No. xx/22

**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	 <p style="text-align: center;">ROAD TRAFFIC (VEHICLES) ACT 2012 <i>Road Traffic (Vehicles) Regulations 2014</i> RTVR-2017-202046</p> <p style="text-align: center;">APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES</p> <p>Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014 (the Regulations)</i>, 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:</p> <ul style="list-style-type: none"> (a) the <i>Local Government Act 1995</i>; (b) regulations made under the <i>Local Government Act 1995</i>; (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 <i>Dog Act 1976</i>); or (e) any combination of the above paragraphs (a) to (d); <p>as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the <i>Regulations</i>, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the <i>Regulations</i>, subject to the following conditions:</p> <p style="text-align: center;">CONDITIONS</p> <ol style="list-style-type: none"> 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:

	 <p>Government of Western Australia Department of Transport Driver and Vehicle Services</p> <p>(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</p> <p>(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.</p> <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>  <p>Christopher Davers Assistant Director, Strategy and Policy Driver and Vehicle Services Department of Transport</p> <p>Dated the <u>5th</u> day of <u>September</u> 2017</p> <p style="text-align: right;">Approval for ranger vehicles to fit and use yellow flashing lights (transport.wa.gov.au) <i>Extracted on line on 15 March 2021</i></p>
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	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	27 May 2021
Adoption references	Signed approval by Assistant Director, Strategy and Policy, Driver and Vehicle Services, Department of Transport dates 5/9/2017.

Shire of Derby / West Kimberley

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 xxx Res. No. xx/22

DRAFT

AMENDMENTS

Delegation	Approved or adopted	Type	Amendment	References
1.1.1 Performing Functions Outside the District	26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.2 Compensation - Damage Incurred when Performing Executive Functions	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.3 Powers of Entry to Perform Local Government Functions	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.4 Declare Vehicle is Abandoned Vehicle Wreck	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.5 Confiscated or Uncollected Goods (Disposing of)	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.6 Disposal of Sick or Injured Animals	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.7 Close Thoroughfares to Vehicles/Extra Mass Permits	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.8 Control Reserves and Certain Unvested Facilities	26 May 2022	Amended delegation	Review of delegation, added head of power and information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.9 Obstruction of Footpaths and Thoroughfares	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.10 Gates Across Public Thoroughfares	26 May 2022	Amended delegation	Review of delegation, added subdelegate and information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.11 Public Thoroughfare – Dangerous Excavations	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.12 Crossing – Construction, Repair and Removal	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.13 Private Works on, over or under Public Places	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.14 Works Required for Supply of Water	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.16 Expressions of Interest for Goods and Services	26 May 2022	Amended delegation	Review of delegation, added express power to subdelegate information,	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
			amendment to subdelegate and policy.	
1.1.17 Tenders for Goods and Services – Call Tenders	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.19 Tenders for Goods and Services - Exempt Procurement	26 May 2022	Amended delegation	Review of delegation, amendment to function, subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.20 Application of Regional Price Preference Policy	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.21 Payments from the Municipal or Trust Funds	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.22 Defer, Grant Discounts, Waive or Write Off Debts	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.23 Power to Invest and Manage Investments	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.24 Rate Record Amendment	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.25 Agreement as to Payment of Rates and Service Charges	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.26 Determine Due Date for Rates or Service Charges	26 May 2022	Amended delegation	Review of delegation, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.27 Recovery of Rates or Service Charges	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.30 Rate Record – Objections	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.31 Renewal or Extension of Contracts during a State of Emergency	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates, policy and added information to statutory framework.	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
1.1.32 Procurement of Goods or Services required to address a State of Emergency	26 May 2022	Amended delegation	Review of delegation, amendment to conditions, policy and added information to subdelegates and statutory framework.	OCM Agenda Item xxx Res. No. xx/22
1.1.33 Applying Common Seal	26 May 2022	Amended delegation	Review of delegation, added information to delegate, express power to subdelegate and policy, amended subdelegate conditions.	OCM Agenda Item xxx Res. No. xx/22
1.1.34 Minor Amendments to Policies and Delegations	26 May 2022	Amended delegation	Review of delegation, added subdelegate information, amendment to subdelegate conditions and policy.	OCM Agenda Item xxx Res. No. xx/22
1.1.35 Submissions	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 xxx Res. No. xx/22
1.2.1 Determine if an Emergency (for Emergency Powers of Entry)	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.3 1.2.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	26 May 2022	Amended delegation	Review of delegation, amendment to function, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.5 Appoint Persons (other than employees) to Open Tenders	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.6 Electoral Enrolment Eligibility Claims and Electoral Roll	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.7 Destruction of Electoral Papers	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.8 Appoint Authorised Persons	26 May 2022	Amended delegation	Review of delegation, amendment to function,	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
(Local Government and Various Acts)			delegate and added information to policy.	
1.2.9 Information to be Available to the Public	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.10 Financial Management Systems and Procedures	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.11 Audit – CEO Review of Systems and Procedures	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.2.12 Infringement Notices (Local Government and Various Acts)	26 May 2022	Amended delegation	Review of delegation, amendment to delegate and conditions, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.3.1 Infrastructure Control – Template Activities in Thoroughfares and Public Places and Trading Local Law	26 May 2022	Amended delegation	Review of delegation, amendment to statutory framework, added information to policy.	OCM Agenda Item xxx Res. No. xx/22
1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate and delegates, amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.1 Grant a Building Permit	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.2 Demolition Permits	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.3 Occupancy Permits or Building Approval Certificates	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.4 Designate Employees as Authorised Persons (Building)	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.5 Building Orders	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate conditions and added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.6 Inspection and Copies of Building Records	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate,	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
			statutory framework and policy.	
2.1.7 Referrals and Issuing Certificates (Building)	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.8 Private Pool Barrier – Alternative and Performance Solutions	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.9 Smoke Alarms – Alternative Solutions	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework, record keeping and policy.	OCM Agenda Item xxx Res. No. xx/22
2.1.10 Appointment of Approved Officers and Authorised Officers (Building)	26 May 2022	Amended delegation	Review of delegation, amendment to subdelegates and added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.1 Make Request to FES Commissioner – Control of Fire	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.2 Prohibited Burning Times - Vary	26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.3 Prohibited Burning Times – Control Activities	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.4 Restricted Burning Times – Vary and Control Activities	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.5 Control of Operations Likely to Create Bush Fire Danger	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.6 Burning Garden Refuse/Open Air Fires	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
3.1.7 Firebreaks	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.9 Control and Extinguishment of Bush Fires	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act	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 xxx Res. No. xx/22
3.1.11 Prosecution of Offences (Bush Fires)	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
4.1.1 Cat Registrations	26 May 2022	Amended delegation	Review of delegation, added information to express power or duty delegated, subdelegate conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
4.1.2 Cat Control Notices	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
4.1.3 Approval to Breed Cats	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
4.1.4 Recovery of Costs – Destruction of Cats	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
4.1.5 Applications to Keep Additional Cats	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
4.1.6 Reduce or Waiver a Cat Registration Fee	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
			framework and amendment to policy.	
4.2.1 Infringement Notices – Extensions and Withdrawals	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
5.1.1 Part Payment of Dog Sterilisation Costs/Directions to Veterinary Surgeons	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 xxx Res. No. xx/22
5.1.2 Refuse or Cancel Registration of a Dog	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 xxx Res. No. xx/22
5.1.3 Dog Kennel Establishments	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
5.1.4 Recovery of Moneys Due Under the Dog Act	26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, and statutory framework.	OCM Agenda Item xxx Res. No. xx/22
5.1.5 Dispose of or Sell Dogs Liable to be Destroyed	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 xxx Res. No. xx/22
5.1.6 Declare a Dog Dangerous	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 xxx Res. No. xx/22
5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	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 xxx Res. No. xx/22
5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	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 xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration	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 xxx Res. No. xx/22
6.1.1 Determine Compensation	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
6.1.2 Prohibition Orders (Food Act)	26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
6.1.3 Food Business Registrations	26 May 2022	Amended delegation	Review of delegation, added information to delegates, subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
6.1.4 Appoint Authorised Officers and Designated Officers (Food Act)	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegates conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
6.1.5 Debt Recovery and Prosecutions (Food Act)	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 xxx Res. No. xx/22
6.1.6 Abattoir Inspections and Fees	26 May 2022	Amended delegation	Review of delegation, amendment to policy, added information to subdelegates, subdelegates conditions, and statutory framework.	OCM Agenda Item xxx Res. No. xx/22
6.1.7 Food Businesses List – Public Access	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 xxx Res. No. xx/22
7.1.1 Give Notice Requiring Obliteration of Graffiti	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
7.1.2 Notices – Deal with Objections and	26 May 2022	Amended delegation	Review of delegation, added information to	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
Give Effect to Notices (Graffiti)			statutory framework and policy.	
7.1.3 Obliterate Graffiti on Private Property	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
7.1.4 Powers of Entry (Graffiti Vandalism Act)	26 May 2022	Amended delegation	Review of delegation, added information to express power to subdelegate, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)	26 May 2022	Amended delegation	Review of delegation, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
8.1.2 Enforcement Agency Reports to the Chief Health Officer	26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegates, subdelegate conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
8.1.3 Designate Authorised Officers (Health)	26 May 2022	Amended delegation	Review of delegation, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
8.1.4 Determine Compensation for Seized Items (Health)	26 May 2022	Amended delegation	Review of delegation, amendment to delegates, added information to subdelegate, subdelegate conditions, statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
9.1.1 Illegal Development	26 May 2022	Amended delegation	Review of delegation, added information to statutory framework and policy.	OCM Agenda Item xxx Res. No. xx/22
9.2.1 Town Planning Scheme No's 5 and 7: Determination of Applications	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 xxx Res. No. xx/22
9.2.2 Interim Development Order No 9: Determination of Applications	26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item xxx Res. No. xx/22
10.2.1 Instrument of Authorisation – Local Government CEOs – Sign	26 May 2022	Amended delegation	Review of delegation, removed attachment and	OCM Agenda Item xxx Res. No. xx/22

Delegation	Approved or adopted	Type	Amendment	References
Development Applications for Crown Land as Owner			added relevant information to the delegation.	
10.2.2 WA Planning Commission – Powers of Local Governments – s.15 pf the Strata Titles Act 1985 (DEL 2020/01)	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item xxx Res. No. xx/22
10.3.1 Traffic Management – Events on Roads	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item xxx Res. No. xx/22
10.3.2 Traffic Management – Road Works	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item xxx Res. No. xx/22
10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles	26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item xxx Res. No. xx/22

DRAFT

11.2 2020 - 21 ANNUAL REPORT - ANNUAL GENERAL MEETING OF ELECTORS**File Number: 5151****Author: Neil Hartley, Director - Strategic Business****Responsible Officer: Amanda Dexter, Chief Executive Officer****Authority/Discretion: Executive****SUMMARY**

For Council to consider and adopt the 2020-21 Annual Report and set a date for the Annual Electors Meeting.

DISCLOSURE OF ANY INTEREST

Nil.

BACKGROUND

The Annual Report includes the Annual Financial Report. This was presented to the Audit Committee held 19 May 2022 (albeit not in a final form) for review and recommendation and information on the Report, and comes to Council as part of the normal Council consideration process of minutes of the Committee meeting.

The Audit Report is produced by the Auditor General (AG) after a detailed assessment and consultation process, including a requirement for the Chief Executive Officer to sign the Annual Financial Report once satisfied that it is representative/accurate.

Following the exit interview with the Shire, the AG meets with the auditor to review the audit file, Management Letter, Annual Financial Report, etc. and then produces the Audit Report. This report is then forwarded to the President, CEO, and the Department of Local Government.

The draft Annual Report document is attached.

(NOTE FOR PRESIDENT AND COUNCILLORS: The attachment is an indicative design draft of the Annual Report for Councillors to view. Its inclusion is simply to provide an indication of the artwork design direction. Once suitably updated and finalised, it will be attached to this report. For example, it does not as yet include the Audited Financial Statements (not as yet received).

The final version of the Annual Report will be presented to Councillors prior to or at the May Council Meeting.

STATUTORY ENVIRONMENT

Local Government Act S. 5.53 (Annual reports) requires that local governments must prepare an annual report for each financial year. The section also sets out the required contents of the report (for example, a report from the president; an overview of the plan for the future of the district; the financial report for the financial year; and the auditor's report; amongst others).

Local Government Act S. 5.54 (Acceptance of annual reports) requires that the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year, or no later than two months after the auditor's report becomes available. (* Absolute majority required).

Local Government Act S. 5.55 (Notice of annual reports) requires that local public notice of the availability of the annual report be provided as soon as practicable after the report has been accepted by Council, and **Local Government Act S.5.55A (Publication of annual reports)** requires the annual report to be posted onto shire’s official website within 14 days after the report has been accepted by Council.

Local Government Act S. 5.27 (Electors’ general meetings) requires such a meeting to be held at least once every financial year, but not more than 56 days after the Council accepts the annual report.

Local Government Act S. 5.29 (Convening electors’ meetings) outlines that at least 14 days’ notice of the date, time, place and purpose of the meeting must be given.

Local Government Act S. 5.33 (Decisions made at electors’ meetings) require that all decisions made at an electors’ meeting are to be considered at the next practicable ordinary council meeting. If at a meeting of the council a local government makes a decision in response to a decision made at an electors’ meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

The Local Government (Administration) Regulations #16. (Matters to be discussed at general meeting) outline that the matters to be discussed at a general electors’ meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

POLICY IMPLICATIONS

There are no policy implications that relate to this report.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

STRATEGIC AREA	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: Failure to prepare and adopt the Annual Financial Report would result in non-compliance with its statutory	Rare	Moderate	Low	Schedule the Annual Meeting of Electors to meet the requirements of the Local Government Act.

responsibilities under the Local Government Act 1995				
--	--	--	--	--

CONSULTATION

The author has consulted with the Office of the Auditor General, the firm it appointed to conduct the audit RSM, the Shire’s financial services provider Moore Australia, Shire staff with respect to financial reports. The balance of the Annual Report was developed with shire staff the President and CEO and others.

COMMENT

The attached draft Annual Report was produced internally, with assistance from the printer service provider.

Legislation provides that 14 days’ notice is required for the Annual Electors Meeting.

The recommendation leaves the date of the meeting blank with the intention that the matter be discussed, and a date set, at the Council meeting. Note though that the annual electors meeting is to be held no later than 56 days after Council accepts the Annual Report

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Indicative Artwork Design Version of 2020/21 Annual Report [!\[\]\(91f916b54a4c6447ad9638d4638be954_img.jpg\) !\[\]\(f1f3815424e59f897c916108e2f1d706_img.jpg\)](#)

<p>RECOMMENDATION</p> <p>That Council BY AN ABSOLUTE MAJORITY:</p> <ol style="list-style-type: none"> 1. Council accept the 2020/21 Annual Report, containing the Annual Financial Report and Annual Audit Report, as presented; and <p>That Council by Simple Majority:</p> <ol style="list-style-type: none"> 2. Council call a general meeting of electors to be held in _____, on _____ and commencing at _____.



**Shire of Derby /
West Kimberley**



**Annual Report
2020/21**

 www.sdwk.wa.gov.au

OUR ANNUAL REPORT

The Shire of Derby/West Kimberley proudly presents this annual report which highlights our activities and achievements over the 2020/21 financial year.

With an emphasis on best practice and continual improvement, the information in these pages sets out a snapshot of the Shire’s progress over this period focusing on Leadership and Governance, Community, Economy and Environment.

It is organised to align with our new Strategic Community Plan 2021-2031 and associate documents. These plans highlight the strategic vision for the Derby/West Kimberley Shire based on our vision and values.

- Leadership and Governance**
- Community**
- Economy**
- Environment**

Our annual report focuses on the key projects delivered in 2020/21, under each theme, documenting our progress towards realising our community vision:

‘A place where people want to live, invest, visit and return to’

We will work towards our vision whilst demonstrating these 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 |
| 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. |

Copies of the Strategic Community Plan 2021-2031 can be downloaded from our website:

<https://www.sdwk.wa.gov.au/council/integrated-planning-reporting/strategies-plans-reports.aspx>

Our financial statements have been certified by an independent auditor.

ACKNOWLEDGEMENT OF COUNTRY



The Shire Derby West Kimberley acknowledge Aboriginal people as the Traditional Custodians of this land and its waters. The Shire pays respect to all Elders past and present of the Aboriginal Nations of Australia and extend that respect to all Aboriginal people who may read this Annual Report.

Photo: ###

OUR COMMUNITY AND ABORIGINAL HERITAGE

The area now known as the Shire of Derby/West Kimberley has a diverse Indigenous Australian heritage.

Across this area a large number of language and cultural groups have a long history that predates European contact.

Traditionally, prior to contact, Aboriginal people from the Warrwa, Bardi, Jawi, Ngarinyin, Worrorra, Nyikina, Mangala, Unggumi, Bunuba, Walmajarri, Kija, Gooniyandi, Oogardang, Oomeday, Yow Jabi and Wangkatjunka language groups (among others) would interact for law and ceremonial business.

Our Shire is home to over 7,730 people living in 54 sites across the vast West Kimberley.

The Gibb River Road, the mighty Fitzroy River, the Devonian Reef and the amazing Horizontal Waterfalls are just a few of the incredible assets that make up our 118,560km².

The Shire of Derby/West Kimberley looks forward to an ongoing partnership with Indigenous organisations to improve the wellbeing of our Indigenous communities and residents.



QUICK FACTS FOR 2020/21



PRESIDENT AND CHIEF EXECUTIVE OFFICER'S REPORT

The Shire of Derby/West Kimberley has been significantly impacted by COVID-19 in 2019/20 and sadly, many planned event and activities had to be cancelled or postponed.

The global pandemic also had a negative effect on international and national tourism in our Shire and the Kimberley region. With the uncertainty of the impact on tourism, it is expected that the community and industry will have many challenges moving forward. We are confident however, that the Councillors and staff will work together with the community and industry to face these challenges.

Despite the negative impacts of COVID-19, the 2019/20 financial year has seen some roadworks and infrastructure upgrades progress including the installation of CCTV; the Fitzroy Crossing Airport fencing; and the reconstruction of Knowsley Street West Stage 3 and Sutherland Street in Derby.

The Shire's Aboriginal Environmental Health Unit (AEHU) has once again been invaluable with their delivery of environmental health services to Aboriginal communities located across the Shire. The unit, with their 'LIVE DEADLY' environmental health promotion campaign were also able to leverage their connections and health promotion skills to play a leadership role in raising awareness about the COVID-19 pandemic to communities across the Shire.

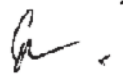
The libraries in Fitzroy Crossing and Derby, and the Derby Memorial Swimming Pool, both continued to be well patronised.

Using creativity to problem-solve during the COVID-19 shutdown, some activities went online (such as library Story Time and Rhyme Time, and keep fit videos), which proved a popular alternative and helped boost community wellbeing.

During the year, the Shire welcomed the newly elected and returned Councillors following the October 2019 local government elections. We also recognised the retiring Councillors for their significant contribution in serving the community.

The Shire is already well along the path of consultation ahead of drafting the next 10-year Strategic Community Plan in 2021, and is actively engaging with as many of its community and stakeholders as possible so that everyone has the opportunity to provide input into the vision and priorities for the upcoming decade.

On behalf of my fellow Councillors, we would like to thank all Shire Councillors and staff for their efforts in this most challenging – but promising – of years and look forward to working together in a similar spirit of cooperation in the year ahead.



Geoff Haerewa
President



Amanda O'Halloran
Chief Executive Officer

COUNCILLORS



Cr Geoff Haerewa
President
Term Expires 2021



Cr Paul White
Deputy President
Term Expires 2023



Cr Keith Bradford
Councillor
Term Expires 2023



Cr Rowena Mouda
Councillor
Term Expires 2023



Cr Pat Riley
Councillor
Term Expires 2023



Cr Steve Ross
Councillor
Term Expires 2023



Cr Geoff Davis
Councillor
Term Expires 2021



Cr Chris Kloss
Councillor
Term Expires 2021



Cr Andrew Twaddle
Councillor
Term Expires 2021

11.3 FITZROY CROSSING AIRPORT - LEASE RENEWAL FOR BUREAU OF METEOROLOGY**File Number:** 9030.6**Author:** Neil Hartley, Strategic Business Manager**Responsible Officer:** Amanda Dexter, Chief Executive Officer**Authority/Discretion:** Administrative**SUMMARY**

The Shire has an existing lease with the Bureau of Meteorology at the Fitzroy Crossing Airport.

This report proposes that the Bureau Of Meteorology be offered a 10 year replacement Lease, although if possible, it would be preferred if we can arrange for the lease period to be for approximately 11 years (to 31/03/2023) to align with the Bureau's Derby Airport lease for the same purpose.

DISCLOSURE OF ANY INTEREST

Nil Applicable.

BACKGROUND

The Bureau of Meteorology has an existing lease at Fitzroy Crossing Airport. The site provides weather data for users of the Fitzroy Crossing Airport, as well as for wider district consumption. The lease has recently expired (18/04/2022) and a new lease is requested by the Bureau.

The Bureau has provided the attached draft lease (noting that this document is similar to the other Bureau lease it has at Derby Airport). It is not proposed to seek legal advice in regard to this lease in light of the Lessee being a Commonwealth Government agency.

STATUTORY ENVIRONMENT

Section 3.58 (Disposing of property) of the Local Government Act deals with how a local government can lease property. This generally requires a public auction or a public tender, or a local public notice inviting public submissions if a private bid is being considered.

Regulation 30 (Dispositions of property excluded from Act s. 3.58) of the Local Government (Functions and General) Regulations provides for exemptions (if the local government wishes to take that option) and one of those exemptions is where the land is disposed of to —

the Crown in right of the Commonwealth; or a department, agency, or instrumentality of the Crown in right of the Commonwealth.

As the proposal is to offer the property to the Commonwealth's Bureau Of Meteorology, then the exemption of regulation 30 can be applied.

POLICY IMPLICATIONS

Policy (ES2) Establishment of Commercial Leases is partially relevant.

FINANCIAL IMPLICATIONS

The lessee will essentially take on the sites "as is where is" and is responsible for any operational costs of the lease area (e.g. power, water, etc.). There will be no legal establishment costs

involved. The new lease fee is \$3,000 payable in advance for the 10 year lease (previously it was \$1/year, or \$10 for the previous ten year period).

STRATEGIC IMPLICATIONS

STRATEGIC AREA	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
Reputation: Potential for reputational damage if the lease is not re-issued for weather collection purposes.	Unlikely	Moderate	Medium	Re-lease the site to the Bureau.
Financial: Lessee might not meet costs as per lease.	Possible	Minor	Low	Manage the lease and any costs for the area concerned.

CONSULTATION

There is not considered to be a realistic alternative use or Lessee for the site, and so no community consultation is suggested as being required on this occasion.

There has been direct consultation with the Bureau of Meteorology.

COMMENT

There is not considered to be a realistic alternative use for this land and the Bureau provides a valuable airport/district service. The increase negotiated for the lease fee now represents a reasonable return for the Shire and assists to reduce, if only by a small margin, the annual operational loss of the Fitzroy Crossing Airport.

If possible, the lease period will be for approximately 11 years (to 31/03/2023) to align with the Bureau’s Derby Airport lease for the same purpose.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. BOM Draft Lease - FX Airport  

RECOMMENDATION

That Council lease part of Reserve #'s 20668 (Fitzroy Crossing Airport) to the Bureau on the following significant conditions:

- a. lease area to be consistent with the description outlined in Item #6 of the Lease Schedule;
- b. the lease fee to be \$3,000 for the ten year period (vis. \$300pa equivalent);
- c. the lease period to be preferably to 31/03/2023 (to align with Derby Airport lease) or alternatively, for 10 years.

THIS LEASE is made on the day of 2022

BETWEEN the party described in item 1 of the Schedule hereto ("the Lessor") of the one part of the COMMONWEALTH OF AUSTRALIA REPRESENTED BY THE BUREAU OF METEOROLOGY ("The Lessee") of the other part.

