



Shire of Derby/West Kimberley

ORDINARY MEETING OF COUNCIL

29 JUNE 2017

AGENDA ATTACHMENTS

SHIRE OF DERBY/WEST KIMBERLEY

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Shire of Derby/West Kimberley

ITEM 9.1

ATTACHMENT 1

REVISED REGISTER OF DELEGATED AUTHORITY



Shire of Derby/West Kimberley

REGISTER OF DELEGATIONS OF AUTHORITY 2016/2017

Prepared by the Shire of Derby/West Kimberley

Telephone: (08) 9191 0999

Fax: (08) 9191 0998

Email: sdwk@sdwk.wa.gov.au

Website: www.sdwk.wa.gov.au

Lot 275 Loch Street | PO Box 94, DERBY WA 6728

FOREWORD

POWERS OF DELEGATION – LOCAL GOVERNMENT ACT 1995

REGISTER OF DELEGATIONS

The *Local Government Act 1995* (the Act) was introduced on 1 July 1996 and made significant changes to the way local government conducts its business. Its general aim was to enable local governments to provide good, open and accountable government to its people.

One of the changes was the degree of delegated authority available to be passed onto the Chief Executive Officer or a committee in order to manage the day-to-day operations of the Shire.

The Act allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by an absolute majority decision.

The aim of this register 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.

A 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 to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

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

When a person or body exercises delegated authority they do so "on behalf" of the delegator and in doing so the person or body exercising delegated authority forms the relevant state of mind to make the decision "on behalf" of the delegator. An authorised person or body exercises a statutory function in their own right.

The Western Australian local government statutory regime also provides for the Council and Chief Executive Officer to "Act Through" other officers, agents and bodies 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 GOVERNANCE STRUCTURE

The Western Australian local government governance regime provides that the Council appoints a Chief Executive Officer and the Chief Executive Officer appoints employees. Similarly, all local government employees are responsible to the CEO who in turn is responsible to the Council. Wherever possible, the Shire will endeavor to ensure authorisations and delegations conform to this governance structure. Delegations will be established from the Council to the Chief Executive Officer and this will enable the Chief

Executive Officer to either delegate power to officers or authorise officers as the Chief Executive Officer sees fit.

Delegations and authorisations from the Council directly to officers other than the Chief Executive Officer will be avoided unless legislation specifically provides that this is the only manner in which the power can be provided to an officer other than the Chief Executive Officer.

STANDARD CONDITIONS OF DELEGATION

Each power of delegation may be subject to its own conditions. However, there are some broad conditions of delegation that are detailed as follows:

THE INTERPRETATION ACT 1984

Sections 58 and 59 of the *Interpretation Act 1984* place restrictions upon the exercise of the power of delegation and effects of delegation. These sections apply to all delegations under written laws however they may be varied by the statute which provides the power of delegation.

SECTION 58. DELEGATES, PERFORMANCE OF FUNCTIONS BY

Where under a written law the performance of a function by a person is dependent upon the opinion, belief, or state of mind of that person in relation to a matter and that function may be performed by the delegate upon the opinion, belief, or state of mind of the delegate in relation to that matter.

SECTION 59. POWER TO DELEGATE, CONSTRUCTION OF

(1) Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –

- a. Such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;
- b. Such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;
- c. If the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;
- d. Such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified officer or class of office;
- e. Such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;
- f. In the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.

- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.

THE CONCEPT OF 'ACTING THROUGH'

Section 5.45 (2) *Local Government Act 1995*

Nothing in this Division (Div 4 – local government employees) is to be read as preventing –

- (a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- (b) a Chief Executive Officer from performing any of his or her functions by acting through another person.

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 principal 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.

The functions of a local government are spelt out in section 3.1, “General Function” and Division 2 and Division 3 of Part 3 of the *Local Government Act 1995*.

The functions of the Chief Executive Officer are set out in section 5.41 of the *Local Government Act 1995*. The Chief Executive Officer can act through another person by giving instructions to that person to undertake one or more of those functions.