WITNESSES as follows:

1. The Lessor HEREBY LEASES to the Commonwealth ALL THAT piece of land described in item 2 of the Schedule hereto ("the Demised Premises") to be held by the Commonwealth for the term specified in item 3 of the schedule hereto ("the Term") commencing on the date specified in item 4 of the schedule hereto for the purpose of terms and conditions of this lease, to use the Demised Premises for the purpose of discharge of the functions of the Commonwealth Bureau of Meteorology ("the Bureau") pursuant to the *Meteorology Act 1955* (Cth) and the *Water Act 2007* (Cth) and paying to the Lessor a single payment of \$ 3000.00 plus GST for the Term plus 10 years. ("The Rent")
2. **THE LESSEE COVENANTS with the Lessor as follows:**
 - a. To pay the Rent herein before mentioned.
 - b. To pay all service charges (including charges for water, gas, electricity, telephone, sewage and waste disposal) provided the same are separately metered or charged in respect of the Demised Premises and properly payable.
 - c.
 - i. Subject to clause 2.c.ii, to have \$ 20 million public liability insurance in respect of any one claim and to provide to the Lessor details of the insurance and to provide certificates of currency on request.
 - ii. While the Commonwealth of Australia is the Lessee, the Lessee's insurance arrangements through Comcover will satisfy the requirements of clause 2.c.i.
 - d. To submit to the Lessor for approval, which approval shall not be unreasonably, the plans and specifications of any buildings fixtures improvements or any alterations or additions to a building structure or made upon improvement intended by the Lessee to be erected constructed or made upon the Demised Premises.

- e. Not to commence the erection or construction upon the Demised Premises of any buildings fixtures or improvements or to make any alterations or additions to a building fixture or improvement upon the Demised Premises without the prior written consent in writing of the Lessor, which consent shall not be unreasonably withheld.
- f. Within a reasonable time of being required by the Lessor so to do to remove from the Demised Premises any buildings fixtures improvements alterations or additions erected constructed or made in contravention of the last preceding paragraph and thereupon to restore the Demised Premises to the same or substantially the same conditions as they were in immediately prior to those unauthorised buildings fixtures improvements alterations or additions being so erected constructed or made or commenced to be so erected constructed or made.
- g. To keep the Demised Premises during the continuance of this Lease in a substantially clean and tidy condition and in good and substantial repair and condition (damage by fire, lightning, storm, tempest, earthquake, fair wear and tear expected) having regard to their conditions at the commencement of the Lease.
- h. Subject to this lease to use the Demised Premises for the Purpose specified in Clause 1 of this Lease and for no other purpose without the consent in writing of the Lessor which consent shall not be unreasonably withheld.
- i. Not to do anything on the Demised Premises which may constitute a nuisance annoyance or danger to any person or which may interfere with the proper enjoyment of any area within the airport of which the Demised Premises form part ("the aerodrome") PROVIDED THAT the carrying out of the normal operational practices of the Bureau in discharge of its functions pursuant to the *Meteorology Act 1955* (Cth) and the *Water Act 2007* (Cth) shall not be deemed to be a breach of this clause.
- j. Subject to the terms of this Lease to observe all reasonable directions rules and regulations for the time being in force relating to the means of access to the Demised Premises and the aerodrome.
- k. At the Commonwealth's own cost to comply with:
 - l. all State statutes and regulations made thereunder in relation to the generation and storage of hydrogen and the storage of petrol oil or other material of an explosive flammable or dangerous nature on the Demised

Premises, including but not limited to the *Contaminated Sites Act 2003* (WA); and

- II. all reasonable directions given from time to time by the Lessor in relation to the provision installation and maintenance of suppressors on the Bureau's electrical equipment to prevent interference with radio, radar or television transmission and reception.
- I. To take all reasonable precautions against the outbreak of fire upon the Demised Premises.
- m. Subject to this Lease to observe and comply with;
- I. all Commonwealth and State Acts of Parliament and the rules regulations and planning schemes made thereunder;
 - II. all local government local laws applicable to the aerodrome; and
 - III. all reasonable rules directions and orders made in respect of the aerodrome that are relevant to the Demised Premises and to the extent that the Lessee is bound to comply with them.
- n. Forthwith upon the expiration or sooner determination of this Lease to take down remove or obliterate all advertisements placards and signs which have been erected affixed or displayed upon the Demised Premises.
- o. Not used.
- p. Not to assign this Lease or any part thereof without the written approval of the Lessor which approval shall not be unreasonably withheld.
- q. To permit any duly authorised agent of the Lessor upon the giving of reasonable notice in writing to the Lessee at any reasonable time to enter upon the Demised Premises without the unnecessary interference to the occupation and use of the Demised Premises by the Lessee, to view the state of repair thereof and to observe whether the terms and conditions of the Lease are being complied with.
- r. Forthwith upon the expiration or sooner determination of this Lease peaceably and quietly to deliver up possession of the Demised Premises to the Lessor in

such state order and conditions as is consistent with the Lessee's obligations under this lease.

3. THE LESSOR COVENANTS with the Lessee:

- a. That the Lessee paying rent and observing and performing the covenants on the part of the Lessee to be observed and performed may during the continuance of this Lease quietly enjoy the Demised Premises without interruption from the Lessor or any person lawfully claiming under or in trust for the Lessor.
- a. To give the Lessee, its officers, employees and agents, all necessary access to cables, conduits and ducts located on the Site which are owned or used by the Lessee and are associated with facilities on the Demised Premises.
- b. Subject to this Lease, to duly pay satisfy and discharge all rates taxes and other outgoings which may be lawfully levied imposed or assessed in respect of the Demised Premises.
- c.
 - I. To permit the Lessee to sublet the Demised Premises or any part thereof to be used for the purpose set out in Clause 1 above;
 - II. If the Lessee gives written notice to the Lessor of an intention to sublet or use all or part of the Demised Premises or a building thereon for the purposes other than those in Clause 1 above and offers to surrender this Lease to the Lessor, that the Lessor will accept such offer and will enter into a new lease of the Site.
- d.
 - I. To indemnify and keep indemnified the Lessee and its employees, officers and agents against all actions, proceedings, claims and demands whatsoever which may be brought or made against the Lessee or its employees officers or agents in respect of loss of or damage to property or loss of life or persona, injury, that arises directly or indirectly from a negligent act or negligent omission of the Lessor, an employee, officer or agent of the Lessor at the Site;
 - II. To indemnify and keep indemnify the Lessee and its employees, officers and agents against all costs, damages and expenses which may be incurred by the Lessee or any of its employees, officers or agents in

defending actions, proceedings, claims or demands referred to in subclause 3.d.I.

- III. To effect and maintain liability insurance in accordance with the requirements of the Lessee which extends to cover the Lessee in respect of liabilities arising under subclauses 3.d.I and 3.d.II. The Lessor shall at the request of the Lessee provide adequate evidence as to the existence of the insurance.
- b. That the Lessor will comply with all reasonable directions given from time to time by the Lessee in relation to the provision installation and maintenance of suppressors on the Lessor's electrical equipment to prevent interference with radio radar or television transmission and reception.
 - e. That the Lessor shall ensure that no building, fence, erection, structure, tree, plant or other obstruction whatsoever shall be or remain in the vicinity of the Demised Premises in a manner inconsistent with the Lessee's guidelines set out in Item 5 of the Schedule hereto.
 - f. That:
 - I. Should any proposed development of the aerodrome require the placement of an object or any works which have the potential to give rise to a breach of clause 3.e or which may otherwise affect the integrity of any of the Lessee's equipment, the parties will consult in good faith in order to agree on a strategy to minimise any adverse effect on the Lessee's equipment;
 - II. In the event that the Lessor breaches clause 3.e, or if the parties agree under clause 3.f.I that the Lessee's equipment will need to be relocated due to development of the aerodrome, then in addition and without prejudice to any other rights which the Lessee may have to require that breach to be rectified, the Lessee may at its absolute discretion serve a written notice on the Lessor specifying (if relevant) the nature of the breach of clause 3.e and electing to relocate to alternative premises if the breach is not rectified (Relocation Notice);
 - III. Within 7 days of receipt of a Relocation Notice, the Lessor must either:
 - a. rectify the breach at its own cost; or

- b. provide to the Lessee details (including suitably detailed plans) of at least two alternative sites for premises to which the Lessee may choose to relocate (Lessor Response Notice).
- IV. Within 21 days of receipt of the Lessor Response Notice, and subject to the prompt provision of any further reasonable information which the Lessee may require from the Lessor, the Lessee may give notice to the Lessor either:
 - a. electing to relocate to one of the proposed alternative sites (Alternative Premises); or
 - b. terminating this Lease.
- V. If the Lessee elects to relocate under clause 3.f.IV.a, the parties agree that:
 - a. the Lessee will relocate its equipment to the Alternative Premises as soon as practicable;
 - b. the parties will work together in good faith to manage the relocation of the Lessee's equipment to the Alternative Premises
- VI. Upon relocation of the Lessee's equipment to the Alternative Premises, the parties will
 - a. Surrender this Lease; and
 - b. Enter into a new lease on the same terms and conditions as the lease save for the description of the premises which will be amended to describe the Alternative premises
- g. That:
 - I. to the best of its knowledge no Hazardous Chemicals exist in the Demised Premises of those parts of the Site reasonable required for access;

- II. it agrees to provide promptly on request such information, consultation, co-operation and co-ordination as is reasonably required by the Lessee to comply with the Lessee's obligations under the WHS Requirements;
- III. without limiting any other specific obligation under this Lease, it agrees that when using or accessing the Demised Premises it will use best endeavours to comply with all WHS Requirements applicable to the Lessor.

4. IT IS MUTUALLY COVENANTED as follows:

- a. During the currency of this Lease or at termination the Lessee shall have the right to take down remove and carry away all or any buildings fixtures improvements alterations and additions thereto which the Lessee owns or has before or during the continuance of this lease erected or constructed upon the Demised Premises.
- b. In the event of the Lessee deciding to take down remove and carry away all or any buildings fixtures improvements alterations and additions that the Lessee owns or has made upon the Demised Premises the Lessee shall effect such removal to do as little damage as possible and shall restore the Demised Premises to the same or substantially the same condition as they were immediately prior to the erection or construction of the said buildings fixtures improvements alteration and additions.
- c. If the Lessee does damage while removing or does not remove their buildings fixtures improvements alterations and additions the Lessor may remove and make good the site and charge the cost to the Lessee.
- d. In the event of the Lessee continuing in the occupation after the expiration of the Term hereby created without any demand in writing for possession thereof having been made by the Lessor the Demised Premises shall be held by the Lessee under a tenancy determinable at any time by twelve (12) months' notice in writing given by either party to the other and upon the conditions as are herein contained.
- e. In the event that the Lessor seeks to remove the business of operating a licensed aerodrome at Fitzroy to an alternative location in substitution for the Site the Lessor shall procure the grant to the Lessee of a lease for the purpose set out in clause 1 hereof on the following terms:
 - I. **Location and area;** such as shall in the reasonable opinion of the Commonwealth Director of Meteorology enable the satisfactory discharge of the functions of the Bureau of Meteorology pursuant to the *Meteorology Act 1955* (Cth) and the *Water Act 2007* (Cth); and

- ll. **Term:** the balance of the term and options granted under the Lease and remaining unexpired at the commencement date of the substituted lease,

and otherwise on the same terms and conditions contained in this Lease, and upon the granting of such lease the Commonwealth shall surrender this Lease and the term hereby granted shall thereupon wholly abate and determine.

- f. If the Lessee wishes to take up the option of the Demised Premises for a further period set out in item 3 of Schedule 1 commencing upon the expiration of the Term hereby granted and:
 - (a) the Lessee gives notice to the Lessor of that wish not less than six months prior to the expiration of the Term of this Lease; and
 - (b) any breach or default under the Lease by the Lessee prior to that notice which has been notified to the Lessee by the Lessor has been either waived or rectified, or in the case of a negative covenant, has been discontinued,

then the Lessor will grant to the Lessee the further option term for the lease of the Demised Premises at the Rent and upon the same terms as are contained in this Lease.

5. IT IS AGREED that if:

- (i) any Rent remains unpaid for 60 days after written demand for payment; or
- (ii) the Lessee fails to perform or observe any of the covenants and conditions to be performed and observed by it under this Lease,

then the Lessor may re-enter and repossess the Demised Premises and this Lease shall thereupon be determined, but the right of re-entry for a breach of any covenant or condition shall not be exercisable until the expiration of 60 days after the Lessor has served on the Lessee a written notice specifying the breach and, if the breach or make reasonable compensation in money to the Lessor for the breach.

- 6. Any dispute, controversy or claim arising out of or relating to this Lease or relating to its breach, termination or invalidity thereof, shall if not resolved by the parties be first the subject of conciliation, then arbitration administered by an arbitrator agreed to by both parties and failing agreement as to the appointment of an arbitrator, then by an arbitrator appointed in accordance with the Laws of the State or Territory in which the airport specified in Item 2 of the Schedule hereto is located.
- 7. This Lease shall be subject to and construed in accordance with the laws of the State or Territory in which the airport specified in Item 2 of the Schedule hereto is located,

and the parties agree that the courts of that State or Territory shall have jurisdiction to entertain any action in respect of or arising out of the Lease.

8. (a) Any notice approval consent or demand given pursuant to this Lease may be given or served in any of the following ways:
- (i) by delivery to the address of the relevant party referred to in Clause 8(b);
 - (ii) by sending it by security mail to the address of the relevant party referred to in Clause 8(b); or
 - (iii) by transmitting it by email of the relevant party.

(b) For the purpose of this clause the address of the Lessor shall be:

Postal: Shire of Derby/ West Kimberley
PO Box 94
Derby WA 6728
Telephone 08 9191 0999

And the address of the Lessee shall be:-

Postal Works and Office Services Officer
PO Box 1289
Melbourne VIC 3001
Telephone 03 9669 4000

unless written notice has previously been given of any change of address for service in which case notices shall be sent or delivered to such changed address.

9. In this Lease unless the context otherwise requires;
- (a) "Hazardous Chemical" includes anything which may create a risk to health or safety of persons including the Licensor and anything which is a hazardous chemical as defined under the *Work Health and Safety Regulations 2011 (Cth)* as amended from time to time;
 - (b) "month" means calendar month;
 - (c) "person" includes a body corporate;
 - (d) the expressions the Lessee and the Lessor shall in the case of a Lessee or Lessor consisting of a body corporate be deemed to include respectively the Lessee its successors and permitted assigns and the Lessor its successors and permitted assigns;
 - (e) 'site' means the location at the date hereof of the aerodrome;

- (f) "WHS Requirements" means the *Work Health and Safety Act 2011* (Cth) and the *Occupational Health and Safety Code of Practice 2008*, any code authorised under the *Work Health Safety Act 2011* (Cth), and other State, Territory or Federal laws and requirements of any competent authority related to health and safety from time to time.
- (g) words importing the masculine gender include the feminine and neuter; and
- (h) words in the singular include the plural and words in the plural include the singular.

IN WITNESS whereof the parties hereto have executed this Lease the day and year first above written.

The COMMON SEAL of the SHIRE OF)
DERBY/WEST KIMBERLEY)
Was hereunto affixed)
in the presence of)

Chief Executive Officer – Print Name

Chief Executive Officer - Signature

Shire President – Print Name

Shire President - Signature

SIGNED for and on behalf of the
COMMONWEALTH OF AUSTRALIA
by

in the presence of:

Witness Signature

Witness Name

Witness Address

Witness Occupation

SCHEDULE

Item 1

The Lessor:

THE SHIRE OF DERBY/WEST KIMBERLEY of PO Box 94 Derby, Western Australia.

Item 2

The Demised Premises:

All of the land being part of the Licensor's land being an area of 256m² 16 metre by 16 metres and having a height clearance of 10:1 and having a GPS fix at 18 10 558 125 33 39E and annexed hereto in Item 6.

Item 3

The Term

10 Years

Item 4

The commencement date of 18 April 2022

Item 5

The Lessee's guidelines for the placing of obstacles in the vicinity of meteorological facilities.

1. Instrument Enclosure:

No object shall be placed any closer to the instrument enclosure than a distance which is 10 times the height of the object

2. Anemometer

No object shall be placed any closer to any anemometer than a distance which is 10 times the height of the object

3. Balloon Launching Corridor

No object shall be placed within 90 metres of the balloon launching doors at the metrological office and beyond that distance any closer to the doors than a distance which is 5 times the height of the object.

4. Pilot Balloon Theodolite:

No object shall be placed closer to the pilot balloon theodolite than a distance which is 8 times the height of the object.

5. Weather Watch & Wind Finding Radar

No object shall be placed any closer to any radar than a distance which is 60 times the amount by which the object is higher than the lower ledge of the dish of the radar.

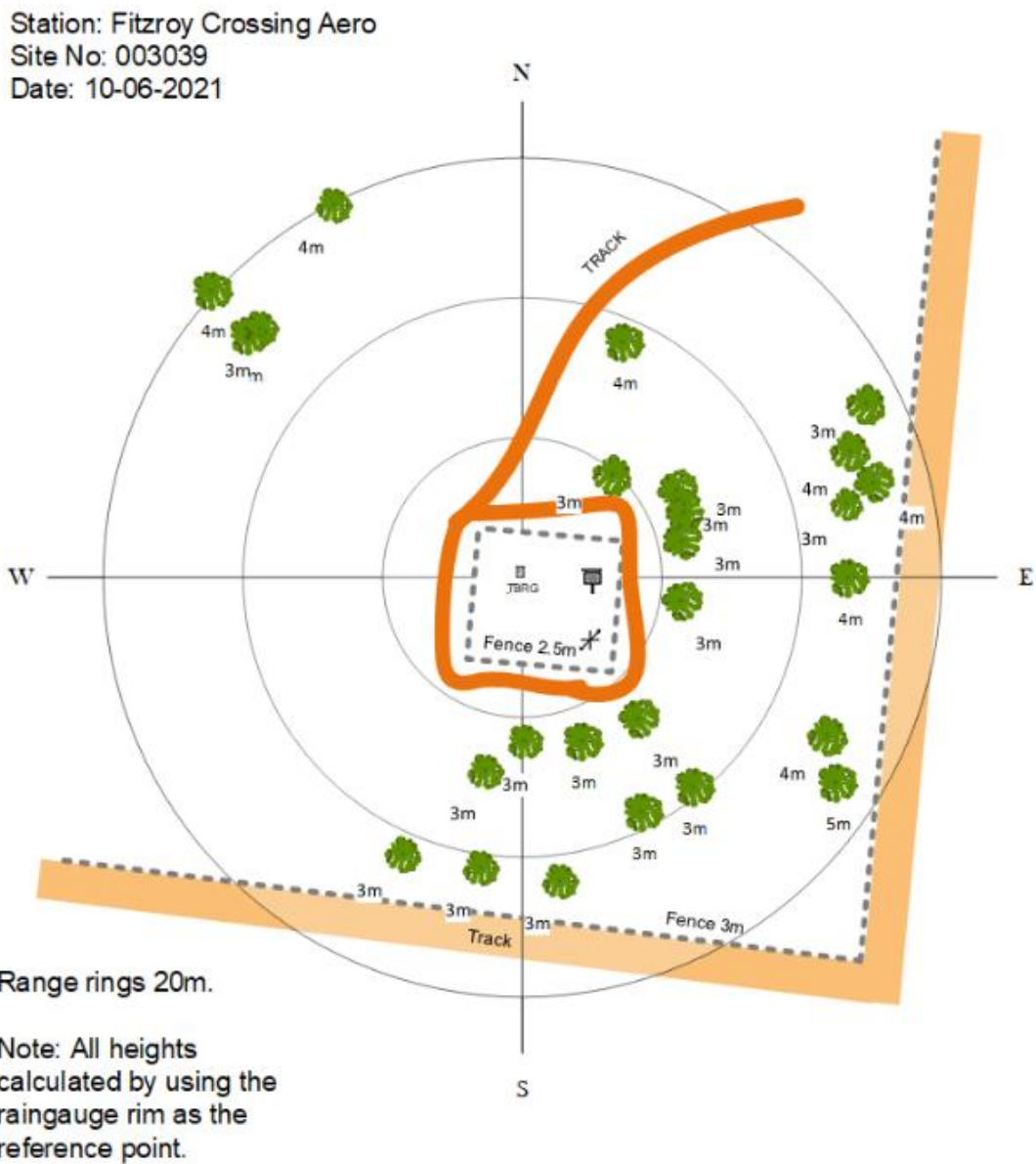
6. Cloud Base Searchlight:

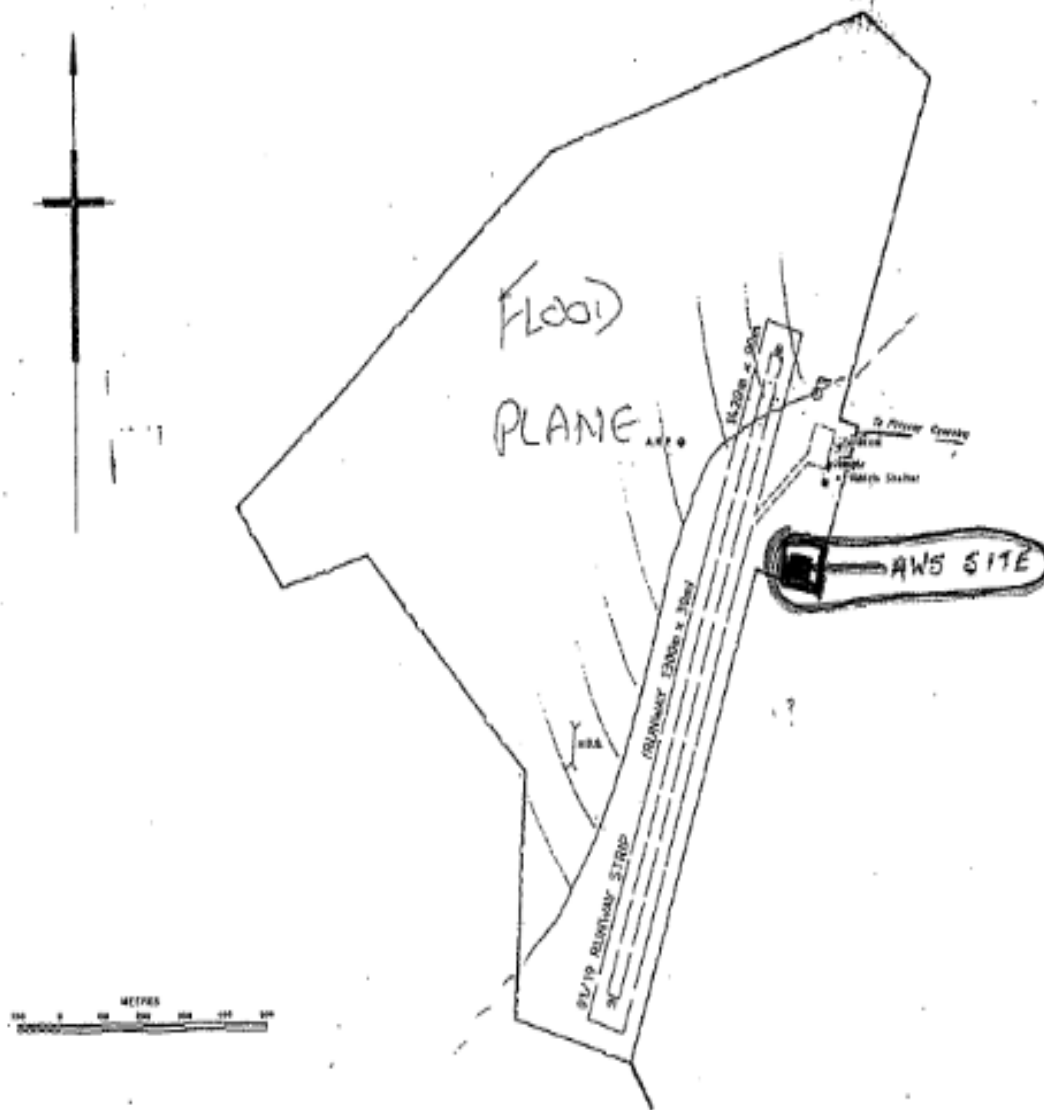
No object shall be placed between the meteorological office and the cloud base searchlight.

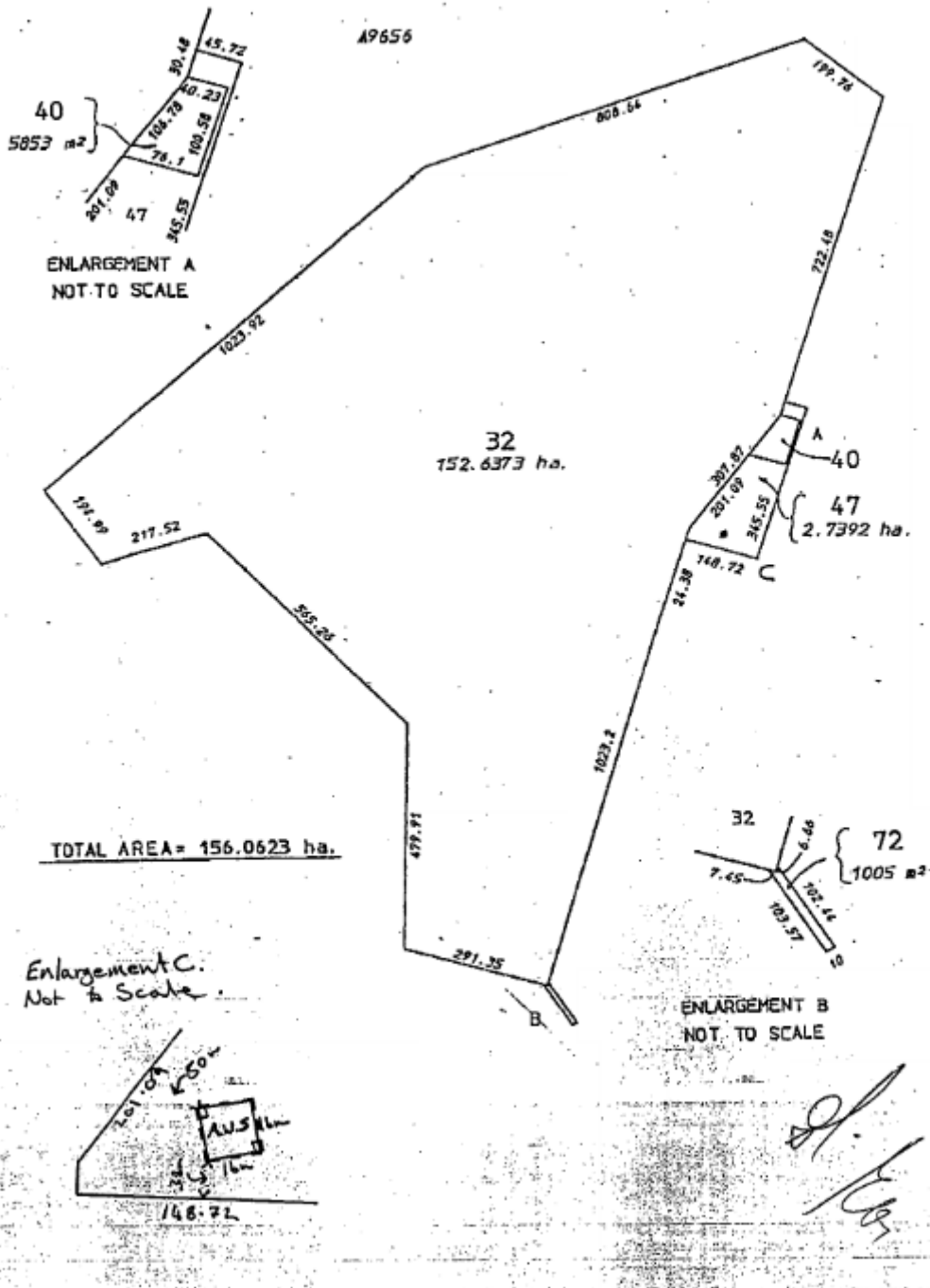
Item 6

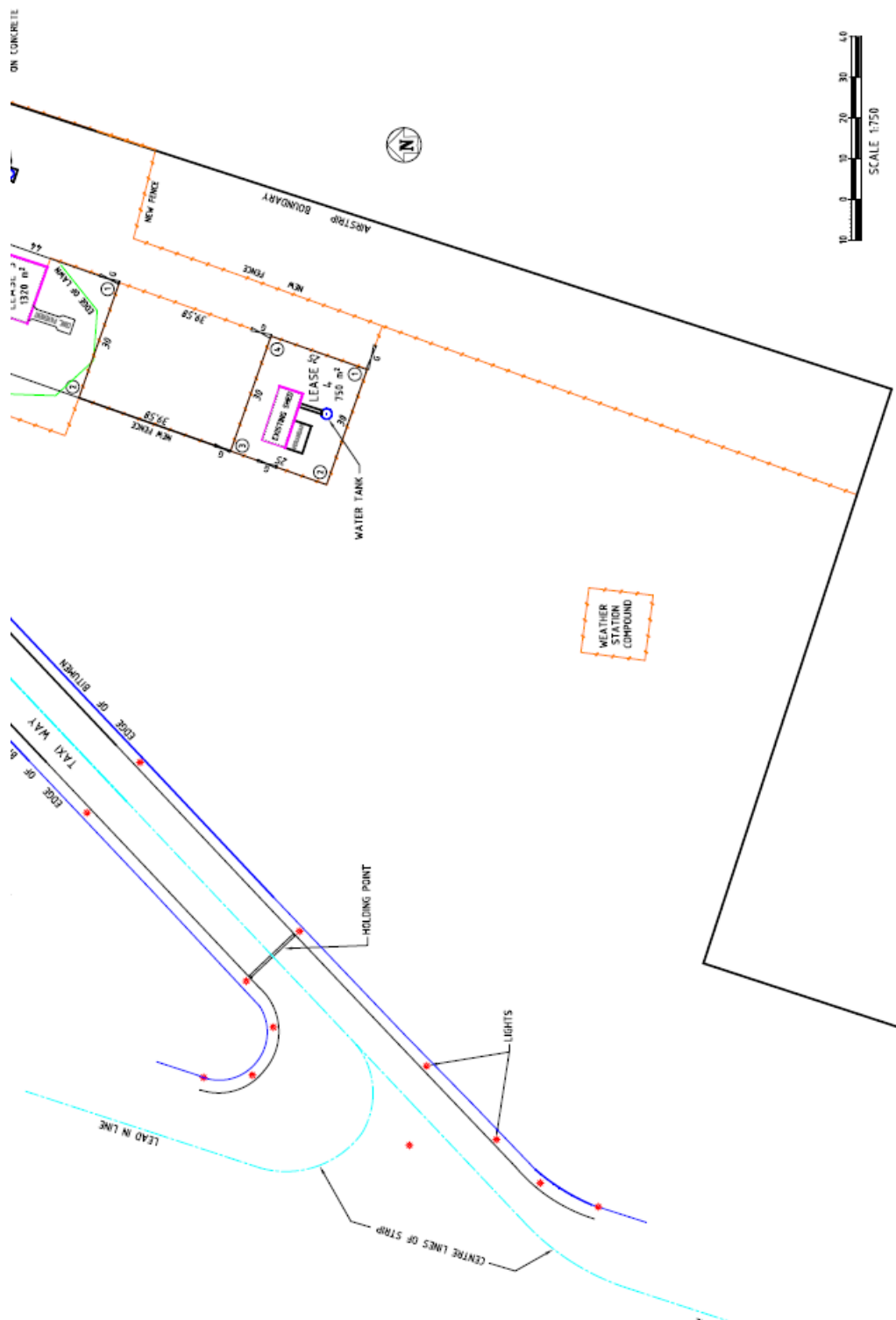
The Demised Premises:

The land delineated in the plan below









12 CORPORATE SERVICES

12.1 BUDGET ADJUSTMENT

File Number: 5120

Author: Neil Hartley, Director - Strategic Business

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

The 2021/22 Annual Budget was adopted at the 31 August 2021 Council Meeting. Minor reviews of the budget are requested to be approved, in order to keep the budget in balance, and to also enable the funding of a new or expanded cost item.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The 2021/22 Annual Budget was adopted at the 31 August 2021 Council Meeting but throughout every financial year, variations of anticipated budget positions occur. There is a major half yearly review of the budget to address these, but in order to maintain program timelines and to keep adequate control on the anticipated end of year financial position, additional budget reviews are also often warranted.

It is the purpose of this report to bring these additional budget reviews to the attention of Council for its consideration. It is proposed to amend the 2021/22 budget to reflect the adjustments and the overall effect to it, as detailed below. Due to the nature of these variations, they fall outside the annual and mid-year budget review timelines.

This item proposes the following adjustments:

Derby Airport			
General Ledger/Job Number and Description	Current Budget	Variation Amount	Revised Budget
<p>Minor Works Already Completed*: (*) Funded from Account 2090189 – Staff Housing Maintenance Account (\$90,473), but should when combination with added security works, be capitalised through a Capital Works costing account.</p> <p>175 Emmanuel Way (Depot house)</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system 2-4 cameras \$3,000.00 • Sub-Total of \$4,000.00 <p>42A McDonald Way</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 	\$0	+\$24,000	+\$24,000

<ul style="list-style-type: none"> • Camera system 2-4 cameras \$3,000.00 • Sub-Total of \$4,000.00 <p>42B McDonald Way</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 <p>74A Fallon</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 <p>74B Fallon</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 <p>74C Fallon</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 			
<p><u>Works yet to be Undertaken</u></p> <p>175 Emmanuel Way (Depot house)</p> <ul style="list-style-type: none"> • Complete security door and window screens up-grade \$24,029.57 • Monitored alarm system 4-6 devices \$3,300.00 • Sub-Total of \$27,329.57 <p>42A McDonald Way</p> <ul style="list-style-type: none"> • Complete security door and window screen up-grade \$22,641.71 • Monitored alarm system 4-6 devices \$3,300.00 • Sub-Total of \$25,941.71 <p>42B McDonald Way</p> <ul style="list-style-type: none"> • Monitored alarm \$3,300.00 <p>74a Fallon</p> <ul style="list-style-type: none"> • Monitored alarm \$3,300.00 <p>74B Fallon</p> <ul style="list-style-type: none"> • Monitored alarm \$3,300.00 <p>74C Fallon</p>	\$0	+\$70,851.28	+\$70,851.28

<ul style="list-style-type: none"> Monitored alarm \$3,300.00 <p>Monitoring costs are an additional \$2.00/day (sub-total of \$4,380 for all houses)</p>			
Account 2090165 (GROH rent)	\$84,597.00	-\$84,597.00	-\$0
and End of Year Surplus	\$0	-\$10,254.28	-\$10,254.28
Reason for Adjustment: The requirement for security upgrades (in order to provide safe staff housing) has rising in priority in light of more recent antisocial behaviour becoming evident.			
Derby Depot			
BC061 – Derby Depot Mower Shed Refurbishment <u>and</u> Derby Depot Security Upgrades	\$25,000	\$0	\$25,000
Reason for Adjustment: Budget adjustment is for an added purpose within the existing Depot construction account. The cost of the removal of the old Depot Office and the closing in of the Mower Shed was less expensive than anticipated. Budget savings are proposed to be utilised for added security at the Depot, which would help to minimise break-ins.			

STATUTORY ENVIRONMENT

Local Government Act 1995 S. 6.8 (Expenditure from municipal fund not included in annual budget) states that a local government is not to incur expenditure from its municipal fund for an additional purpose* except where the expenditure is included in the annual budget; has the prior approval of Council*; or is properly authorised to address an emergency event.

(* “additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget).

(* Absolute majority required).

POLICY IMPLICATIONS

Nil applicable.

FINANCIAL IMPLICATIONS

Any impacts of the proposed budget amendments are outlined within the variation commentary.

STRATEGIC IMPLICATIONS

GOAL	OUTCOME	STRATEGY
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance. 1.2.4 Attract and effectively use resources to meet community needs

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK	MITIGATION
------	------------	-------------	------	------------

			ANALYSIS	
<p>Organisation's Operations:</p> <p>Not endorsing the changes will mean that the proposed budget modifications will either result in a budget variation at 30 June (end of year) or an adverse impact on the efficiency or standard of service of the Shire's operations.</p>	Almost Certain	Moderate	High	Approve the changes to the budget as outlined, or locate an alternative that satisfactorily addresses the cause of the budget review requirement.
<p>Financial:</p> <p>Not endorsing the changes could mean that the Shire might be more legally liable for any claims that can be proven to be a result of the Council not providing safe and appropriate housing.</p>	Possible	Major	High	Approve the changes to the budget as outlined, or locate a suitable alternative to safely house staff.

CONSULTATION

No public consultation is considered to be required.

COMMENT

Budget estimates and actual projects costs regularly vary. Minor variations can generally be accommodated within acceptable allowance levels, but more significant variations need to be considered at Council level.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

Nil

RECOMMENDATION

That Council:

Approves the required budget variations to the 2022/23 Budget as outlined below:

Derby Airport			
General Ledger/Job Number and Description	Current Budget	Variation Amount	Revised Budget
<p>Minor Works Already Completed*: <i>(*) Funded from Account 2090189 – Staff Housing Maintenance Account (\$90,473), but should when combination with added security works, be capitalised through a Capital Works costing account.</i></p> <p>175 Emmanuel Way (Depot house)</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system 2-4 cameras \$3,000.00 • Sub-Total of \$4,000.00 <p>42A McDonald Way</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system 2-4 cameras \$3,000.00 • Sub-Total of \$4,000.00 <p>42B McDonald Way</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 <p>74A Fallon</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 <p>74B Fallon</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 <p>74C Fallon</p> <ul style="list-style-type: none"> • 3x sensor lights \$1,000.00 • Camera system \$3,000.00 • Sub-Total of \$4,000.00 	\$0	+\$24,000	+\$24,000

<p>Works yet to be Undertaken</p> <p>175 Emmanuel Way (Depot house)</p> <ul style="list-style-type: none"> • Complete security door and window screens up-grade \$24,029.57 • Monitored alarm system 4-6 devices \$3,300.00 • Sub-Total of \$27,329.57 <p>42A McDonald Way</p> <ul style="list-style-type: none"> • Complete security door and window screen up-grade \$22,641.71 • Monitored alarm system 4-6 devices \$3,300.00 • Sub-Total of \$25,941.71 <p>42B McDonald Way</p> <ul style="list-style-type: none"> • Monitored alarm \$3,300.00 <p>74a Fallon</p> <ul style="list-style-type: none"> • Monitored alarm \$3,300.00 <p>74B Fallon</p> <ul style="list-style-type: none"> • Monitored alarm \$3,300.00 <p>74C Fallon</p> <ul style="list-style-type: none"> • Monitored alarm \$3,300.00 <p>Monitoring costs are an additional \$2.00/day (sub-total of \$4,380 for all houses)</p>	<p>\$0</p>	<p>+\$70,851.28</p>	<p>+\$70,851.28</p>
<p>Account 2090165 (GROH rent) and End of Year Surplus</p>	<p>\$84,597.00 \$0</p>	<p>-\$84,597.00 -\$10,254.28</p>	<p>-\$0 -\$10,254.28</p>
<p>Reason for Adjustment: The requirement for security upgrades (in order to provide safe staff housing) has rising in priority in light of more recent antisocial behaviour becoming evident.</p>			
<p>Derby Depot</p>			
<p>General Ledger/Job Number and Description</p>	<p>Current Budget</p>	<p>Variation Amount</p>	<p>Revised Budget</p>
<p>BC061 – Derby Depot Mower Shed Refurbishment and Derby Depot Security Upgrades</p>	<p>\$25,000</p>	<p>\$0</p>	<p>\$25,000</p>
<p>Reason for Adjustment: Budget adjustment is for an added purpose within the existing Depot construction account. The cost of the removal of the old Depot Office and the closing in of the Mower Shed was less expensive than anticipated. Budget savings are proposed to be utilised</p>			

for added security at the Depot, which would help to minimise break-ins.

ABSOLUTE MAJORITY REQUIRED

13 TECHNICAL SERVICES**13.1 REQUEST TO CLOSE A PORTION OF SANDFORD ROAD, FITZROY CROSSING (MRWA REF. NO 30107) AND ESTABLISH A NEW ROAD RESERVE TO THE SANDFORD ROAD/SKUTHORP ROAD INTERSECTION****File Number: 8145****Author: Robert Paull, Manager Development Services****Responsible Officer: Wayne Neate, Director Technical and Development Services****Authority/Discretion: Legislative****SUMMARY**

Council is requested to consider:

- the initiation of the road closure process to permanently close a portion of Sandford Road, Fitzroy Crossing (Main Roads Western Australia Ref. No 30107); and
- supporting the closed portions to be being amalgamated with Unallocated Crown Land and Lot 401. In addition, Council is requested to authorise the creation of a new Sandford Road (road) reserve over Lot 126 and Lot 401.

The road closure and new road reserve is an outcome of recent construction of the Sandford Road/Skuthorp Road intersection.

DISCLOSURE OF ANY INTEREST

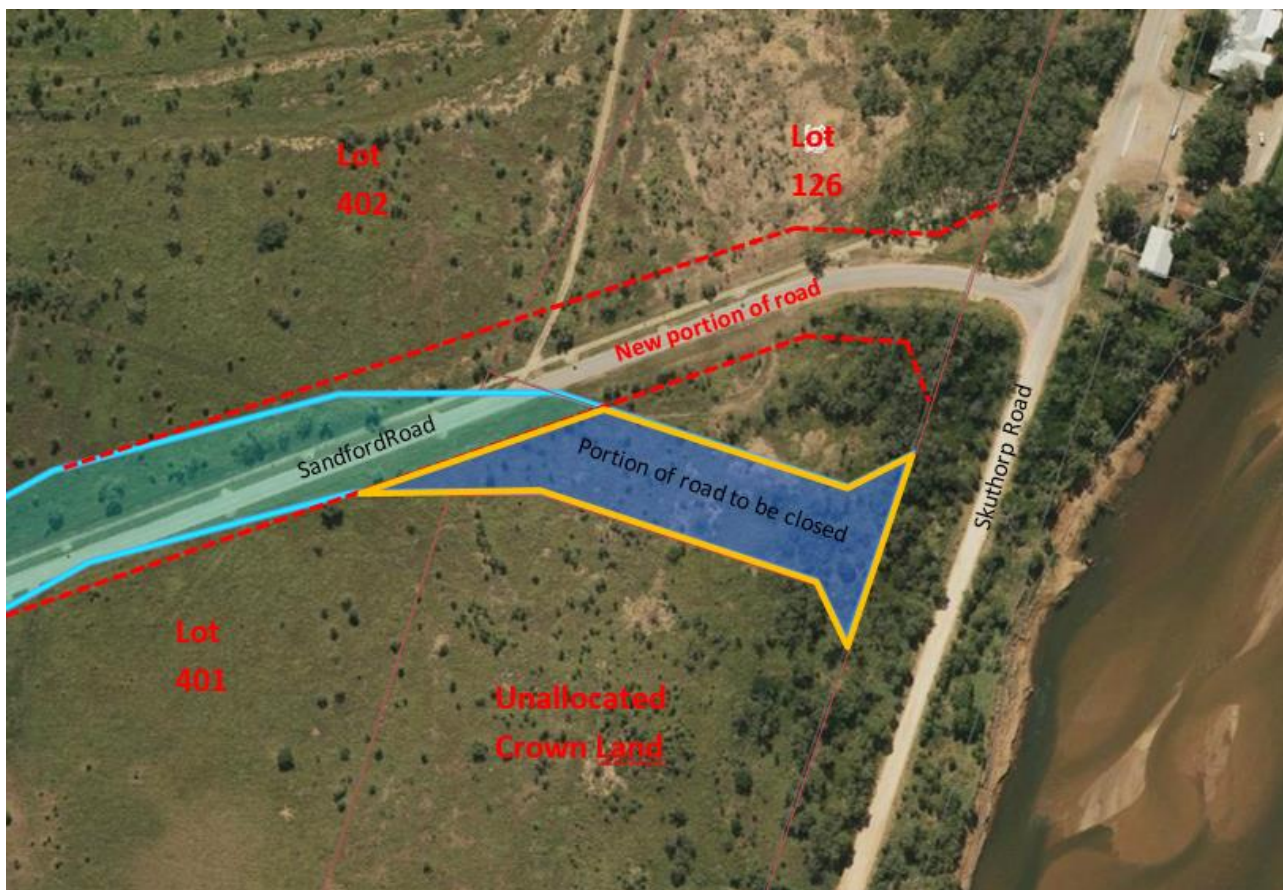
Nil by author and Responsible Officer.

BACKGROUND

In 2019/20, the Shire using Blackspot Improvement funding realigned the Sandford/Skuthorp Road intersection. The engineered design and construction necessitated a new alignment for the intersection and portion of Sandford Road for about 200m.



The road works will require the establishment of a new road reserve (approximately 40 m wide to reflect the existing reserve) over Lot 126 (Shire owned).



The works also result in the need to close a portion of road reserve that is now defunct (as above).

STATUTORY ENVIRONMENT

Land Administration Act 1997

Land Administration Regulations 1998

Section 58 of the *Land Administration Act 1997* (Act) and Regulation 9 of the *Land Administration Regulations 1998* (Regulations) outline the statutory process and required documents for the permanent closure of a public road reserve. Council must first resolve to initiate the permanent closure of the subject portion of road reserve.

The proposed road closure must then be advertised in accordance with the Act and Regulations (see Consultation Section below).

A public road (i.e. the realigned the Sandford/Skuthorp Road intersection) is created under s.28 of the Act by being set out as a road on an approved Crown deposited plan. Automatic dedication occurs on approval of the deposited plan through Landgate.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Permanently closing the portion of the road reserve would mean there is less road reserve for the Shire is responsible. This could potentially result in maintenance cost savings for Council.

There are costs associated with the statutory notifications associated with road closure. Whilst some of these costs can generally be absorbed in the Shire’s normal operations, specific costs for advertising a local newspaper and potentially surveying should be at the cost of the proponent.

STRATEGIC IMPLICATIONS

GOAL	OUTCOME	STRATEGY
Priority 1: Leadership and Governance	1.1 Collaboration and Partnerships 1.2 Capable, inclusive and effective organisation 1.3 Effective Communication	1.1.1 Maximise local opportunities 1.2.4 Attract and effectively use resources to meet community needs 1.3.3 Listen to and respond to the needs of our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance:	Unlikely	Minor	Low	Attention to process and procedure, awareness of legislation and vigilance.

CONSULTATION

The Act outlines that a local government must not make a request to the Minister for Lands to permanently close a road reserve until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.

Although not required by the Act, generally the local government also refers a notice through a letter to landowners directly affected by the road closure, affording the opportunity to provide comments within 35 days from the date of the letter. The notification to relevant agencies and service authorities, include:

- Western Australian Land Authority (Development WA)
- Water Corporation
- Department of Industry, Science, Energy and Resources
- MRWA
- Department of Primary industries and Regional Development
- Department of Planning, Lands and heritage
- DFES
- Western Australian Land Information Authority
- Horizon Power

COMMENT

Following the advertising process, Council may determine, in light of any submissions, either to proceed with the road closure or not to proceed. Should Council determine to proceed with the road closure a request would be sent to the Minister for Lands to permanently close the road. The Minister may then grant the request, or direct the Local Government to reconsider the request or refuse to grant the request.

Should the request for the proposed road closure be granted by the Minister for Lands, the subject closed portion will become Unallocated Crown Land.

In relation to formalising the realignment of the Sandford/Skuthorp Road intersection, it is appropriate that the Chief Executive Officer be authorised to employ a surveyor to set out Sandford/Skuthorp Road as a road on a deposited plan and to lodge the plan through Landgate.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

RECOMMENDATION**That Council:**

- 1. Pursuant to Section 58 of the *Land Administration Act 1997* (Act), support the permanent closure of a portion of and expresses its preference that the closed portion be Unallocated Crown Land;**
- 2. Give notice of the proposed road closure in accordance with the *Land Administration Regulations 1998* allowing a minimum period of 35 days for people to lodge submissions from the date of the notice; and**
- 3. At the conclusion of the submission period, that the Chief Executive Officer be requested to provide a further report addressing whether to proceed or not to proceed with the proposed road closure in light of any submissions.**

- 4. Authorises the Chief Executive Officer to formalise the realignment of the Sandford/Skuthorp Road intersection as outlined in this Report over Lot 126 under s.28 of the Act by employing a surveyor to set out Sandford/Skuthorp Road as a road on a deposited plan to be lodged through Landgate.**

13.2 SHIRE OF DERBY/WEST KIMBERLEY - ROAD MANAGEMENT UPGRADE STRATEGY 2022-27 SEALED ROADS**File Number: 8158****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 endorsement of the Shire of Derby/West Kimberley Road Management Upgrade Strategy 2022-27 – Sealed Roads.

DISCLOSURE OF ANY INTEREST

Nil Interest – Wayne Neate, Director of Technical and Development Services; and

Nil Interest – Amanda Dexter, Chief Executive Officer.

BACKGROUND

In 2012 Council adopted an un-sealed road maintenance strategy with the view to modify the current grading practices to provide a better outcome for road users across the Shire.

The Sealed Road Upgrade Strategy was developed and adopted by Council at its April 2020 Ordinary Council Meeting (OCM). The Strategy is designed to be reviewed annually to confirm the strategic direction of Council and was subsequently reviewed and endorsed by Council at the April 2021 OCM. Since that time work has been undertaken to assess the current road network to provide some certainty around forthcoming capital roadworks within the Shire of Derby/West Kimberley. It is recognised that the development of an unsealed upgrade strategy will need to be developed to compliment and complete the strategy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Integrated Reporting Framework – assists with Asset Management Plan and Long Term Financial Plan.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

NIL, costings are estimated within the strategy. However, funding is allocated in the Annual Budget process each year.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Organisation's Operations: The Long term asset management objectives and goals of the Shire are not met.	Possible	Minor	Medium	The Strategy and supporting documentation gives direction to staff and Councillors alike to endeavour to meet asset management goals.

CONSULTATION

Various staff, subject matter experts and road user groups have been consulted with during the development of the Strategy.

COMMENT

The Shire of Derby/West Kimberley has a Council endorsed rural road maintenance strategy where by the number of grades and road maintenance methods are prescribed based on the hierarchy of the road. This hierarchy is based on usage and what assets and services are accessed along the road to derive its importance.

A similar hierarchy has been used to develop the current upgrade strategy for the sealed roads and also adopts very similar principles to the rural road maintenance strategy but has taken into account the asset level (in other words what condition the road is in) and safety factors of the road for users of the road. These have been used to determine the importance of a road (via a number) which then allocates the various projects on roads in accordance with the hierarchy.

The Shire currently, as shown in the strategy, receives funding for roads via several different streams. These are explained within the strategy and it should be noted that this allocation of funding is also used to provide for capital and improvement works across rural roads.

The ideal allocation of these funds is 75% expenditure on sealed roads and 25% expenditure on unsealed roads. This is based purely on asset value not community expectation. This split of funding on the Sealed and Un-sealed portions of the road network will vary year to year as per the capital funds available.

This strategy provides strategic direction for officers to source funds through applying for grants. Many grants have significant lead times with some as long as two years ahead of when the works would be programmed to be undertaken. This therefore allows some degree of planning into the future for Officers and Council alike.

It is therefore of particular importance that Council endorse the high priority selection of roads in the 23/24 financial year to enable Officers to compete the appropriate grant funding applications.

The projects listed in the 23/24 financial year are various road reseals aimed at priority 1 roads:

- Concrete Floodway to Bungardi Creek;
- Rowan Street re-construction between Johnston Street and Corner of Hensman Street;
- Hardman Street re-construction between Clarendon Street to Rowan Street intersection; and
- Rodgers Street to the Derby Baptist Church.

It is recommended that Council endorse the report with particular attention to the 23/24 financial year projects.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Road Management Upgrade Strategy 2022-27 - Sealed Roads [↓](#) 

RECOMMENDATION

That the Council

1. Endorse the *Road Management Upgrade Strategy 2022-27 – Sealed Roads*;
2. Endorse the following roads as grant funded roads for 23/24 financial year:
 - Concrete Floodway to Bungardi Creek;
 - Rowan Street re-construction between Johnston Street and Corner of Hensman Street;
 - Hardman Street re-construction between Clarendon Street to Rowan Street intersection; and
 - Rodgers Street to the Derby Baptist Church; and
3. Undertake an ongoing commitment to review the strategy on an annual basis.



Shire of Derby / West Kimberley

Road Management Plan 2022-27

Sealed Roads

May 2022

 www.sdwk.wa.gov.au

Shire of Derby/West Kimberley Road Management Plan 2022-27 – Sealed Roads May 2022

Table of Contents

1. SECTION 1. Executive Summary 4

SECTION 2. Introduction 5

 2.1 Background 5

2.1.1 Relationship between the Sealed Road Management Plan and Legislation 5

2.1.2 Purpose 5

2.1.3 Execution 5

2.1.4 Key Stakeholders 5

2.1.5 Duty of road users 6

2.1.6 Budget 6

SECTION 3 – Road Asset Description 7

3.1 Overview 7

3.2 Assets covered 7

3.3 Roads Maintained by the Shire 7

3.4 Existing Condition of Shire Roads 7

4. ROAD INFRASTRUCTURE HIERARCHY 8

4.1 Road Hierarchy 8

4.2 Road Treatment by Hierarchy 9

4.3 Proposed Maintenance Practices 9

4.4 Town and Rural Road Treatments 9

5. PERFORMANCE STANDARDS 10

 5.1 Objectives 10

 5.2 Hazard and Defect Inspections 10

 5.3 Hazard Identification 10

 5.4 Defect Intervention Level and Rectification Time 10

6 NETWORK CHALLENGES and POTENTIAL SOLUTIONS 10

7 REVIEW OF SEALED ROAD MANAGEMENT PLAN 11

8 DEFINITIONS 11

APPENDIX 1- FIVE YEAR FUNDING PROGRAMME 13

APPENDIX 2 – ROAD HIERARCHY 15

APPENDIX 3 – FORWARD WORKS PROGRAMME 22

APPENDIX 4 – SERVICE LEVELS 25

APPENDIX 5 – DEFECT INTERVENTION LEVEL & RECTIFICATION TIME 30

APPENDIX 6 – MAPS SHOWING LOCATION OF SHIRE OF DERBY/WEST KIMBERLEY SEALED ROAD NETWORK 32

APPENDIX 7 – VISUAL ASSESSMENT OF ROAD PAVEMENT MANUAL 39

APPENDIX 8 – HOW TO ASSESS ROAD PAVEMENT CONDITION MANUAL 42

APPENDIX 9 – SAMPLE PHOTOS - SEALED ROAD CONDITIONS 46

Shire of Derby/West Kimberley Road Management Plan 2022-27 – Sealed Roads May 2022

Document Control

Title: Sealed Road Management Plan

Revision	Date	Details	Authorship	Approved
A	Nov 2015	Draft for Review	MES / AMC	EMTDS
B	Dec 2015	Draft reviewed after comments	MES / AMC	EMTDS
C	Sept 2018	Further review to road ranking system	MES / AMC	EMTDS
1	March 2020	Plan for adoption by Council	MES	DTDS
1.1	April 2021	Annual revision	DTDS	DTDS
1.2	May 2022	Annual revision	DTDS	DTDS

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

1. SECTION 1. Executive Summary

In accordance with the previous strategic plan of Council specifically Item 2.3.1 of the Shire of Derby / West Kimberley Strategic Community Plan 2012-2021 – *Develop a road maintenance, grading and upgrading strategy*, the Technical Services Department developed a Sealed Road Strategy. This has undergone a review and critical analysis of the current maintenance practices for our sealed roads.

The purpose of this *Sealed Road Management Plan (this Plan)* is to establish a management system for Shire of Derby / West Kimberley (the Shire) for the discharge of its duty to inspect, maintain and repair its public roads based on policy and operational objectives as well as available resources.

This Plan has been prepared in accordance with the requirements of the following statutory requirements:

- Local Government Act 1995
- Local Government Regulations 1996
- Department of Local Government Integrated Planning and Reporting Framework
- AS/ISO 55001:2014 Asset Management – Management Systems – Requirements

In accordance with the requirements of these documents, this plan includes and references:

- i. A Road Register with a description of those assets on sealed roads for which the Shire is responsible;
- ii. The standard or target service level for those assets to be maintained by the Shire; and
- iii. A management system that documents how the Shire discharges its duty to inspect, maintain and repair sealed roads for which it is responsible.

Inspection activities are undertaken at frequencies relative to the road hierarchy while the prioritisation of maintenance and repair activities are based on an assessment of the risks associated with individual defects.

A tolerable level of defect is defined as a condition that does not require immediate attention based on a standardised risk assessment and future programmed works are scheduled.

In establishing its budget priorities the Council seeks to strike a balance between the need to invest in new infrastructure for a growing community while providing levels of service consistent with community expectations for existing assets.

Road based maintenance and rehabilitation works are coordinated by the Shire's Technical Services Department using a combination of internal and external labour and equipment. Detailed operational procedures specify how the various activities are to be undertaken and the technical standards to be achieved.

Community requests for works to be undertaken are recorded in the council's customer request system. This system has full audit capability and individual requests can be updated as works are programmed or undertaken so that customers who enquire can be advised of the status of their request.

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

SECTION 2. Introduction**2.1 Background****2.1.1 Relationship between the Sealed Road Management Plan and Legislation**

The Local Government Act 1995 and the Local Government Regulations 1996 establish the powers, duties and functions of Local Government authorities.

The Department of Local Government Integrated Planning and Reporting Framework (the Framework) and its Guidelines outline the minimum planning and reporting methodology to achieve the outcomes prescribed in the legislation. They are not intended to restrict the range of processes that may be undertaken within a local government to achieve those outcomes. The Framework also requires Local Government authorities to develop and publish road management plans incorporating the performance of their duties in relation to the inspection, maintenance and repair of roads, having regard to the type of road, the resources available to the council and its budgetary and policy priorities.

2.1.2 Purpose

The purpose of this Road Asset Management Plan is to ensure Council has in place a plan that helps Council to achieve the following objectives –

1. Ensure that a safe and efficient network of Shire public roads is provided primarily for travel and transport.
2. Provide a structure for a road management plan which will ensure that the public roads in the Shire of Derby/West Kimberley –
 - are capable of functioning as they were built to function;
 - are able to meet future needs in a growth environment; and
 - continue to meet the needs and expectations of the community and other key stakeholders.
3. Within that structure, advance Council's road management practice to achieve the strategic objectives of Council's Strategic Community Plan 2021-2031 under section 4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities.
4. Prioritise management to provide the best value for money to the community whilst respecting budget restraints.
5. Adhere to good practice of road construction and management.

2.1.3 Execution

To achieve the objectives in Clause 2.1.2, this Plan provides details in the following key management areas that are central to Council's role as the road authority for municipal public roads –

- a) Provide descriptions of the types of road and road-related infrastructure assets covered by this Plan.
- b) Set up a road hierarchy classification to facilitate the setting of performance standards. The details are in Section 4, Road Infrastructure Hierarchy.
- c) Set relevant performance standards to help with the discharge of Council's duties. The details are in section 5, Performance Standards.
- d) Address network wide challenges faced by the road network. The details are in section 6, Network Challenges and Potential Solutions.

2.1.4 Key Stakeholders

Key stakeholders who will be affected by this Sealed Road Management Plan in the Shire of Derby / West Kimberley include –

- The community - ratepayers, residents, business, industry, health, education.
- Road users such as pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

- Transport service providers - transport operators, bus operators and service providers supporting the delivery of transport and freight services.
- Emergency services.
- Public Utilities such as water, sewerage, drainage, electricity, telephone, telecommunications and other like services
- Land / mine developers and their respective consultants and contractors.
- Road authorities / agencies of State and Federal governments.
- Federal and State government departments and agencies such as the Department of Housing, the Department of Health, the Department of Indigenous Affairs and the Parks and Wildlife Service.
- Private road owners such as pastoral stations, indigenous communities, business, industry, body corporate.
- Elected representatives.
- Council staff and consultants and contractors.

2.1.5 Duty of road users

Whilst Council has certain duties and responsibilities, this Plan is predicated on the basis that the road users also have certain obligations and responsibilities to drive safely according to the prevailing conditions, to have regard to the rights of other road users, the community and infrastructure managers, and to avoid damaging infrastructure.

2.1.6 Budget

The annual Budget has been developed within an overall financial planning framework that guides Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual Budget, funding requirements for each year are linked with the objectives contained in the *Strategic Community Plan 2012-2021*

In relation to road and road-related infrastructure assets that provide road transport service, Council recognises the importance of balancing appropriate performance standards with what the communities able to afford and sustain. In balancing the funding level for the inspection, maintenance, repairs, upkeep, rehabilitation and renewal of road and road-related infrastructure assets, Council gives regards to the following key considerations –

- preservation of existing assets in an appropriate and safe working condition;
- market constraints in manpower, plant and equipment, building materials and contractors; and
- budget / financial constraints.

The performance standards set in Section 5 of this Plan reflects such balance.

Appendix 1 details the proposed 5 Year Funding Programme. Funding sources for this programme include:

- Road Project Grants – funded 2/3 Main Roads WA Regional Road Group to 1/3 Local Government
- Roads to Recovery – 100% Commonwealth funded, funding restricted to road infrastructure, current programme expires 30 June 2024
- Federal Assistance Grant (FAG) – road portion of grant, no restriction on eligible projects
- Direct Grant – restricted to use on road projects
- Remote Aboriginal Access Roads (RAAR) – funding not included in Appendix 1 as this funding is restricted for rural roads which are generally unsealed. Funding apportioned 2/3 Commonwealth, 1/3 State
- Blackspot – restricted to approved projects based on either Crash Statistics or Road Safety Audit. Federal Blackspot 100% Commonwealth funded, State Blackspot 2/3 State and 1/3 Local Government funded.

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

SECTION 3 – Road Asset Description

This section provides the details of road infrastructure and road-related infrastructure assets that are being covered under this Plan.

3.1 Overview

The Shire of Derby/West Kimberley covers an area of approximately 119,842 square kilometres, with a population of approximately 8,300 persons spread between towns, communities and pastoral stations.

In regard to rural roads, and town sealed roads assets the Shire is responsible for –

- 101.36 kilometres of sealed public roads;
- Approximately 763,500m² of sealed public roads.
- Roads are measured in Single Lane Kilometres (SLK)
- Sides of the road are designated according to the SLK (ie. Left / Right from SLK 0.00 to end of road)

3.2 Assets covered

The road infrastructure assets covered in this Plan are –

- trafficable road pavements

Road-related infrastructure assets to be covered in future revisions of this plan include:

- kerbs
- road shoulder and verge
- road drains including features such as culverts and table drains
- guide posts / signs
- paths including footpaths and shared paths.

3.3 Roads Maintained by the Shire

Current Shire of Derby/West Kimberley policy accepts the responsibility for the maintenance of all current public roads listed within the Shire's RAMM database. Some roads are also identified as part of Main Roads WA's "Roads 2030 Regional Road Development Strategies" identifying them as a road of significance where additional funding may be available through the annual Road Project Grants funding programme.

3.4 Existing Condition of Shire Roads

The existing condition of the Shire's roads vary quite considerably from road to road and across the Shire. It is proposed that the works programme shall be reviewed annually and defined by a hierarchy and inspections on the condition of the network.

Below are some photographic examples of the Shire's road network and some of the influencing factors that will be discussed within the hierarchy. TALIS Consultants completed a visual condition assessment of the road network at the end of 2014 and produced a Forward Works Programme (FWP) which has been used as a basis for the FWP contained within this Road Management Plan.

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022







Influencing Element	Indicative Photograph		
<p>Demand</p> <ul style="list-style-type: none"> <input type="checkbox"/> Very High (>1000vpd*) <input type="checkbox"/> High (500-1000vpd) <input type="checkbox"/> Medium (200-500vpd) <input type="checkbox"/> Low (100-200vpd) <input type="checkbox"/> Very Low (<100vpd) <input type="checkbox"/> *vpd - vehicles per day 	 <p style="text-align: center;">High Demand Main Street</p>	 <p style="text-align: center;">Medium Demand Industrial Area</p>	 <p style="text-align: center;">Very Low Demand Rural / Remote</p>
<p>Road Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unkerbed <input type="checkbox"/> Kerb one side <input type="checkbox"/> Kerb both sides 	 <p style="text-align: center;">Kerb both sides Built up both sides</p>	 <p style="text-align: center;">Kerb one side Built up one side</p>	 <p style="text-align: center;">Unkerbed Rural / remote</p>

Figure 1: Possible Road Section Category Matrix

4. ROAD INFRASTRUCTURE HIERARCHY

This section describes the hierarchy classification proposed in this Plan. A hierarchy classification for Shire roads assists in determining relevant performance standards (see Section 5) for key maintenance areas such as inspection, maintenance and repairs. It also assists in other management activities such as allocating resources and specifying design and construction standards.

4.1 Road Hierarchy

A hierarchy classification is used to group roads on the basis of the service levels that they provide in a road transport network. The hierarchy system then allows a service level to be provided or give a more accurate indication on what the road provides to the general community. The categories of service that have been used within this plan are as follows;

- Businesses (number of businesses on a road)
- Town Planning Scheme zoning (possibility of increased density and traffic)
- Visitor accommodation facilities along road
- School zone along road
- Traffic Volume (used to determine usage on road)
- Restricted Access Vehicle route
- Road Classification (as per RAMM)
- Road importance to SDWK Road Network (included in Roads 2030)

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

For Shire public roads, a Five tier hierarchy classification is proposed. Roads are classified through 1 to 5 in accordance with the above factors.

1 (Road Importance – Very High)

Roads of this classification are in a poor condition where routine maintenance will not increase the life of the asset to the expected standard. Subsequently, they require urgent reconstruction to remediate any structural pavement defects.

2 (Road Importance – High)

Roads of this classification are in a fair condition where the intervention period for pavement reconstruction can be extended by resealing the pavement.

3 (Road Importance – Medium)

Roads of this classification are in a reasonable condition where a reseal will extend the life of the asset to the expected standard.

4 (Road Importance – Low)

Roads of this classification are in a good condition and only require minor routine patching to maintain the asset to the expected standard.

5 (Road Importance – Very Low)

Roads of this classification have been constructed, reconstructed or resealed within the last 5 years to maintain the asset to the expected standard.

A Summary of each road's proposed rating is included in Appendix 1

4.2 Road Treatment by Hierarchy

The road hierarchy as attached in Appendix 1 defines the roads in accordance with the categories selected by the officers conducting the review. The categories defined the roads by use, what they service and importance under both Roads 2030 and RAMM. What the hierarchy does not take into account is the unaccountable factors that can only be determined onsite or by officers familiar with the use of the road.

Subsequently, there cannot be a road treatment by hierarchy alone. However, it can significantly help to gain a broad understanding of the network and develop the plan for the road treatment, along with local knowledge around use and seasonal conditions.

4.3 Proposed Maintenance Practices

As discussed previously, options for the ongoing management of the Shire's road network have historically been determined using a combination of local knowledge and engineering standards. This has resulted in some roads being reconstructed and some roads being regularly maintained, whilst other roads have not been maintained at all.

This plan was prepared to provide the greatest long and short term benefit to the Shire of Derby/West Kimberley as the asset manager, and also to the thousands of users of the road whether they are pastoral Station users, tourists or the many service agencies and other motorists travelling the road network.

4.4 Town and Rural Road Treatments

Proposed Treatments are included in the Forward Works Programme attached in APPENDIX 3.

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

5. PERFORMANCE STANDARDS

In this Section, Council sets the performance standards for the following operational functions in roads, pathways and ancillary areas –

- Defect inspection
- Hazard identification
- Defect intervention level and rectification time

5.1 Objectives

The objectives of setting performance standards –

(1) Ensure public safety – achieved by regular Hazard Inspections and being responsive to hazard notification.

(2) Protect road infrastructure assets – achieved by carrying out regular Defect Inspections and developing planned maintenance repairs to avoid or minimise impairment to the asset's highest and best use potential. This is essential for providing the best value for money for the Shire and the delivery of road transport service at the lowest practicable cost to the communities.

(3) Ensure an appropriate level of statutory protection against civil liability claims based on balancing available Council resources.

5.2 Hazard and Defect Inspections

These will be carried out by Technical Services staff to see how best to rectify the issue. These inspections will use the criteria contained within the Institute of Public Works Engineering Australasia's Practice Note 9 2015 – Road Pavements, Visual Assessment (Condition Assessment and Asset Performance Guidelines). This document is an industry standard that rates various road conditions (eg. cracking, stripping, flushing, edge break) from 1 to 5 and has photos corresponding to each score to assist with on-site assessment.

5.3 Hazard Identification

Hazards will be assessed by a competent Officer in accordance with the requirements of AS/ISO 31000:2018 – Risk Management – Guidelines.

5.4 Defect Intervention Level and Rectification Time

Proposed defect intervention levels and rectification times are detailed in the table in Appendix 5.

6 NETWORK CHALLENGES and POTENTIAL SOLUTIONS

The current condition of the Shire's sealed road network is below average due to the lack of resealing that was carried out prior to 2015. It is proposed to carry out regular inspections of the sealed roads to monitor their condition and assist in planning for future maintenance. 2019/20 Financial Year funding is allocated on a ratio of 86% sealed network and 14% unsealed network. The sealed to unsealed funding ratio could vary from 60:40 to 80:20 and is subject to change due to external funding arrangements and flood damage received during nominated storm events.

As funding criteria is expected to get more stringent into the future, the Shire of Derby/West Kimberley will need to investigate options available to maximise work undertaken for the available funding, and subsequently providing best value for money for the community.

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

Currently, the only local source of sealing aggregate in the West Kimberley is Kimberley Quarries at Nillibubbica between Derby and Broome. The next closest source is the Tabba Tabba Quarry located approximately 50km east of Port Hedland. This lack of a local source of sealing aggregate means that the amount of resealing able to be completed is reduced due to the cost of transporting the aggregate from the quarry to site.

7 REVIEW OF SEALED ROAD MANAGEMENT PLAN

The review of this Sealed Road Management Plan will be continual as the Technical Services Department will closely monitor the road network to ensure a “Best Value for Money Spend” by the Shire and a useable network of roads, unless otherwise directed by the Council and/or the CEO.

8 DEFINITIONS

- **“Act”** is the *Local Government Act 1995*.
- **“Ancillary area”** is any area designated by the Shire used by motor vehicles and cyclists connecting to a roadway, for example, car park, rest stop or recreation facility.
- **“Arterial roads”** are highways and declared main roads, which are managed by the state government through Main Roads WA.
- **“Bridge and major culverts”** means a structure having a clear span greater than 1.80 metres or a pipe culvert having a waterway area greater than 3 square metres.
- **“Defect”** means any form of failure in the road surface, including potholes, displaced pavement, cracking and road collapses. These types of failure can be structural and/or visual in nature.
- **“Maintenance”** with respect to roads is defined to mean repairs to pavement failures. These repairs take the form of pothole patching to heavy patching. The purpose being to make the road trafficable until reconstruction works can be carried out.
- **“MRWA”** refers to Main Roads Western Australia
- **“Municipal roads”** are roads for which the Shire is the responsible road authority and are listed in the RAMM inventory that details the Shire’s road network.
- **“Non-road infrastructure”** means infrastructure in, on, under or over a road which is not road infrastructure and includes water and sewerage mains, telecommunication cables, electricity poles and street lights, bus shelters, vegetation and the like.
- **“Pathway”** means a footpath, shared path or recreational path constructed or developed by the Shire for use by members of the public other than with a motor vehicle and does not include any pathway which has not been constructed by or for the Shire or with its approval.
- **“Private roads”** include roads in reserves, roads to and in indigenous communities and roads on private property, pastoral leases, private pathways or any crossovers providing access from private properties to a public road or public highway. The Shire is not responsible for the care and maintenance of these roads, pathways or crossovers.
- **“RAV”** means a Restricted Access Vehicle such as a “B-Double” or roadtrain that is restricted to travelling on MRWA approved routes.
- **“RAMM”** is the Road Asset and Maintenance Management database detailing road assets and associated infrastructure maintained by the Shire.
- **“Response time”** is the time to respond to a hazard or defect measured from when the hazard or defect is identified by or notified to the council. Days to respond are business days, ie Monday to Friday, 5 days per week excluding public holidays.
- **“Roads 2030 Significant Road”** means a municipal road that has been included in the Main Roads WA “Roads 2030 Regional Strategies for Significant Local Government Roads” and is eligible for funding from MRWA Regional Road Group Road Project Grants;
- **“Road infrastructure”** means infrastructure which forms part of a roadway, pathway or shoulder including-

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

- (i) Structures forming part of the roadway, pathway or shoulder; and
- (ii) Materials from which a roadway, pathway or shoulder is made.

This also includes bridges, culverts, floodways / causeways, plus materials such as asphalt, bitumen, gravel, line marking, guideposts and signs.

- “Road-related infrastructure”** means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to—
 - (i) Facilitate the operation or use of the roadway or pathway; or
 - (ii) Support or protect the roadway or pathway;
- “Road Management Plan”** means this plan.
- “Roadside”** means any land that is within the boundaries of a road reserve (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed;
- “Shire”** means the Shire of Derby/West Kimberley;
- “SLK”** means Single Lane Kilometre, the method of measuring or locating a point on a road;
- “Thoroughfare”** is defined in the *Local Government Act 1995* and includes a street, right of way, cul-de-sac, bypass, bridge or ford, shared path, bicycle path, any culvert or kerbing or other land (*nature strip, roadside and private driveway not included*) or works forming part of the road.
- “Vehicle crossover (driveway)”** is the crossing which provides access from the road to the property boundary. The property owner is responsible for the construction and maintenance of the crossover.

Shire of Derby/West Kimberley Road Management Plan 2022-26 – Sealed Roads May 2022

APPENDIX 1- FIVE YEAR FUNDING PROGRAMME

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

FIVE YEAR CAPITAL SEALED ROAD FUNDING PROGRAMME SUMMARY						
Description	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Roads to Recovery Funding +	\$900,000	\$900,000	\$900,000	Unknown	Unknown	Unknown
Main Roads WA (MRWA) Regional Road Group (RRG) Funding #	\$750,000	\$800,188	\$800,188	\$800,188	\$800,188	\$800,188
Shire Funded Works *	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Federal Assistance Grant (FAG) ^	\$460,000	\$460,000	\$460,000	\$460,000	\$460,000	\$460,000
Direct Grant ^	\$303,000	\$308,000	\$308,000	\$308,000	\$308,000	\$308,000
MRWA State Blackspot Funding	Project basis only	Project basis only	Project basis only	Project basis only	Project basis only	Project basis only
MRWA Federal Blackspot Funding	Project basis only	Project basis only	Project basis only	Project basis only	Project basis only	Project basis only
Disaster Recovery Funding Arrangements (flood damage)	11,000,000	6,000,000	Project basis only	Project basis only	Project basis only	Project basis only
Total Expenditure	\$14068,188	\$9,068,188	\$3,068,188	\$2,168,188	\$2,168,188	\$2,168,188

+ Current 5 year Roads to Recovery Funding Arrangements expire 30 June 2024.

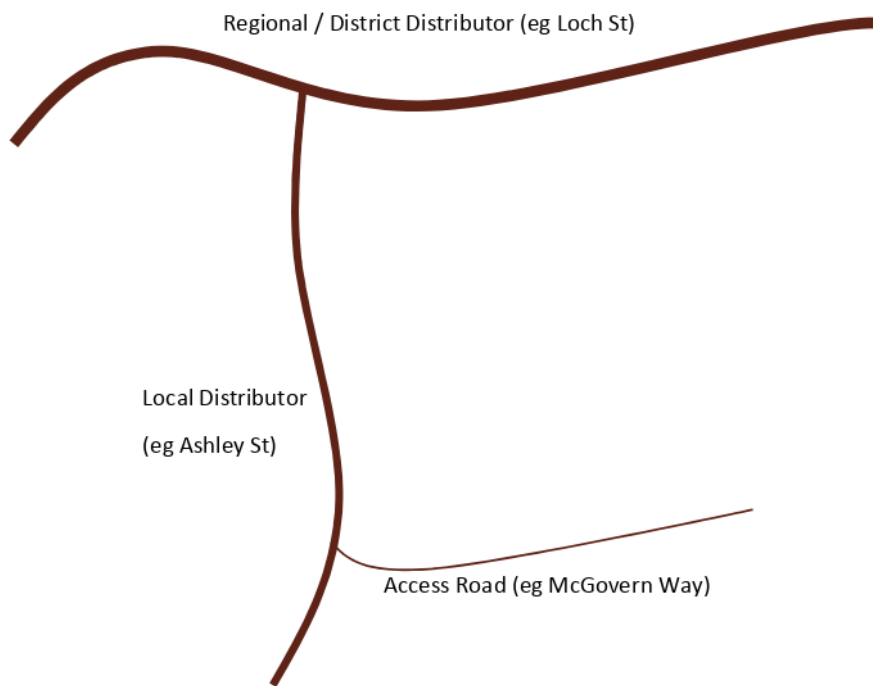
Restricted to roads (sealed and unsealed) classified as significant in the Main Roads WA “Roads 2030 Regional Strategies for Significant Local Government Roads” document.

* Shire Funded Works includes allocation of \$154,300 for Flood Damage contribution (mandatory expenditure prior to claiming reimbursement from Disaster Recovery Funding Arrangements).

^ Funding amounts subject to change on an annual basis.

NB All figures in the above table are based on current funding. The funding in the above table also funds the capital projects on the Shire’s unsealed road network.

APPENDIX 2 – ROAD HIERARCHY



These tables give an overall inspection ranking of the road according to data and statistics.

RAV Route	
No	0
Yes / Used	5

RAMM Classification	
1	Access road
2	Local Distributor
3	Regional / District Distributor

Roads 2030 Significant Road	
0	No
2	Yes

N ^o of Businesses	
1	1
2	2
3	3
4	4
>4	5
Rec Facility	5

Visitor Accommodation	
No	0
Yes	1

Zoning	
Rural	0
R5	1
R10 / R12.5	2
R15	4
R20 / R25	7
R30 / R35	10
Industrial	3

Traffic Volume AADT	
0-20	0
20-100	1
100-200	2
200-500	3
500-1000	4
>1000	5

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Score Table	
Score	Hierarchy
1	Very Low
2	Very Low
3	Very Low
4	Very Low
5	Very Low
6	Low
7	Low
8	Low
9	Low
10	Low
11	Medium
12	Medium
13	Medium
14	Medium
15	Medium
16	High
17	High
18	High
19	High
20	High
21+	Very High

Hierarchy Number	
Very High	1
High	2
Medium	3
Low	4
Very Low	5

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Road #	Road	Number of Businesses	Zoning (R Code)	Roads 2030 Significant Road	Visitor Accommodation	Traffic Volume (peak)	RAV Route	School	RAMM Classification	Total	Hierarchy	Hierarchy Number	Asset Mgmt Ranking	Safety Ranking	Total Score	Priority
0134	ADCOCK ROAD	0	0	0	0	1	5	0	1	7	Low	4	3	4	11	4
0067	ALEXANDER STREET	0	4	0	0	2	0	0	1	7	Low	4	3	3	10	3
0063	ALFONSAS STREET	1	4	0	0	4	0	0	1	10	Low	4	4	3	11	4
0034	ANDERSON STREET	0	7	0	0	4	0	1	2	14	Medium	3	5	2	10	3
0058	ARCHER STREET	0	4	0	0	2	0	0	1	7	Low	4	4	4	13	5
0056	ASHLEY STREET (Panton to Loch)	5	1	2	0	3	5	0	2	18	High	2	5	2	9	3
0056	ASHLEY STREET (Loch to Alfonsas)	1	4	2	0	5	5	0	2	19	High	2	4	2	8	2
0056	ASHLEY STREET (Alfonsas to Guildford)	5	2	2	1	5	5	0	2	22	Very High	1	5	2	8	2
0056	ASHLEY STREET (south of Guildford)	0	2	2	0	4	5	0	2	15	Medium	3	3	2	8	2
0223	BALANINJANGARRI ROAD	1	3	0	0	2	0	1	1	8	Low	4	5	2	11	4
0220	BANKSIA STREET	0	4	0	0	2	0	0	1	7	Low	4	5	5	14	5
0089	BAOBAB STREET	0	4	0	0	3	0	0	1	8	Low	4	3	3	10	3
0104	BARNETT WAY	0	2	0	0	2	0	0	1	5	Very Low	5	3	3	11	4
0127	BAUHINIA PLACE	0	2	0	0	2	0	0	1	5	Very Low	5	3	3	11	4
0059	BEAVEN STREET	0	4	0	0	2	0	0	1	7	Low	4	1	3	8	2
0086	BELL CREEK WAY	1	0	0	0	2	0	0	1	4	Very Low	5	2	3	10	3
0137	BELL ROAD	5	3	0	0	2	5	0	1	16	High	2	4	2	8	2
0148	BENNING PLACE	0	1	0	0	0	0	0	1	2	Very Low	5	5	5	15	5
0152	BLOODWOOD CRESCENT	0	7	0	0	3	0	0	1	11	Medium	3	5	5	13	5
0052	BLYTHE STREET	0	4	0	0	3	0	0	1	8	Low	4	3	5	12	4
0130	BRAND STREET	1	3	0	1	3	0	0	1	9	Low	4	1	3	8	2
0122	BREARLEY STREET	5	3	0	0	3	5	0	1	17	High	2	3	3	8	2
0226	BROLGA DRIVE (Boab Estate)	0	4	0	0	0	0	0	1	5	Very Low	5	4	3	12	4
0157	BROOME STREET	2	3	0	0	2	5	0	2	14	Medium	3	3	2	8	2
0232	BROWN STREET	0	4	0	0	2	0	0	1	7	Low	4	4	4	12	4
0014	CALWYNYARDAH-NOONKANBAH ROAD (SLK 0.00-0.03)	5	0	2	0	1	5	1	1	15	Medium	3	3	2	8	2
0158	CAMBALLIN RD (GNH –Camballin turnoff)	5	0	2	1	3	5	1	3	19	High	2	3	2	7	2
0158	CAMBALLIN RD (Camballin turnoff to Camballin)	2	0	2	1	3	5	0	3	16	High	2	3	2	7	2
0022	CAMBALLIN-MYROODAH ROAD	0	0	2	0	3	5	1	2	13	Medium	3	3	2	8	2
0005	CAMBALLIN-NOONKANBAH ROAD (SLK 0.00-0.46)	0	0	0	0	2	5	0	1	8	Low	4	4	2	10	3
0057	CARNARVON STREET	1	1	0	0	2	5	0	1	10	Low	4	4	2	10	3
0173	CASSIA CLOSE	0	10	0	0	1	0	0	1	12	Medium	3	4	4	11	4
0020	CHERRABUN ROAD (SLK 0.00 – 0.03)	3	0	2	0	2	5	0	1	13	Medium	3	3	3	9	3
0019	CHRISTMAS CREEK ROAD (SLK 0.00-0.03, 1.20-2.00)	5	0	2	0	2	5	1	1	16	High	2	2	1	5	1
0035	CLARENDON STREET (Loch to Hensman)	5	5	2	1	5	0	0	2	20	High	2	3	2	7	2
0035	CLARENDON STREET (Elder to Hardman - west bound)	5	5	2	1	5	0	0	2	20	High	2	2	3	7	2
0035	CLARENDON STREET (Elder to Hardman - east bound)	5	5	2	1	5	0	0	2	20	High	2	2	3	7	2
0075	COLEMAN STREET (CAMBALLIN T/S)	0	0	0	0	1	5	0	1	7	Low	4	5	2	11	4
0069	COLEMAN STREET (DERBY T/S)	0	5	0	0	2	0	0	1	8	Low	4	3	4	11	4
0125	CONWAY STREET	5	3	0	0	1	5	0	1	15	Medium	3	3	4	10	3
0171	COOLIBAH WAY	0	2	0	0	2	0	0	1	5	Very Low	5	4	4	13	5
0180	CORKWOOD COURT	0	2	0	0	1	0	0	1	4	Very Low	5	5	5	15	5
0217	CURTIN ROAD	1	3	0	0	0	5	0	3	12	Medium	4	1	2	7	2
0153	CYCAD COVE	0	2	0	0	1	0	0	1	4	Very Low	5	2	3	10	3
0233	CYPRESS COURT	0	2	0	0	1	0	0	1	4	Very Low	5	4	5	14	5
0065	DELEWARR STREET	1	2	0	0	3	0	0	1	7	Low	4	5	5	14	5

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Road #	Road	Number of Businesses	Zoning (R Code)	Roads 2030 Significant Road	Visitor Accommodation	Traffic Volume (peak)	RAV Route	School	RAMM Classification	Total	Hierarchy	Hierarchy Number	Asset Mgmt Ranking	Safety Ranking	Total Score	Priority
0244	DELEWARR STREET SERVICE ROAD	0	10	0	0	1	0	0	1	12	Medium	3	4	5	12	4
0218	DERBY AIRPORT ROAD	5	3	0	0	1	5	0	2	16	High	2	1	2	5	1
0237	DOLLARBIRD STREET (Boab Estate)	0	2	0	0	0	0	0	1	3	Very Low	5	1	5	11	4
0077	DURACK ROAD (CAMBALLIN T/S) SLK 0.00 – 0.56	2	0	0	1	1	5	0	1	10	Low	4	5	5	14	5
0077	DURACK ROAD (CAMBALLIN T/S) SLK 0.56 – 0.98	0	0	0	0	0	0	0	1	1	Very Low	5	1	4	10	3
0172	EDGAR STREET	0	2	0	0	1	0	0	1	4	Very Low	5	2	4	11	4
0043	ELDER STREET	5	5	0	0	2	5	0	1	18	High	2	2	2	6	2
0136	EMANUEL WAY	5	3	0	1	4	5	0	1	19	High	2	3	2	7	2
0066	FAIRBAIRN STREET	0	2	0	0	3	0	1	1	7	Low	4	1	2	7	2
0114	FALLON ROAD	5	3	0	0	4	0	1	2	15	Medium	3	3	2	8	2
0143	FIELD STREET	0	1	0	0	1	0	0	1	3	Very Low	5	1	3	9	3
0113	FITZROY STREET (east of Derby Hwy)	2	0	2	0	3	0	0	2	9	Low	4	4	4	12	4
0113	FITZROY STREET (Derby Hwy to Steel St)	5	3	2	0	4	5	0	2	21	Very High	1	2	2	5	1
0113	FITZROY STREET (west of Steel St)	1	2	2	0	4	5	0	2	16	High	2	4	3	9	3
	FITZROY RIVER LOW LEVEL CROSSING	0	0	0	0	2	0	0	1	3	Very Low	5	1	3	9	3
0155	FLYNN DRIVE	2	2	0	0	4	0	1	1	10	Medium	3	2	4	9	3
0119	FORREST ROAD (GNH to Fallon Rd)	4	3	2	1	5	5	0	2	22	Very High	1	2	2	5	1
0119	FORREST ROAD (Fallon Rd to Russ Rd)	1	1	2	0	3	5	0	2	14	Medium	3	4	2	9	3
0119	FORREST ROAD (Russ Rd to Buruwa)	1	1	2	0	3	5	0	2	14	Medium	3	2	2	7	2
0105	FORREST STREET (Derby)	0	3	0	0	1	0	0	1	5	Very Low	5	4	3	12	4
0135	GALVANS WAY	0	0	0	0	1	5	0	1	7	Low	4	4	5	13	5
0016	GEIKIE GORGE ROAD SLK 0.00 to SLK 0.25	0	0	2	0	3	5	0	3	13	Medium	3	1	1	5	1
0016	GEIKIE GORGE ROAD SLK 0.25 to SLK 0.55	0	0	2	0	3	5	0	3	13	Medium	3	1	1	5	1
0016	GEIKIE GORGE ROAD SLK 0.55 to SLK 1.72	0	0	2	0	3	5	0	3	13	Medium	3	1	1	5	1
0016	GEIKIE GORGE ROAD SLK 1.72 to SLK 15.78	0	0	2	0	3	5	0	3	13	Medium	3	1	1	5	1
0082	GEIKIE PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	3	5	13	5
0109	GRANVILLE STREET	1	1	0	0	0	0	0	1	3	Very Low	5	1	3	9	3
0112	GUILDFORD STREET (east of Derby Hwy)	2	0	0	0	2	5	0	2	11	Medium	3	3	2	8	2
0112	GUILDFORD STREET (Derby Hwy to Millard St)	3	3	0	0	4	5	0	2	17	High	2	2	2	6	2
0112	GUILDFORD STREET (Millard St to Ashley St)	0	2	0	0	4	5	0	2	14	Medium	3	2	2	7	2
0151	HAKA PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	4	4	13	5
0062	HANSON STREET	0	3	0	0	1	0	0	1	5	Very Low	5	4	5	14	5
0044	HARDMAN STREET (Villiers to Loch)	2	5	0	1	4	0	0	1	13	Medium	3	4	5	12	4
0044	HARDMAN STREET (Loch to Clarendon)	1	5	0	0	4	0	0	1	11	Medium	3	1	4	8	2
0044	HARDMAN STREET (Clarendon to Rowan)	4	5	0	0	4	0	0	1	14	Medium	3	2	4	9	3
0046	HENSMAN STREET (Villiers St to Loch St)	1	5	0	0	4	0	1	1	12	Medium	3	3	2	8	2
0046	HENSMAN STREET (Loch St to Clarendon St)	0	5	0	0	3	0	0	1	9	Low	4	4	2	10	3
0156	HENWOOD CLOSE	0	2	0	0	1	0	0	1	4	Very Low	5	3	5	13	5
0147	HESELTINE COURT	0	1	0	0	0	0	0	1	2	Very Low	5	4	4	13	5
0064	HEYESBURY STREET	0	3	0	0	3	0	0	1	7	Low	4	4	4	12	4
0133	HOLMAN STREET	0	4	0	0	3	0	0	1	8	Low	4	2	3	9	3
0070	HOWELL STREET	0	3	0	0	1	0	0	1	5	Very Low	5	3	4	12	5
0239	IBIS WAY (Boab Estate)	0	2	0	0	0	0	0	1	3	Very Low	5	4	4	13	5
0073	JETTY ROAD	5	3	2	0	4	5	0	3	22	Very High	1	1	2	4	1
0240	JETTY BOAT RAMP ROAD	5	3	0	0	4	5	0	1	18	High	2	1	2	5	1
0042	JOHNSTON STREET (Loch St to Clarendon St)	1	5	0	0	2	5	0	1	14	Medium	3	4	2	9	3

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Road #	Road	Number of Businesses	Zoning (R Code)	Roads 2030 Significant Road	Visitor Accommodation	Traffic Volume (peak)	RAV Route	School	RAMM Classification	Total	Hierarchy	Hierarchy Number	Asset Mgmt Ranking	Safety Ranking	Total Score	Priority
0042	JOHNSTON STREET (Clarendon St to Rowan St)	5	5	0	1	3	5	0	1	20	High	2	2	2	6	2
0083	JONES PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	3	5	13	5
0041	JULD STREET	1	2	0	0	2	5	0	1	11	Medium	3	2	3	8	2
0188	KINGFISHER LOOP (Boab Estate)	0	2	0	0	0	0	0	1	3	Very Low	5	1	3	9	3
0061	KNOPP STREET	0	3	0	0	1	0	0	1	5	Very Low	5	5	5	15	5
0053	KNOWSLEY STREET EAST (east of Derby Hwy)	1	1	0	0	3	0	0	2	7	Low	4	2	3	9	3
0053	KNOWSLEY STREET EAST (Derby Hwy to Carnarvon St)	1	1	0	0	3	5	0	2	12	Medium	3	2	2	7	2
0053	KNOWSLEY STREET EAST (west of Carnarvon St)	1	2	0	0	3	0	0	2	8	Low	4	3	3	10	3
0145	KNOWSLEY STREET WEST	0	3	2	0	4	0	1	2	12	Medium	3	5	4	12	4
0054	KUNAMARRA STREET	0	3	0	0	2	0	0	1	6	Low	4	2	4	10	3
0162	KURRAJONG LOOP	1	2	0	0	3	0	0	1	7	Low	4	3	4	11	4
0120	LE LIEVRE STREET	4	3	0	0	2	5	0	1	15	Medium	3	1	2	6	2
0090	LENNARD ROAD (SLK 0.00-0.91)	1	0	0	0	2	5	0	1	9	Low	4	1	2	7	2
0243	LINCOLN STREET (CAMBALLIN T/S)	0	0	0	0	0	0	0	1	1	Very Low	5	4	4	13	5
0221	LIVISTONA STREET	0	2	0	0	2	0	0	1	5	Very Low	5	4	5	14	5
0079	LOVEGROVE STREET	0	1	0	1	2	0	0	2	6	Low	4	2	3	9	3
0051	MacDONALD STREET	0	3	0	0	1	0	0	1	5	Very Low	5	1	4	10	3
0118	MacDONALD WAY	0	2	0	0	3	0	0	1	6	Low	4	4	4	12	4
0036	MARMION STREET	3	3	0	0	4	0	1	2	13	Medium	3	4	4	11	4
0078	MAXTED ST	1	0	0	0	0	0	0	1	2	Very Low	5	3	3	11	4
0091	MAY STREET	0	2	0	0	1	0	0	1	4	Very Low	5	3	3	11	4
0108	MC GOVERN WAY	0	2	0	0	2	0	0	1	5	Very Low	5	1	3	9	3
0116	MC LARTY ROAD	3	2	0	0	2	0	0	1	8	Low	4	1	3	8	2
0060	MC LARTY STREET	0	3	0	0	1	0	0	1	5	Very Low	5	3	5	13	5
0117	MILLARD ROAD	0	2	0	0	2	0	0	1	5	Very Low	5	2	5	12	4
0123	MILLARD STREET	5	3	0	0	2	5	0	1	16	High	2	2	2	6	2
0154	MIMOSA STREET	0	2	0	0	3	0	0	2	7	Low	4	4	4	12	4
0150	MINIRITCHIE PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	4	4	13	5
0228	MONGER STREET	0	3	0	0	3	0	0	1	7	Low	4	4	4	12	4
0045	NEVILL STREET	5	5	0	0	5	0	0	2	17	High	2	1	3	6	2
0076	NORDELL STREET (CAMBALLIN T/S)	1	0	0	0	2	5	0	1	19	Low	4	5	5	14	5
0149	NUYTSIA WAY	0	2	0	0	1	0	0	1	4	Very Low	5	4	4	13	5
0163	ORD STREET	0	1	0	0	1	0	0	1	3	Very Low	5	4	3	12	4
0047	OWEN AH CHEE STREET	0	3	0	0	2	0	0	1	6	Low	4	3	4	11	4
0227	PANDANAS WAY	0	2	0	0	1	0	0	1	4	Very Low	5	3	4	12	4
0140	PANTON STREET	1	2	0	0	3	0	0	1	7	Low	4	2	1	7	2
0160	POOLE PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	3	5	13	5
0129	RICHARDSON TERRACE	0	3	0	0	1	0	0	1	5	Very Low	5	2	3	10	3
0126	RODGERS STREET	5	3	0	0	2	5	0	2	17	High	2	2	2	6	2
0049	ROSE STREET	0	3	0	0	1	0	0	1	5	Very Low	5	2	5	12	4
0037	ROWAN STREET (Johnston St to Nevill St)	5	5	0	1	5	5	0	2	23	Very High	1	1	2	4	1
0037	ROWAN STREET (Nevill St to Monger St)	1	3	0	0	5	0	0	2	11	Medium	3	3	3	9	3
0037	ROWAN STREET (Baobab St to Dinner Tree)	0	2	0	0	3	0	0	2	7	Low	4	3	3	10	3
0068	ROWELL STREET	0	3	0	0	1	0	0	1	5	Very Low	5	1	3	9	3
0102	RUSS RD	2	1	0	0	3	5	0	2	13	Medium	3	1	2	6	2
0124	RUSS STREET	4	0	0	0	1	5	0	2	12	Medium	3	3	2	8	2

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Road #	Road	Number of Businesses	Zoning (R Code)	Roads 2030 Significant Road	Visitor Accommodation	Traffic Volume (peak)	RAV Route	School	RAMM Classification	Total	Hierarchy	Hierarchy Number	Asset Mgmt Ranking	Safety Ranking	Total Score	Priority
0159	SADLER PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	3	5	13	5
0107	SANDFORD ROAD	0	0	0	1	2	5	0	2	10	Low	4	1	1	6	2
0101	SCRIVENER ROAD	1	2	0	0	2	0	0	2	7	Low	4	3	4	11	4
0132	SHORT STREET	0	3	0	0	2	0	0	1	6	Low	4	2	4	10	3
0103	SKUTHORP ROAD	2	0	0	1	1	5	0	2	11	Medium	3	3	1	7	2
0183	SPINIFEX PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	3	5	13	5
0146	STANLEY STREET (Loch St to Ashley St)	4	1	0	0	3	0	0	2	10	Low	4	2	3	9	3
0146	STANLEY STREET (Ashley St to Juld St)	1	1	0	0	2	0	0	2	6	Low	4	3	4	11	4
0146	STANLEY STREET (Juld St to Waycott St)	0	1	0	0	2	5	0	2	10	Low	4	3	4	11	4
0146	STANLEY STREET (Waycott St to Stanwell St)	6	1	0	0	2	5	0	2	16	High	2	5	2	9	3
0072	STANWELL STREET	3	1	0	1	2	5	0	1	13	Medium	3	4	2	9	3
0085	STEEL STREET (south of Fitzroy St)	1	3	0	0	1	5	0	1	11	Medium	3	4	2	9	3
0085	STEEL STREET (north of Fitzroy St)	1	2	0	0	2	5	0	1	11	Medium	3	3	4	10	3
0144	SUTHERLAND STREET (Loch St to Stanwell St)	3	1	0	0	3	5	0	2	14	Medium	3	4	4	11	4
0144	SUTHERLAND STREET (east of Stanwell St)	2	1	0	1	2	0	0	2	8	Low	4	3	1	8	2
0142	SWAIN STREET	1	2	0	0	3	0	0	1	7	Low	4	3	1	8	2
0219	TEATREE MEWS	0	2	0	0	1	0	0	1	4	Very Low	5	5	5	15	5
0131	TOWER PLACE	0	2	0	0	1	0	0	1	4	Very Low	5	1	4	10	3
0048	VAN EMMERIK STREET	0	3	0	0	2	0	0	1	6	Low	4	2	5	11	4
0038	VILLIERS STREET (Elder to Johnston)	3	5	0	0	3	5	1	1	18	High	2	3	1	6	2
0038	VILLIERS STREET (Johnston to Hardman)	2	5	0	1	3	0	1	1	13	Medium	3	4	4	11	4
0038	VILLIERS STREET (Hardman to Nevill)	0	5	0	0	3	0	1	1	10	Low	4	2	4	9	3
0038	VILLIERS STREET (Nevill to Hensman)	0	5	0	0	3	0	1	1	10	Low	4	3	2	9	3
0038	VILLIERS STREET (Hensman to Swain)	1	5	0	1	3	0	1	1	12	Medium	3	4	1	8	2
0071	WATT STREET	0	3	0	0	1	0	0	1	5	Very Low	5	4	5	14	5
0182	WATTLE STREET	0	2	0	0	0	0	0	1	3	Very Low	5	5	5	15	5
0141	WAYCOTT STREET	3	1	0	0	5	5	0	1	15	Medium	3	2	2	7	2
0121	WELLS STREET	5	3	0	0	3	5	0	1	17	High	2	1	2	5	1
0040	WINDJANA ROAD	1	0	0	1	3	5	0	1	11	Medium	3	1	2	6	2
0055	WODEHOUSE STREET (Ashley St to Gladstone St)	1	1	0	0	4	5	0	2	13	Medium	3	3	3	9	3
0055	WODEHOUSE STREET (Gladstone St to Derby Hwy)	4	2	0	0	3	5	0	2	16	High	2	1	2	5	1
0161	WOOLLYBUTT CORNER	0	2	0	0	2	0	0	1	5	Low	4	4	4	12	4
0128	YEEDA CLOSE	0	2	0	0	1	0	0	1	4	Very Low	5	3	4	12	4
0165	YURABI ROAD (SLK 0.00 – 0.50)	3	0	0	1	2	5	0	2	13	Medium	3	2	3	7	2

TOTAL SCORE	PRIORITY
3 – 5	1
6 – 8	2
9 – 10	3
11 – 12	4
13 – 15	5

Page deliberately blank under this line.

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

APPENDIX 3 – FORWARD WORKS PROGRAMME

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Road N°	Road Name	SLK From	SLK To	Width	Area m ²	Priority	Description	Roads 2030 # Yes / No	Treatment	Comments	2022/23	2023/24	2024/25	2025/26	2026/27
218	Derby Airport Rd	0.44	1.50	6.00	6,960	1	Access Road	No	Reconstruct	Halfway down hill to end around carpark	\$700,000				
045	Nevill St	0.00	0.13	8.20	1,066	2	Access Road	No	Reconstruct	Villiers St to Loch St	\$160,000				
055	Wodehouse St	0.57	1.01	7.40	3,256	1	Access Road	No	Reconstruct	Broome St to Derby Hwy	\$350,000				
164	Yurabi Rd	0.00	0.50	7.80	3,900	3	Local Distributor	No	Reconstruct	GNH to end of bitumen	\$350,000				
	Various Roads					1		Yes/No	Reseal			\$260,000			
016	Geikie Gorge Rd	2.14	2.30	6.30	1,008	1	Local Distributor	Yes	Construct Concrete Floodway	Bungardi Creek		\$750,000			
037	Rowan St	0.00	0.51	8.20	4,182	1	Access Road	No	Reconstruct	Johnston St to west end of island		\$85,632			
044	Hardman St	0.35	0.48	11.20	1,456	2	Access Road	No	Reconstruct	Clarendon St to Rowan St		\$145,600			
126	Rodgers St	0.00	0.22	8.50	1,870	2	Access Road	No	Reconstruct	Fitzroy St to south side of Hardy's		\$187,000			
045	Nevill St	0.17	0.31	8.20	1,148	2	Access Road	No	Reconstruct	Loch St to Clarendon St			\$103,320		
042	Johnston St	0.18	0.30	20-27	2,820	2	Access Road	No	Reconstruct	Loch St to Clarendon St			\$225,600		
042	Johnston St	0.33	0.49	8.20	1,312	2	Access Road	No	Reconstruct	Clarendon St to Rowan St			\$118,080		
126	Rodgers St	0.46	0.56	8.50	680	2	Access Road	No	Reconstruct	Extend culverts and widen intersection with Russ St for safer roadtrain access			\$94,000		
102	Russ Rd	0.70	2.40	7.00	11,900	2	Local Distributor	Yes	Reconstruct	East of Brooking channel			\$952,000		
016	Geikie Gorge Rd	0.00	2.14	6.30	13,482	1	Local Distributor	Yes	Reconstruct	Russ Rd intersection to Bungardi Creek				\$674,100	
016	Geikie Gorge Rd	8.63	9.40	6.30	4,851	1	Local Distributor	Yes	Reconstruct	West of National Park boundary grid				\$242,550	
120	Le Lievre St	0.00	0.10	7.40	740	1	Access Road	No	Reconstruct	Derby Hwy to Wells St, widen intersection Wells St, improve drainage runoff				\$104,000	
037	Rowan St	0.00	0.51	7.40	4,278	1	Access Road	No	Reconstruct	Reshape and reconstruct pavement, install kerbing on north side with vehicle laybacks and backfill verge				\$256,680	
035	Clarendon St	1.09	1.38	11.4	3,366	1	Local Distributor	Yes	Reconstruct	Hensman St to Loch St				\$201,960	

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

APPENDIX 4 – SERVICE LEVELS

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Key Performance Measure	Level of Service	Current Performance		Desired Performance		Actions Required to meet desired level of service	Resources Required	Responsibility
		Community Performance Measure	Technical Performance Measure	Community Performance Measure	Technical Performance Measure			
Condition	Sealed roads are well maintained, clean and have the right quality to serve their purpose	Customer maintenance requests	Reactive repairs as reported by customers or as sighted by SDWK personnel Renewed based on anecdotal condition and age	Majority of customers satisfied with overall condition of the road network, in terms of smooth ride Defects Register Created and Maintained Number of defects logged reducing Majority of customers satisfied with the response time to repair seals e.g. Potholes	Sealed network renewal intervention at condition 4 for all components Sealed network inspected and maintained within Maintenance Intervention Levels as per Sealed Road Management Plan Meeting target response times for repairs when implemented	Inspection, log and repair to specifications in Sealed Road Management Plan Analysis of logs to engineer solutions in problem areas. Include target response times for repairs in the Forward Works Programme.	Operational	Operations Manager / Manager Engineering Services
	Car parking well maintained, clean and to required standards of compliance	Customer maintenance requests	Maintain and renew to planning requirements and safety audits.	Majority of customers satisfied with the overall condition of the car parking provided Defects Register Created and Maintained Number of defects logged reducing Majority of customers satisfied with the response time to repairs to carpark defects e.g. Potholes	Carpark network renewal intervention at condition 4 for all components with <5% asset outside intervention point Carpark network inspected and maintained within Maintenance Intervention Levels contained within the Sealed Road Management Plan Meeting target response times for repairs	Asset register verified and responsibility for capital and maintenance works resolved with adjacent land owners. Inspection, log and repair to specifications in Sealed Road Management Plan Analysis of logs to engineer solutions in problem areas. Initiate target response times for repairs in the Civil Maintenance Program.	Operational	Operations Manager / Manager Engineering Services

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

	Shared paths are multi use, well maintained, clean and to required standards of compliance	Customer maintenance requests	Maintain and renew to planning requirements and safety audits.	Majority of customers are satisfied with the overall quality and comfort of paths Defects Register Created and Maintained	Path network renewal intervention at condition 4 Path network is inspected and maintained within Maintenance Intervention Levels contained within the Sealed Road Management Plan	Inspection, log and repair to specifications in Sealed Road Management Plan Analysis of logs to engineer solutions in problem areas. Initiate target response times for repairs in the Sealed Road Management Plan.	Operational	Operations Manager / Manager Engineering Services
	Unsealed roads managed to minimise disruption to users while maintaining safe road condition	Customer maintenance requests	Grading and drainage chute maintenance as per Unsealed Road Management Plan	Majority of unsealed road users satisfied with road condition. Defects Register Created and Maintained Decrease in customer maintenance requests.	Unsealed network inspected and maintained within Maintenance Intervention Levels contained within the Sealed Road Management Plan	Inspection, log and repair to specifications in Sealed Road Management Plan Analysis of logs to engineer solutions in problem areas Include target response times for repairs in the Sealed Road Management Plan	Operational	Manager Engineering Services
	Roadside drainage pits well maintained, intact and clear of debris	Customer maintenance requests	Not included in the Sealed Road Management Plan	Decrease in number of reported blockages Defects Register Created and Maintained	Roadside drainage pits maintained with Maintenance Intervention Levels contained within the Sealed Road Management Plan when implemented	Create specification for maintenance of drainage pits. Inspection, log and repair to this specification.	Operational	Operations Manager
Function	Efficient & reliably traversable network, with well distributed traffic throughout municipality	Customer Feedback	Reactive improvements as issues occur such as Blackspot. Road safety audit completed to support Blackspot application.	Majority of residents and businesses believe the network to be efficient and reliable. Monitor complaints received regarding traffic disruption due to road works.	Monitor traffic counts in RAMM using MetroCount. Implement specific improvements as traffic flows increase Record and Monitor MRWA data on Blackspot locations, and review RAV network routes	Create a program for traffic flow monitoring inclusive of recording into RAMM and using MetroCount. MetroCount training through RAMM II (WALGA)	Developer Contributions around new subdivisions for upgrade to surrounding road network.	Manager Engineering Services

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

	Traffic control systems are designed to improve traffic flow and community safety	Customer Feedback	MRWA Blackspot locations related to intersections	Majority of residents are satisfied that wait times at intersections are acceptable. Monitor complaints received regarding traffic disruption due to road works.	Implement specific improvements in next budget year at intersections where; Increase in traffic flow exceeds capacity of intersection design, Named as MRWA Blackspot or where Safety Audit indicates improvement is required.	Check criteria contained within 3 year capital works programme and annual budget when updated	Operational	Manager Engineering Services
	Paths designed and managed for all users	Customer Feedback	All new paths are concrete and minimum 1.5m wide	Customer Satisfaction Survey	Increase width of paths to minimum 1.5m at renewal or earlier if funds allow. Add tactile tiles at intersections		Capital	Manager Engineering Services
	Path connectivity to centres, schools, public transport stops and points of interest	Customer Feedback	Path 5 year future capital plan as budget allows	Integrate paths into the road and open space networks to increase connectivity	Increase new path network outside of new sub divisions as per Path Plan Construct paths within 12 months of majority of houses being constructed in new sub divisions.	Update future path plan to a 10 year projection and add to the GIS Review tender specifications for Shared Path Construction	Capacity of annual Shared path Construction Contractor be sufficient for increasing workload	Manager Engineering Services
	Parking spaces are managed to ensure maximum access to CBD and Shire Facilities for all vehicle types.	Customer Feedback	Maintain planning requirements and safety audits.	Customer Satisfaction Survey	Increase public transport opportunities to reduce pressure on existing parking. Initiate other non-asset solutions to parking	Minimum size of standard parking bay to be 6.0 x 3.0m		Manager Engineering Services / Operations Manager
Cost/Affordability	To provide and manage the services in the most cost effective manner to the required level of service	Annual report to community on completed projects	Operational expenses within annual budget threshold Capital works delivered within budget threshold	Majority of community are satisfied that the transport network represent good value for money Capital projects in annual budget are completed on time and on budget	Record and analyse results of Resealing Programme Record and analyse results from Asphalt surfacing All capital works projects are selected based on defined prioritisation and economic criteria Operating expenditure managed in accordance with adopted budget	Investigate alternative bitumen options (Polymer Modified Bitumen etc) on renewal to improve surface life Investigate IT solution for road asset inspections including mobile application		Manager Engineering Services

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Safety	The transport network feels safe to users relative to other similar networks	Customer feedback	Annual safety audits Blackspot program	Majority of the community are satisfied that the road environment is predictable and road	Include safety inspections annually in maintenance inspections	Add safety inspection to the Forward Works Programme	Operational	Manager Engineering Services
	The path network feels safe to users relative to other similar networks	Customer feedback	Annual safety audits Insurance claims	Majority of the community are satisfied that the path network is well designed and safe	Access and Inclusion review of all standard designs Monitor insurance claims for cause of incident	Redesign of crossover and pram ramps Document, implement and review process for new designs Process for insurance information	Operational Budget allocation for training and Road Safety Audits	Manager Engineering Services / Operations Manager
	Blue & White (B&W) Directional Signs are clear, concise and easy to read by drivers	Customer feedback	Limit of 21 characters on signs Max of 6 B&W signs per intersection No B&W signs permitted at intersections in CBD	Majority of businesses are satisfied with the blue and white directional sign policy and its implementation	Limit of 21 characters on signs Max of 6 B&W signs per at intersection No B&W signs permitted in CBD	No Action	Operational	Operations Manager
	Traffic management at road works is best practice	Customer feedback		Majority of road users consider work sites to be safe to pass through	No crashes occur at work sites Traffic Management Plans are documented and implemented Traffic Management plans on contractor sites are assessed by qualified Shire Officer	Monitor incidents at work sites through OSH process	Operational	Manager Engineering Services / Operations Manager
	Safe driving education programs are well supported by the Shire		Publicity & promotion campaigns	Majority of community agree that road safety is promoted	Support a RoadWise project annually	Continued involvement on Derby RoadWise Committee	Funding grant	Director Technical & Development Services
	Adequate street lighting to enhance safety for road users and pedestrians through visibility and security	Customer feedback	Liveable Neighbourhoods standards being met in new subdivisions No improvement plan for older areas	Increase in perception of safety through customer survey Improved visibility on urban roads to Australian Standards	Staged improvement of residential lighting to Liveable Neighbourhoods standards	Audit and implementation plan for retrospective improvement of street lighting	Funding of joint project with Horizon Power	Director Technical & Development Services / Manager Engineering Services

APPENDIX 5 – DEFECT INTERVENTION LEVEL & RECTIFICATION TIME



Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

Defect And Intervention Level	Rectification Action	Maintenance Category / Response Time
<p>Potholes Pothole ≥300mm diameter & ≥100mm depth</p>	<p>Patch potholes <1 m², in travelled path using bituminous and other appropriate materials to restore the riding surface to a smooth condition</p>	<p>Within 2 business days of customer complaint / report / notification</p>
<p>Depression / Wheel Rut / Dig-out / Crocodile Cracks Ruts or depression >50mm below the surrounding pavement surface; Area affected <5 m²</p>	<p>Apply a regulating / levelling course of bituminous materials to depressed or rutted areas.</p>	<p>Within 5 business days of report / notification</p>
<p>Cracking All Cracks > 20mm width</p>	<p>Seal and fill cracks and joints using liquid bituminous sealants</p>	<p>Within 5 business days of report / notification</p>
<p>Tree Root Damage – When pavement is raised >150mm (as measured 2m from base of tree).</p>	<p>Ramping out displacement Permanent repair</p>	<p>Within 2 business days of notification Within 6 months of initial repair</p>

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

**APPENDIX 6 – MAPS SHOWING LOCATION OF SHIRE OF DERBY/WEST
KIMBERLEY SEALED ROAD NETWORK**



Shire Sealed Roads – Map 1, Derby Townsite



Shire Sealed Roads – Map 2, Derby Jetty



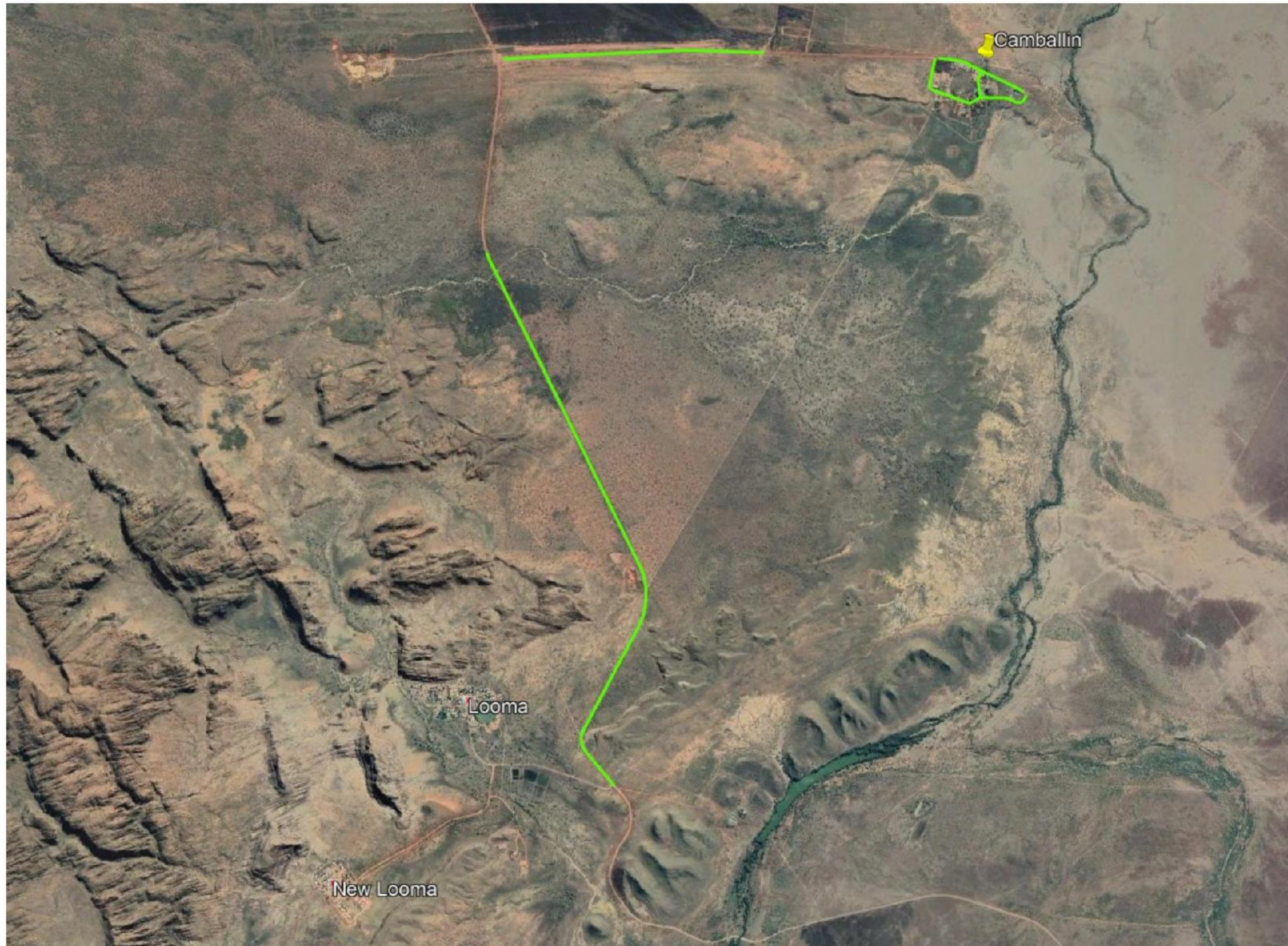
Shire Sealed Roads – Map 3, Derby Airport & Hamlet Grove



Shire Sealed Roads – Map 4, Fitzroy Crossing Townsite

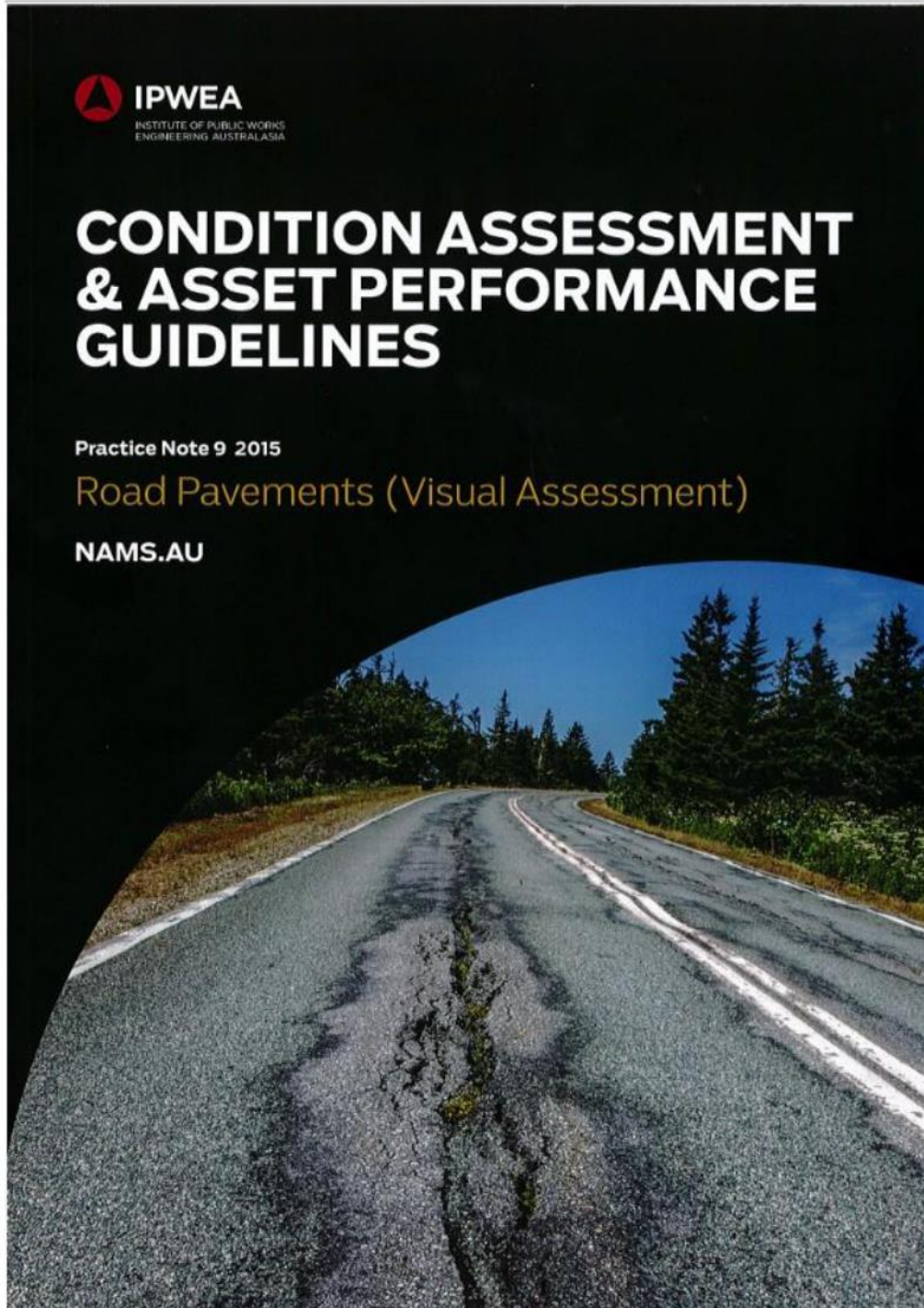


Shire Sealed Roads – Map 5, Geikie Gorge Rd / Russ Rd intersection showing communities' private access roads



Shire Sealed Roads – Map 6, Camballin Area

APPENDIX 7 – VISUAL ASSESSMENT OF ROAD PAVEMENT MANUAL

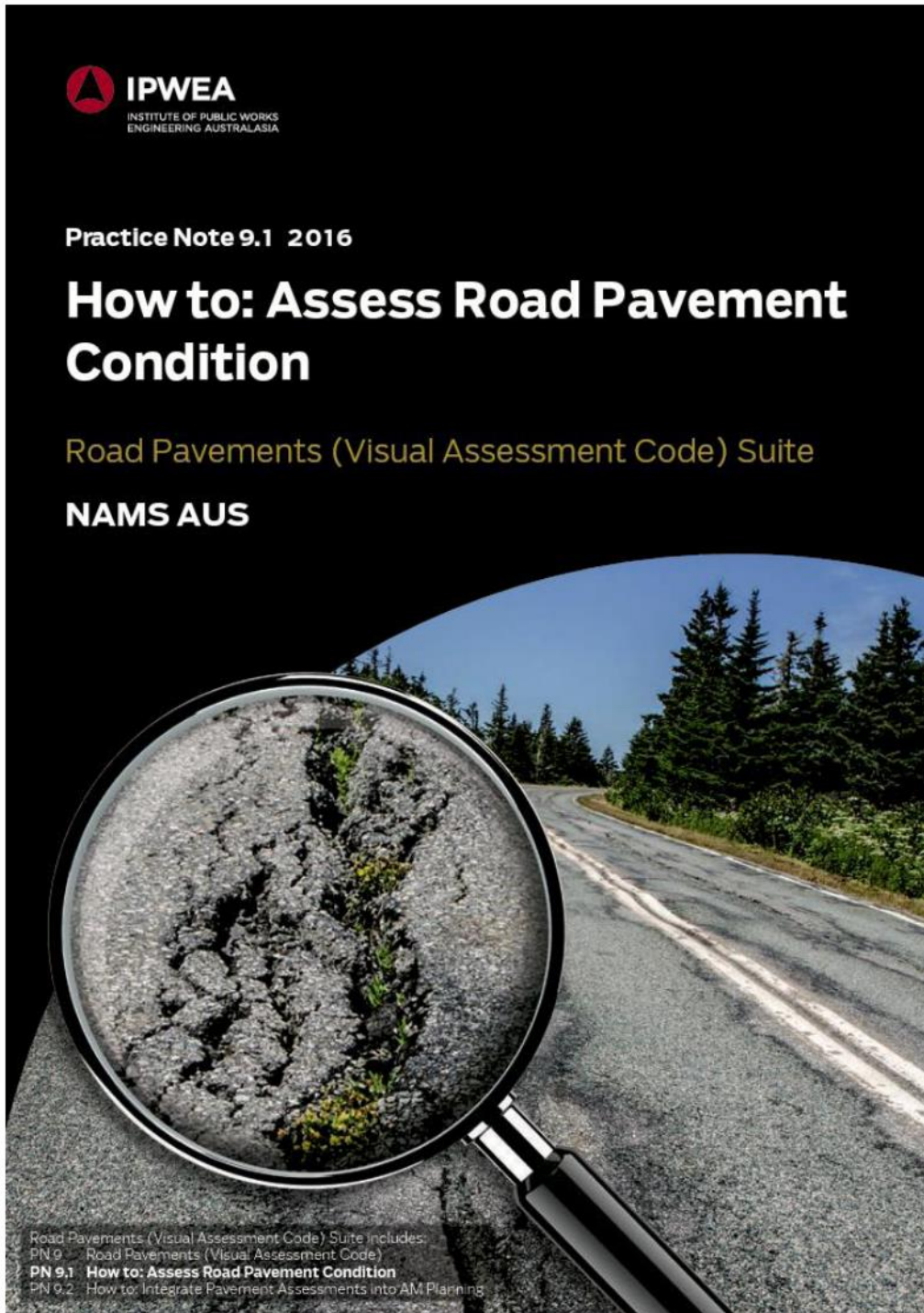


CONTENTS

ABBREVIATIONS AND ACRONYMS	vii
QUICK GUIDE	viii
1.0 SCOPE OF THESE GUIDELINES	1
2.0 PURPOSE OF THE GUIDELINES	3
3.0 WHAT IS MEANT BY CONDITION ASSESSMENT?	4
4.0 THE FUNCTION OF ROAD ASSETS	5
5.0 LEVEL OF SERVICE	6
6.0 ASSET OWNER’S DUTY OF CARE	8
7.0 RISK MANAGEMENT	10
7.1 Application of Risk Management in Roads Asset Management.....	10
7.2 Core and Advanced Approaches to Risk Management.....	10
7.3 Road Pavement Risk Context.....	10
7.4 Distress Modes.....	10
7.5 Failure Consequences.....	11
7.6 Segment/Component Consequence.....	12
7.7 Likelihood of Failure.....	13
7.8 Risk Analysis.....	13
7.9 Monitoring and Reviewing Risk.....	14
8.0 INFORMATION MANAGEMENT	15
8.1 Define the Organisation’s Needs First.....	15
8.2 Information Required.....	15
8.3 Data Capture Options.....	16
8.4 Data Analysis and Reporting.....	16
8.5 Maintaining the Data.....	16
8.6 Implementation of the Strategy Using a Pilot Study.....	17
9.0 RATING SYSTEM FOR ROAD PAVEMENT CONDITION ASSESSMENT	18
9.1 Core Approach.....	18
9.2 Advanced Approach.....	18
10.0 ROAD PAVEMENTS CONDITION DATA SOURCES	22
10.1 Introduction.....	22
10.2 Complaints / Requests Systems.....	22
10.3 Formal Inspection Programs.....	22
10.4 Organisation Staff Knowledge and Reporting of Defects / Needs.....	22
10.5 Other Works Impacts.....	23
10.6 Advanced Data Collection.....	23

11.0	ROAD NETWORK INSPECTION PROCESS	24
11.1	Preliminaries.....	24
11.2	Pre-inspection Process.....	24
11.3	Segmentation.....	25
11.4	Role of Assessor/Inspector.....	25
11.5	Inspection Frequency.....	26
11.6	Workplace Health and Safety.....	26
11.7	Assessing the Segments/Components.....	26
11.8	Condition Survey Data.....	27
11.9	Writing Standard Work Orders.....	27
12.0	DATA ANALYSIS	28
12.1	Introduction.....	28
12.2	Outcomes from Data Analysis.....	28
12.3	Component Level Data Validation.....	28
12.4	Analysis Reporting.....	29
12.5	Future Data Analysis.....	29
13.0	LIFECYCLE ANALYSIS AND LONG TERM FINANCIAL PLANNING	30
13.1	Preliminaries.....	30
14.0	WORK SCHEDULES AND PROGRAMS	32
14.1	Works Orders for Reactive Maintenance Activities.....	32
14.2	Pro-Active Maintenance Planning.....	32
14.3	Capital Expenditure Projects – Renewals and Replacements.....	33
14.4	Capital Expenditure Projects – New Construction and Upgrades.....	33
15.0	IMPROVEMENT PLAN	34
16.0	ISO ASSET MANAGEMENT STANDARDS	35
16.1	The Standards.....	35
16.2	Who will use the Standards.....	36
16.3	Why use the Standards.....	36
16.4	Conformity Assessment.....	36
16.4	Where to access the Standards.....	36
16.5	Applying the Standards as part of Condition Assessment.....	36
16.6	Supplement to the IIMM.....	36
17.0	REFERENCES	37
	APPENDIX 1 – EXAMPLE LEVELS OF SERVICE – ROAD PAVEMENTS	38
	APPENDIX 2 – RISK MANAGEMENT	39
	APPENDIX 3 – VISUAL ASSESSMENT GUIDE	41
	APPENDIX 4 – GAUGING LENGTHS	109

APPENDIX 8 – HOW TO ASSESS ROAD PAVEMENT CONDITION MANUAL



CONTENTS

1.0	Purpose	1
2.0	Background	1
2.1	The Approach of this Guide.....	1
2.2	Road Asset Condition versus Road Maintenance Defect.....	1
2.3	Core and Advanced Approach.....	2
2.4	Calculation of Condition Scores.....	2
2.5	How to Undertake Condition Surveys Using This Guide.....	2
2.6	Definitions.....	3
3.0	Road Asset Components	3
3.1	Unsealed Road Formation.....	3
3.2	Unsealed Road Pavement.....	3
3.3	Sealed Road Pavement.....	3
3.4	Bitumen Sealed and Asphalt Surfacing.....	4
3.4.1	Cracking of Sealed Surfaces.....	4
3.4.2	Surface Cracking versus Pavement Cracking.....	4
3.5	Rigid Pavements.....	5
4.0	Road Components Condition Assessment	5
5.0	Bitumen Seal Condition Assessment	5
5.1.1	Surface Texture.....	5
5.1.2	Binder Age.....	6
5.1.3	Surface Cracking.....	6
5.1.4	Patching.....	7
5.1.5	Final Bitumen Seal Condition Rating Score.....	7
6.0	Asphalt Seal Condition Assessment	7
6.1.1	Surface Texture.....	7
6.1.2	Asphalt Age.....	8
6.1.3	Surface Cracking.....	8
6.1.4	Patching.....	9
6.1.5	Final Asphalt Seal Condition Rating Score.....	9
7.0	Sealed Pavement Condition Assessment	9
7.1	Roughness.....	9
7.2	Pavement Cracking.....	10
7.3	Rutting.....	11
7.4	Final Sealed Pavement Condition Rating Score.....	12

8.0	Rigid Pavement Condition Assessment	12
8.1	Deformation.....	12
8.2	Cracking.....	12
8.3	Joint Sealant.....	13
8.4	Final Rigid Pavement Condition Rating Score.....	13
9.0	Unsealed Pavement (Gravel) Condition Assessment	13
9.1	Resheet Age.....	13
9.2	Pavement Depth.....	13
9.3	Pavement Material Durability.....	14
9.4	Final Unsealed Pavement Condition Rating Score.....	14
10.0	Unsealed Formation Condition Assessment	14
10.1	Profile and Drainage.....	14
10.2	Driveability after Wet Weather.....	14
10.3	Final Unsealed Formation Condition Rating Score.....	15

Shire of Derby/West Kimberley Road Management Plan – Sealed Roads

Revision 1

TABLES

Table 1: Asset Components by Road Type2

Table 2: Bitumen Surface Texture Defect Rating5

Table 3: Assessment of Binder Age6

Table 4: Bitumen Surface Cracking Defect Rating6

Table 5: Bitumen Surface Cracking Extent6

Table 6: Bitumen Surface Cracking Severity6

Table 7: Bitumen Surface Cracking Defect Rating6

Table 8: Patching Defect Rating7

Table 9: Asphalt Surface Texture Defect Rating7

Table 10: Assessment of Asphalt Age8

Table 11: Asphalt Surface Cracking Defect Rating8

Table 12: Asphalt Surface Cracking Extent8

Table 13: Asphalt Surface Cracking Severity9

Table 14: Asphalt Surface Cracking Defect Rating9

Table 15: Asphalt Patching Defect Rating9

Table 16: Manual Roughness Defect Rating10

Table 17: Pavement Cracking Defect Rating10

Table 18: Pavement Cracking Extent10

Table 19: Pavement Cracking Severity11

Table 20: Pavement Cracking Defect Rating11

Table 21: Manual Pavement Rutting Defect Rating11

Table 22: Sealed Pavement Rutting Extent11

Table 23: Sealed Pavement Rutting Severity11

Table 24: Sealed Pavement Rutting Defect Rating12

Table 25: Rigid Pavement Deformation Extent12

Table 26: Rigid Pavement Deformation Severity12

Table 27: Rigid Pavement Deformation Defect Rating12

Table 28: Rigid Pavement Cracking Extent12

Table 29: Rigid Pavement Cracking Severity13

Table 30: Rigid Pavement Cracking Defect Rating13

Table 31: Rigid Pavement Joint Sealant Defect Rating13

Table 32: Resheet Age Defect Rating13

Table 33: Pavement Depth Defect Rating13

Table 34: Gravel Durability Defect Rating14

Table 35: Unsealed Road Formation Profile and Drainage Defect Rating14

Table 36: Driveability Rating Low Strength Clay Formation14

Table 37: Driveability Rating Medium Strength Loam Formation14

Table 38: Driveability Rating High Strength Gravel Formation15

Table 39: Roughness Conversion and Rating Guide19

Table 40: Bitumen Surface Texture Defect Rating26

Table 41: Assessment of Binder Age26

Table 42: Bitumen Surface Cracking Defect Rating26

Table 43: Bitumen Surface Cracking Extent26

Table 44: Bitumen Surface Cracking Severity27

Table 45: Patching Defect Rating27

Table 46: Asphalt Surface Texture Defect Rating28

Table 47: Assessment of Asphalt Age28

Table 48: Asphalt Surface Cracking Defect Rating28

Table 49: Asphalt Surface Cracking Extent28

Table 50: Asphalt Surface Cracking Severity29

Table 51: Asphalt Patching Defect Rating29

Table 52: Manual Roughness Defect Rating30

Table 53: Pavement Cracking Defect Rating30

Table 54: Pavement Cracking Extent30

Table 55: Pavement Cracking Severity31

Table 56: Sealed Pavement Rutting Defect Rating31

Table 57: Sealed Pavement Rutting Extent31

Table 58: Sealed Pavement Rutting Severity31

Table 59: Rigid Pavement Deformation Extent32

Table 60: Rigid Pavement Deformation Severity32

Table 61: Rigid Pavement Cracking Extent32

Table 62: Rigid Pavement Cracking Severity32

Table 63: Rigid Pavement Joint Sealant Defect Rating32

Table 64: Resheet Age Defect Rating33

Table 65: Pavement Depth Defect Rating33

Table 66: Gravel Durability Defect Rating33

Table 67: Unsealed Road Formation Profile and Drainage Defect Rating34

Table 68: Driveability Rating Low Strength Clay Formation34

Table 69: Driveability Rating Medium Strength Loam Formation34

Table 70: Driveability Rating High Strength Gravel Formation34

FIGURES

Figure 1: Condition Assessment Representative Gauging length2

Figure 2: Examples of Bitumen Cracking4

Figure 3: Examples of Stripping Condition5

Figure 4: Examples of Surface Cracking Condition8

Figure 5: Pavement Cross Section Elements16

Figure 6: Measuring Width17

Figure 7: Trafficable Width18

APPENDICES

Appendix A – Definitions16

Appendix B – Comparison of Roughness Scales19

Appendix C – Seal Condition Rating Sheet20

Appendix D – Asphalt Surface Condition Rating Sheet21

Appendix E – Sealed Pavement Condition Rating Sheet22

Appendix F – Rigid Pavement Condition Rating Sheet23

Appendix G – Unsealed Pavement Condition Rating Sheet24

Appendix H – Unsealed Formation Condition Rating Sheet25

Appendix I – Field Reference Sealed Bitumen Condition26

Appendix J – Field Reference Sealed Asphalt Condition28

Appendix K – Field Reference Sealed Pavement Condition30

Appendix L – Field Reference Rigid Pavement Condition32

Appendix M – Field Reference Unsealed Pavement Condition33

Appendix N – Field Reference Unsealed Formation Condition34

APPENDIX 9 – SAMPLE PHOTOS - SEALED ROAD CONDITIONS



Crocodile Cracking, Granville St – Condition 5, Very Poor



Transverse Cracking, Wodehouse St – Condition 5, Very Poor



Block Cracking, Fitzroy St – Condition 3, Fair



Edge Break, Jetty Rd – Condition 4, Poor



Edge Drop Off, Rodgers St – Condition 4, Poor



Deformation (rutting), Jetty Rd – Condition 4, Poor



Ravelling (fretting), Curtin Access Rd – Condition 5, Very Poor



Stripping, Rowell Crt – Condition 5, Very Poor



Potholing, Jetty Boat Ramp Access Road – Condition 5, Very Poor



Polishing, Short St – Condition 5, Very Poor



Flushing (bleeding), Jetty Boat Ramp Access Road – Condition 5, Very Poor



Deformation (shoving), Jetty Access Road – Condition 4, Poor

13.3 AWARD OF TENDER T3-2022 FLOOD DAMAGE REINSTATEMENT AGRN 951**File Number: 0481****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 awarding of tender T03 -2022 being for the reinstatement of roads following event AGRN 951. This tender has been split into two areas to expedite the work. The following tenderers are proposed to be awarded the contract, for Area 1 - Buckley's Earthworks and Paving and for Area 2 - Young's Earthmoving.

DISCLOSURE OF ANY INTEREST

Nil Interest – Wayne Neate – Director of Technical and Development Services

Nil Interest – Amanda Dexter – Chief Executive Officer

BACKGROUND

On the 28th January to the 2nd February 2021 a Tropical Low passed across the Shire of Derby/West Kimberley. During this period high rainfall numbers were received across the Shire of Derby/West Kimberley (the Shire) in most locations and damage to the road network was being reported on a constant basis. Some areas receiving in excess of 400mm of rainfall over a few days with peaks of daily falls over 200mm.

Event AGRN 951 Ex-TC Esther was declared on the 10th February 2021 for flooding damage caused by the Tropical Low on the 28th January to the 2nd February 2021. The Shire then sought the services of a suitably qualified engineering firm to undertake a damage pick up of the road network to ascertain the damage and work up a claim as per the Disaster Recovery Funding Arrangements of Western Australia (DRFAWA), Greenfields Technical Services (GTS) were selected to undertake the pickup and manage the opening up works. As soon as the roads were able to be driven on without causing further damage the Shire's Grading contractors at the time undertook repairs of the network to make it "trafficable" for vehicles.

The final report of the damage was submitted to the Department of Fire and Emergency Services (DFES) mid 2021 for their assessment. The new process as per the DRFAWA guidelines is that this report is then referred from DFES to the local office of Main Roads Western Australia (MRWA) as they are the subject matter experts before DFES make a definitive repose to the Shire. The Shire's initial claim was for in excess of 4 million dollars.

MRWA then hired an external consultant to carry out an investigation of our claim during July and August. Shire staff and GTS then corresponded with the MRWA staff and consultant several times during the latter half of 2021.

There were then many discussions over standards and treatment methods first with the consultant who then was removed from the project. Numerous discussions were held between GTS, MRWA and DFES staff over the next few months which then culminated in an unofficial revised cost estimate being provided to the Shire on the 24th February 2022.

By the time this initial estimate was given to the Shire, it had already been impacted by another event AGRN 1013 which occurred earlier this year. The tender has since been worked up and put to the market. This tender is designed to provide company rates to then be project managed across the various work sites to get the best outcome for the Shire which does vary from previous tenders which have stipulated the set bill of quantities.

STATUTORY ENVIRONMENT

- Local Government Act 1995–3.57 Tenders for the provision goods or services; and
- Local Government (Functions and General) Regulations 1996 part 4: tenders for the provision of goods or services.

POLICY IMPLICATIONS

- AF1–Procurement of Goods and Services
- AF33–Regional Price Preference Policy – two tenderers qualified for application of this policy.

FINANCIAL IMPLICATIONS

The proposed current budget and previous budget made allowances for this work to occur which is for the reinstatement of many roads from event 951. The Shire is liable for the first \$154,300 of the work which is estimated to be around the \$4 million.

All costs in excess of the \$154,300 of reinstatement works are claimable back from the State government.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: These works need to be completed by the 30 th June 2023 otherwise the Shire will lose the opportunity to claim for the work	Unlikely	Major	Medium	Ensure work is undertaken in a timely manner

CONSULTATION

The tender was advertised state wide for a minimum of 14 days with submissions closing at 2:00pm, 27th April 2022. Documents were downloaded by 10 companies with 3 submissions received.

COMMENT

For the purposes of ensuring that reinstatement work is completed in an acceptable timeframe, the scope of works was separated into two (2) separate areas as follows:

Flood Damage Reinstatement Package 1

- Beefwood Park Road
- Calwynyardah Noonkanbah Road
- Camballin Myroodah Road
- Camballin Noonkanbah Road
- Camballin Road
- Cherrabun Road
- Dampier Downs Road
- Fossil Downs Road
- Galvans Way
- GNH Gee Gully Road
- Mowla Bluff Road
- Gogo Road
- Kalyeeda Road
- Langey Crossing Road
- Leopold Downs Road
- Mangkurla (Cemetery) Road
- Manguel Creek Udialla Road
- Milligiddee Access Road
- Manning Road
- Mt Anderson Road
- Nerrima Road
- Qumabun Downs Road
- Savannah Way

Flood Damage Reinstatement Package 2

- Beverley Springs Road
- Birdwood Downs Road
- Blina Road

- Bungarun Road
- Fairfield Leopold Road
- Kimberley Downs Road
- Marion Downs Road
- Meda Access Road
- Milliewindie Road
- Mornington Road
- Mt Hart Road
- Napier Downs Road
- Silent Grove and Bell Gorge Road
- Sutherland Street
- Tablelands Road.
- Windjana Access Road

It is recommended that the tender for each Area be awarded to the contractor that provides the best value for money, using the Approved Tender Scoring Criteria. The Regional Price Preference Policy AF33 was applied to the prices submitted by the Derby based Contractors as detailed in the table below.

The criteria and weighting for this tender were as follows:

Criteria	Weighting
Relevant Experience	15%
Key Personnel Skills and Experience	15%
Tender Resources	20%
Demonstrated Understanding	15%
Local Supplier Details	10%
Quality Management System	15%
Risk	10%

The three companies that provided a submission are as per the table below:

Contractor Name	Contractor N^o.	Address
AK Evans	C1	Port Hedland/Derby
Buckley's Earthworks & Paving (BEP)	C2	Derby/Mandurah
Young's Earthmoving	C3	Cottesloe/Derby

The scores for each contractor are contained within the confidential Attachment.

The contractors that have submitted tenders are currently all contracted to undertake works from event AGRN 907 and it must be stated that all of the contractors are more than capable of undertaking the work to a good standard. However only two companies can be chosen to undertake the work.

The decision to choose Buckley's Earthworks and Paving for package 1 is the company's familiarity with most of the roads within the network they manage for maintenance grading and that they have scored the highest of all proponents.

The decision to choose Young's Earthmoving over AK Evans is purely based on score as either contractor is suitable to undertake the works listed in package 2. AK Evans via Mara Mara (a subsidiary company) undertake the maintenance grading for the majority of the roads and Young's are undertaking the AGRN 907 remediation works on most of the roads, so both are familiar and more than capable

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Confidential Scoring T3-2022 - Confidential

RECOMMENDATION

That Council award tender T3-2022 Flood Damage Re-instatement work for event AGRN 951 as follows;

- 1. Buckley's Earthworks and Paving for package Area 1;**
- 2. Young's Earthmoving for package Area 2; and**
- 3. Should either Buckley's Earthworks and Paving or Young's Earthmoving not be able to undertake the work or not sign a contract due to other commitments that the Chief Executive Officer be authorised to award either package to AK Evans.**

13.4 AWARD OF TENDER T1-2022 - VARIOUS ROAD RE-SEALING WORKS - DERBY TOWNSITE**File Number: 0481****Author: John Dyer, Manager of Infrastructure****Responsible Officer: Wayne Neate, Director Technical and Development Services****Authority/Discretion: Executive****SUMMARY**

This item is for Council to consider the awarding of Tender T1-2022 being the contract works required to Re-seal various Derby town site streets. It is proposed that the Tender be awarded to Buckley's Earthworks and Paving Pty Ltd.

DISCLOSURE OF ANY INTEREST

Nil Interest – Wayne Neate – Director of Technical and Development Services

Nil Interest – John Dyer – Manager of Infrastructure

BACKGROUND

As proposed in Council's 2021-2022 budget, funding has been allocated for improvement works to Re-seal various Derby townsite streets. Following the tender advertisement, 4 tenders were received in compliance with the applicable tender document time frames.

At the close of advertising, submitted tender documents were received from;

- Bitumen Sealing Services Pty Ltd;
- Buckley's Earthworks and Paving Pty Ltd;
- Downer EDI Limited; and
- KEE Management Pty Ltd.

There are numerous streets requiring sealing works throughout Derby and Fitzroy Crossing. The work contained within this tender is only located within Derby and the program of work was expanded to include an increased number of streets for economy of scale and to ensure the Shire's assets are being preserved.

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and *Local Government (Functions and General) Regulations 1996* Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

- Section 8 - Purchase of Goods and Services
- Regional Price preference Policy AF33

FINANCIAL IMPLICATIONS

Funds for the undertaking of this contract are contained within the proposed 2021-2022 budget for the Derby town site reseals.

Derby Townsite Street Re-seals	
Original Allocation	\$292,000
Repurpose Remote Signs	\$150,000
Repurpose Curbing Repairs	\$80,000
LCRI Program and Employee Wages Surplus	\$121,000.00
*Which will be reported to Council for Endorsement at the June Council Meeting	

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Community: Access to communities restricted.	Likely	Moderate	High	Maintain roads to industry standards

CONSULTATION

Tender T1-2022 was advertised for a minimum of fourteen days and included the opportunity to view and inspect the construction sites. Shire staff carried out several inspections on the sections of road concerned to ascertain the most appropriate methods of treatment.

COMMENT

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria that falls within the allocated budget. The Regional Price Preference Policy AF33 was applied to the prices submitted by the two Tenderers.

The criteria and weighting for this tender were as follows:

Criteria	%
Related Experience	15
Key Personnel and Experience	15
Tenderer's Resources	15
Demonstrated Understanding	15
Local Supplier Details	10
Quality Management Systems	20
Risk	10

The four companies that provided a submission are as per the table below:

Contractor Name	Contractor N^o.	Address
KEE Management Pty Ltd	C1	36 Murray Road, North Welshpool WA 6818
Downer EDI Limited	C2	5 Marion Road, Maddington WA 6109
Buckleys Earthworks and Paving Pty Ltd	C3	4 Wells Street, Derby WA 6728
Bitumen Sealing Services Pty Ltd	C4	21 Warrgamburu Drive, Broome WA 6728

The scores for each contractor are contained within the confidential Attachment.

Bitumen Sealing Services Pty Ltd are not being considered for this contact as they have only priced approximately half of the work and are therefore non-compliant.

The other three contractors are more than capable of undertaking the work to a good standard. However, Buckley's Earthworks and Paving Pty Ltd has been chosen to undertake the work for two reasons, they have obtained the highest score and provide the best value for money for the Shire of Derby/West Kimberley.

As seen in the table above, total criteria scores are very similar in the Assessment Criteria for T1-2022 Derby townsite reseals. It is recommended that this contract be awarded to Buckley's Earthworks and Paving Pty Ltd.

VOTING REQUIREMENTS

Absolute majority

ATTACHMENTS

1. Confidential Pricing and Scoring - T1-2022 - Confidential

RECOMMENDATION**That Council;**

- 1. Award Tender T1-2022 Reseal various Derby townsite Streets to Buckley's Earthworks and Paving Pty Ltd.**
- 2. Reallocate the \$150,000 set aside for the Remote controlled road condition signage to the Derby Re-seal roads project;**
- 3. Reallocate the \$80,000 set aside for Various Kerbing repairs to the Derby Re-seal roads project**
- 4. Request the CEO to report back to Council at the June 2022 meeting regarding the reallocation of funds from either the Local Community and Road Infrastructure funding arrangement or from surplus Salary and Wages.**

14 DEVELOPMENT SERVICES

Nil

15 COMMUNITY AND RECREATION SERVICES

15.1 REQUEST FOR ASSISTANCE - WEST KIMBERLEY STRONGER WOMEN'S BUSINESS GATHERING

File Number: GS/045/5

Author: Christie Mildenhall, Acting Director of Community Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Executive

SUMMARY

This report is to consider a request from Winun Ngari Aboriginal Corporation (WNAC) for financial and in-kind assistance towards the West Kimberley Strong Women Business Gathering (SWBG) being held at Birdwood Downs on 24 and 25 June 2022.

DISCLOSURE OF ANY INTEREST

Nil by author. Authoriser, Amanda Dexter, is an adviser to the organising committee of the event which is the subject of this funding request and therefore may be deemed to have an impartiality interest.

BACKGROUND

Winun Ngari submitted an application for funding through the Shire's Quick Grant program on the 26th April 2022. Upon assessment the application was deemed to not be eligible to be funded through the Quick Grants program due to the value of the request. All other eligibility criteria was met. Currently the Shire has no other funding streams accepting applications.

Under policy F19 – Community Funding Scheme funding requests can be present to Council for consideration where they do not meet the funding programs guidelines.

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 not-for-profit organisations by the Shire.

Generally, funding is distributed through various grants programs. However, the policy stipulates that funding requests received which are not eligible for the grants programs are to be presented to Council. Currently only applications for the Quick Grants programs are being accepted. This grant program awards grants of up to \$500 ex GST per annum and therefore this request is not able to be processed through that grant program.

FINANCIAL IMPLICATIONS

Funding awarded through the Community Funding Scheme is usually provided at the time the funding request is approved. Therefore if funds are awarded it will be attributed to the 2021/22 financial year budget.

In the current year’s budget \$30,000 was allocated for ‘MEMEBERS - Donations to Community Groups’ for projects funded through the *Community Funding Scheme*.

To date \$24,582.99 has been expended or committed, leaving \$5,417.01 unallocated. The cash component of Winun Ngari’s funding request is \$6,200 (ex GST). It will be recommended that Council approve a donation of \$5,000.00 (ex GST) which can be accommodated in the current budget.

If approved, the budget expenditure for this financial year will exceed the budget by \$82.99. This discrepancy can be covered by savings made across other areas of the ‘members’ budget which is under budget.

The in-kind funding request is also likely to have financial implications. The majority of the event time where volunteers are required occurs outside standard work hours as identified in the Shire’s Indoor Enterprise Bargaining Agreement (EBA). In accordance with the EBA staff who work on behalf of Shire are likely to attract the payment of overtime for time spent assisting at the event.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.2 Maximise local opportunities
2. Community	2.3 Vibrant and culturally rich communities	2.3.1 Support the growth and development of arts and cultural programs, services, places and spaces
2. Community	2.3 Vibrant and culturally rich communities	2.3.2 Facilitate and/ or contribute to community events, cultural activities and festivals
2. Community	2.4 Sustainable Communities	2.4.1 Support and assist volunteer, community and sporting groups
3. Economy	3.1 Industry and business development and growth	3.1.2 Value and support small to medium-sized businesses
3. Economy	3.2 Strong economy	3.2.1 Recognise and promote the economic potential of the district

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Potential for misuse of funding	Unlikely	Minor	Low	WNAC will be required to provide an acquittal following the event.
Reputation: If the request is refused there may be come negative perception of the Shire	Possible	Moderate	Medium	Council to provide funding as requested.

CONSULTATION

Community Development Officers have consulted with Kate Williams, Winun Ngari's Project Officer, in relation to the application.

Shire officers Amanda Dexter (CEO) and Rebekah O'Meara (Youth Support Officer) are advisers to the organising team and provide feedback into the event. Evie Molson (Senior Environmental Health Officer) has been in consultation with organisers and the facility manager in relation to safety assessments, permits and events approvals.

COMMENT

The Strong Women Business Gathering is a two-day gathering offering a space for around 300 women and girls from across the Kimberley to deepen connections, support skill building, enable collaborations, foster community strengthening initiatives and socio-economic opportunities. The first event gathering was held in 2021.

This year's event is being held on the 24th and 25th of June at Birdwood Downs Station (Gibb River Road).

During the event around 20 hands-on workshops will be held. Each workshop fits with one of the four forum streams:

1. Health and wellbeing;
2. Employment and enterprise;
3. Caring for Country; and
4. Creative arts and crafts.

Other activities happening during the gathering include:

- Film Screening and Camp-Fire Stories;
- Indigenous Fashion Showcase will exhibit throughout the event with special showcase Saturday evening; and
- A Celebration Event (open to the all people) on Saturday evening including: Night markets featuring local female-owned enterprises; Indigenous Fashion Showcase with Kimberley girls appearing in wearable art produced by female Kimberley artists; and music performed by female artists from across the region.

The SWBG aims to:

- Strengthening and wealth-building initiatives;
- Stimulate local enterprise through show-casing women-owned businesses from the region;
- Showcase girls and women who are leaders and role-models in their community;
- Elaborate and share Kimberley women's cultural heritage through the arts, enterprise, ecosystem regeneration and health and healing; and
- Increase collaboration across individuals, groups, and organisations working in the Kimberley region.

The event is expected to cost \$180,000. This cost includes approximately \$70,000 of in-kind support from event volunteers, the planning group and advisory group. WNAC and National Indigenous Australians Agency (NIAA) are both contributing \$50,000 in cash towards the event.

Additional funding is also being sought from LotteryWest and several local businesses and Aboriginal Corporations have also provided smaller donations to the event.

Following the receipt of the application the Shire and WNAC had further discussions regarding the contribution being requested from the Shire. Many of the in-kind donations requested we were unable to assist with, including the provision of tables, chairs and the large projection screen in the Civic Centre.

As a result of the discussion the request differs from the application (Attachment 1) and is reflected in Attachment 2. WNAC is requesting the following:

- \$6,200.00 cash (ex GST) – For hire of tables, chairs, security fencing and two lighting towers from Kimberley Hire. This price includes the cost of hire, fuel, delivery and set-up/pack down of the light towers.
- In-kind staffing support, as follows (total 285 hours);
 - Thursday 23 June - 15 staff for 4 hours: Volunteer induction and set-up.
 - Friday 24 June – 10 staff for 7 hours (10am to 5pm) and 5 staff for 5 hours (5pm to 10pm).
 - Saturday 25 June – 10 staff for 8 hours (9am to 5pm) and 5 staff for 5 hours (5pm to 10pm).
 - Sunday 26 June – 5 staff for 5 hours (8am to 1pm).

The volunteers will assist with set-up, pack down and welcome volunteers. During their down time they are able to participate in the event.

It is recommended that a cash donation of \$5,000.00 (ex GST) be provided this financial year. The Shire will continue to assist Winun Ngari with in-kind support where possible in the lead up to the event.

The in-kind staffing request is more difficult to accommodate due to the Shire's organisational capacity. It has been requested that all volunteers at the event identify as female. At the time of writing this report the Shire has 34 female staff based in Derby who could possibly be utilised. However, to ensure the Shire's daily operations and services are not affected, it would not be possible to release all staff at the same time during standard working hours.

Several of the customer involved teams consist entirely or predominately of female staff so it would not be possible to release staff without impacting services. The event is being held during the last full week of the financial year where teams experience an increased workload trying to complete projects to meet end of year reporting requirements. Staff resourcing has been a challenge given the level of Shire vacancies and COVID-19 impacts.

At the time of writing the report several teams are operating below capacity due to these impacts.

A large portion of the event is held in the evening and over the weekend as it is outside staff members standard working hours the Shire could not compel them to volunteer.

In addition to service impacts there will be a financial cost to providing these volunteers. Generally, staff who are working at events outside of standard work hours are given the choice of being able to take the additional hours as time in lieu (which could further impact service delivery) or can get paid overtime. With the exception of Community Services staff, any staff member working after 6pm on Friday and up until 12 noon on Saturday will be awarded overtime rates of time and a half for the first two hours and double time for additional hours. Any work on Saturday

afternoon / evening and Sunday is paid at double time. The cost of providing volunteers to the extent requested could be reasonably substantial.

Whilst recognising the value and importance of volunteers for events it is equally important to ensure Shire services are not impacted. It is therefore recommended that CEO be authorised to negotiate with Winun Ngari as to how many volunteers are provided for the event, allowing for consultation with interested staff and management closer to then event to ensure minimal organisational impact.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. **Quick Grant Application Form - Strong Women Business Gathering**  
2. **Amended Funding Request - Strong Women Business Gathering**  

RECOMMENDATION

That Council;

1. **Approves a \$5,000.00 (ex GST) contribution to Winun Ngari Aboriginal Corporation as a contribution towards the cost of staging the 2022 Strong Women Business Gathering subject to;**
 - (a) **Relevant event approvals being obtained;**
 - (b) **Submission of an acquittal at the conclusion of the event;**
 - (c) **Suitable promotional recognition of the Shire's contribution being secured;**
2. **Supports the provision of volunteers to the event, however requests the CEO to liaise with Winun Ngari Aboriginal Corporation on the number of volunteers, to ensure only minimal organisation and service impact results.**



Quick Grant Application Form

Organisation Details

Organisation Name:	Winun Ngari Aboriginal Corporation (WNACO)		
Organisation Type: (Please select one)	<input checked="" type="checkbox"/>	Community and Non-Government	<input type="checkbox"/> Commercial and Government
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/>	Is your organisation incorporated? (Please attach your Certificate of Incorporation)	Yes <input checked="" type="checkbox"/>
What is the primary purpose of the organisation?	WNAC is dedicated to ensuring that Aboriginal communities in the West Kimberley continue to have a purpose to live; that they are healthy, educated, employed, living on their land and practicing their culture.		

Contact Details

Name of Applicant:	Kate Williams		
Position:	Project Officer		
Address:	145 Loch St	Suburb: Derby	Postcode: 6728
Postal Address:	PO Box 500	Suburb: Derby	Postcode: 6728
Mobile Number:	0468 953 597	Home:	Work:
Email Address:	kate.williams@winunngari.org.au		
Website:	https://www.winunngari.org.au/		
Contact During Activity:	Name: Kate Williams	Contact:	0468 953 597

(if different to applicant)

Auspecting Agency Details. Please provide if your corporation is not incorporated.

Auspecting agency name:			
Contact Name:			
Position:			
Address:	Suburb:	Postcode:	
Postal Address:	Suburb:	Postcode:	
Mobile Number:	Home:	Work:	
Email Address:			
Website:			

*Please attach a copy of Certificate of Incorporation for the Auspecting agency.

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

www.sdwk.wa.gov.au



Payment Information

Please complete information below in relation to you organisation or the organisation who is auspicing your application if you are not incorporated.

<p>Is the organisation registered for GST? If yes, what is your Australian Business Number? (ABN):</p> <div style="border: 1px solid black; padding: 2px; width: 80%;">17 643 250 585</div> <p>If no, please complete and attach a copy of the Statement by Supplier form.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Payment Details

EFT	
Account Name:	N/A
BSB:	
Account Number:	

Project Details

<p>Please tell us about your project. What are you planning to do?</p>
<p>The SWBG is a two day on-country gathering offering a shared space for over 300 women and girls from across the Kimberley to deepen connections, support skill-building, and enable collaborations, and foster community strengthening initiatives and economic-opportunities through: SWBG will provide a shared space for learning, skill-sharing, connection and collaboration through: Hands-on Workshops over the two-days across four themes: Health and Wellbeing; Employment and Enterprise; Caring for Country; and Creative Arts and Crafts. Film Screening and Camp-Fire Stories on Friday evening; Indigenous Fashion Showcase will exhibit throughout the event with</p>
<p>When are you planning on doing it?</p>
<p>The 2022 SWBG is a 2-day Gathering held on June 24th and 25th at Birdwood Downs Station (Gibb River Road, Derby). By hosting the Gathering over 2-days and covering participants' costs – inclusive of catering, camping, and transport –we hope to facilitate greater participation from girls and women across the region. The Gathering also intends to attract tourists to Derby, providing them a positive experience through exposure to local culture, arts, and enterprise. WNAC will look to provided transport to tourists staying at the Dumba Burru Caravan Park to the Gathering.</p>
<p>What are you trying to achieve? What is the benefit to and impact on the community?</p>
<p>The aim of SWBG are to: deepen participants' connections, support skill-building and idea-sharing; foster intergenerational and intercultural relationships, knowledge and skills exchange; seed local and regional community strengthening and wealth-building initiatives; stimulate local enterprise through show-casing women-owned businesses from the region; showcase girls and women who are leaders and role-models in their community; celebrate and share Kimberley women's cultural heritage through the arts, enterprise, eco-system regeneration and health and healing; and increase collaboration across individuals, groups, and organisations working in the Kimberley region.</p>
<p>How will you know if you have been successful in achieving your project aim?</p>
<p>WNAC will evaluate this through a variety processes capturing both quantitative and qualitative data. Examples of quantitative data includes: Number of participants registered (KPI is 300 participants); Number of participants that identify as Aboriginal and Torres Strait Islander (KPI 60% or over); Number of people registered at celebration event (KPI 800); Number of workshops held (KPI 20 workshops); Number of communities represented (KPI 8); Number of Dumba Buru Caravan Park guests attending event (KPI 50) . Examples of qualitative data collection include: Individual interviews (varn-ups) with participants; Interactive activities; Evaluation forms; and group harvestina process</p>

Derby
 ☎ (08) 9191 0999 30 Loch Street
 ✉ sdwk@sdwk.wa.gov.au PO Box 94, Derby WA 6728

Fitzroy Crossing
 ☎ (08) 9191 5355 Flynn Drive
 ✉ sdwk@sdwk.wa.gov.au PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

www.sdwk.wa.gov.au



Does your event require any licenses, permits and approvals? If yes, have you already applied for these?
***Please attach copies of these applications.**

Diana Larkin (WNAC Project Manager) is in conference with the SDWK Senior Environmental Health Officer (Evie Molson) and Birdwood Downs Station regarding safety assessment, permits, and approvals for the event.

Budget

How much is the total project going to cost?
 Approximately AUD180,000 including in-kind support from event volunteers, planning group, and advisory group.

How much funding are you requesting from the Shire?
 WNAC is requesting in-kind support including:
 - Volunteers to support the event on June 23rd (set-up/briefing) 24th and 25th.
 - Bi-fold tables (40)

How will you use this contribution?
 Contributions will go towards the operations of the event - tables and seats for workshops and meals, as well as a projector for screening films. Volunteers will also take a key role in welcoming and hosting volunteers, as well as supporting workshop facilitators.

The facilitator would support the development of plans/strategies based on locally identified assets, gaps, opportunities and priorities. These initiatives could also feed into SDWK's strategic plans.

How will you fund the cost difference for this project?
 WNAC is investing AUD50,000, NIAA is investing AUD50,000, WNAC has also submitted grant applications to funding bodies such as LotteryWest. Additionally local businesses and Aboriginal Corporations are sponsoring the event. There is also an estimated AUD70,000 in in-kind support from volunteers.

Promotion

How will you promote this event / activity?

The event will be promoted through the Derby Visitors Center, social media and radio (ABC Kimberley and 6DBY) as well as through the SWBG website:
 - SWBG Facebook Group: <https://www.facebook.com/strongwomenbusinessgathering>
 - SWBG Website: <https://www.westkimberleystrongwomen.org.au/>

How will you acknowledge the Shires contribution?

The Shire CEO (Amanda Dexter) and Youth Officer (Bekah O'Meera) are on the SWBG Advisory Group and will be featured on the website and social media. In addition, the Shire would be featured on the event website as well as printed promotional material.

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

www.sdwk.wa.gov.au



Other details

<p>Has your organisation, or auspicing organisation, previously received funding from the Shire of Derby/West Kimberley? If yes, please provide date funding was received.</p>
<p>N/A</p>

Checklist

<input checked="" type="checkbox"/>	I have attached a copy of the Certificate of Incorporation of my group or the group auspicing the application.
<input checked="" type="checkbox"/>	I have included the organisations ABN or if not registered for GST I have completed and attached the Statement by Supplier Form.
<input checked="" type="checkbox"/>	I have included all licenses, permits and approvals needed for the application.
<input checked="" type="checkbox"/>	I have discussed my project with another team member of the Shire's Community Delopment team.

Declaration

<p>Important: Please read and sign this declaration for your application to be processed</p> <ol style="list-style-type: none"> I acknowledge that I am authorised to make this application on behalf of the organisation. I acknowledge that the information in this application is true and correct I acknowledge that I may be required to supply further information prior to consideration of this application by the Shire of Derby/West Kimberley. I acknowledge that I will complete the requested acquittal report and submit it within one month of project / event completion. I provide permission for the Shire of Derby/West Kimberley to promote this Quick Grant as part of any communications and public relations activities. I acknowledge I have allowed for eight weeks notice before my event. 	
<p>Signature of Applicant:</p>	<p>Kate Williams</p>
<p>Date:</p>	<p>22/02/2022</p>

SHIRE ADMINISTRATION USE ONLY

Date application received:		Date assessed:	
All requirements received:		Post-inspection date:	
Officer Name:		Approved/Not Approved:	
Officer Signature:		Synergy Ref No:	
Date:			

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing

ABN: 99 934 203 062

www.sdwk.wa.gov.au

Below are the requests from Kate to assist with this event. Kate would like to apply for the full amount of \$10k. With the staff request below the line in red is the maximum hours we can dedicate to Kates event to stay under the requested \$10k

Kimberley Hire Quote – Total \$5610

Kimberley Hire Quote No KHQ361. Date 04/05/2022. Womens Convention 24th 25th June

As discussed and confirmed numbers for quotation.

Supply 60 Tables and 300 Chairs and 2 Light Towers. TOTAL \$5610.00 incl GST

Total price includes Hire, Delivery/Pick-up of all equipment to Birdwood Downs Station.

Also includes set-up and Pack-down of Light towers and fuel supplied.

Delivery 23/06/2022 Collect 26/06/2022. Birdwood Downs Station

In Kind Staff support request

**We can offer Sam 54.88 hours of staff time @\$80 (SDWK fees and charges call out fee) = \$4390
Kate has requested the below hours and staff numbers but is happy with any assistance we can provide.**

Hi Mick - this is our *dream situation* with staffing / hours. Preference for on the ground support is Friday/Saturday - and staff would need to identify as female.

Thursday 23rd June : Volunteer induction / set up (4 hours x 15? staff)

= 60 hours

Friday 24th June: 10 staff x 7 hours (10am - 5pm)

5 staff x 4 (5pm -9pm)

=90 hours

Saturday 25th June: 10 staff x 9 hours (9am - 5pm)

5 staff x 5 hours (5pm-10pm)

= 115 hours

Sunday 26th June: 5 staff x 5 hours (8am-1pm)

=25 hours

Total: 290 hours or \$11,600 (at A\$40/hr)

I'd be placing staff during the day (see draft program):

2x workshop site

1 x yarning space

1 x weaving space

Really, we just need people to welcome workshop facilitators - and help them to set-up or pack down their workshop space, so staff would be able to chill and enjoy workshops in-between.

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 NEW BUSINESS OF AN URGENT NATURE

18 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

18.1 Derby Port - Kimberley Mineral Sands Lease Modifications (Major Land Transaction) - Negotiation Update

This matter is considered to be confidential under Section 5.23(2) - c and d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting and legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

19 CLOSURE

19.1 Date of Next Meeting

The next ordinary meeting of Council will be held Thursday, 30 June 2022 in the Remote Aboriginal Community (TBA).

19.2 Closure of Meeting