Acting Through Example:

Function of the Chief Executive Officer – s5.41 (g) of the *Local Government Act 1995*

Chief Executive Officer includes in the job description of the Director Corporate Services that he or she shall:

“Review the performance of each employee under his/her supervision who is employed for a term of more than one year at least once in relation to every year of the employment”.

DELEGATION OF SOME POWERS AND DUTIES TO CERTAIN COMMITTEES

Section 5.16 of the *Local Government Act 1995*

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
 - (ii) any other power or duty that is prescribed; and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the Chief Executive Officer under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

DELEGATION OF SOME POWERS AND DUTIES TO CHIEF EXECUTIVE OFFICER

Section 5.42 of the *Local Government Act 1995*

- (1) A local government may delegate* to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and this power of delegation.

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

It is important to note that not all delegations in this Register are delegations made under the *Local Government Act 1995*. Although the *Local Government Act 1995* allows delegation only to the Chief Executive Officer, other Acts allow delegations to be made direct to other employees, eg *Health Act*, *Dog Act*. In some instances other Acts do not give the authority for

the person delegated the power to sub-delegate. In these instances if the delegation is made to the Chief Executive Officer, the Chief Executive Officer could not sub-delegate. This register attempts to ensure delegations are made to the employee whose task it is to enforce the Act concerned.

LIMITS ON DELEGATIONS TO CHIEF EXECUTIVE OFFICERS

Section 5.43 of the *Local Government Act 1995*

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties:-

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.99 or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

CHIEF EXECUTIVE OFFICER MAY DELEGATE POWERS AND DUTIES TO OTHER EMPLOYEES

Section 5.44 *Local Government Act 1995*

- (1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

REGISTER OF DELEGATIONS

The *Local Government Act 1995* requires the Shire to maintain a register of the exercise of delegations. The register must include prescribed information detailing how delegated authority has been exercised in a range of circumstances. The requirement to record the prescribed information applies only to delegations made using the power of delegation under part of the *Local Government Act 1995* and does not extend to other legislation.

STANDARD CONDITIONS

Any person proposing to exercise a power under delegated authority shall comply with the following standard conditions of delegation:

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislative requirements, local laws, Council policies and resolutions of Council.
3. Delegated authority cannot be exercised where a financial interest or an 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, management procedures 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. Wherever possible the requirements of point 4 above shall be incorporated into administrative documents such as memos, file notes, cheque vouchers, etc.
6. Instruction is provided for each delegation on record keeping requirements.

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SECTION 1 – ADMINISTRATION

A1 CONTRACT VARIATIONS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 9.49B Contract formalities
Delegation to:	Chief Executive Officer
Function:	To approve minor variations to contracts entered into by Council
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Subject to the funds required meeting the cost of the variations being contained within the amount set aside in the budget adopted by the Council
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence Record in Delegation Register
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A2 ACTING CHIEF EXECUTIVE OFFICER

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 5.39 Contracts for Chief Executive Officer and senior employees
Delegation to:	Chief Executive Officer
Function:	To appoint an Acting Chief Executive Officer during periods of absence from duty of the Chief Executive Officer
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Periods of absence not to exceed 90 days without referral to Council The Chief Executive Officer cannot on delegate this delegation to the Acting Chief Executive Officer The Chief Executive Officer shall inform Councillors of the details of the appointment
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	N/A
Sub-Delegation Conditions:	N/A
Record Keeping:	Retention of file copy of relevant correspondence Record in Delegation Register
Council Policy:	M7 – Higher Duties
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A3 APPOINTMENT OF AUTHORISED PERSONS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 9.10(1) Appointment of authorised persons Section 3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the <i>Local Government Act 1995</i> : <ol style="list-style-type: none">1 Section 9.10 – Notices requiring certain things to be done by owner of occupier of land2 Section 3.31 – Power to enter a property3 Sections 3.39-3.48 – Power to remove, impound and dispose4 Section 9.10 – Power to appoint authorised persons to perform particular functions5 Section 9.11 – Persons committing breach of Act to give name, address and date of birth6 Section 9.13 – Onus of proof in vehicle offences7 Section 9.16 – Issue infringement notices8 Section 9.19 – Extension of time9 Section 9.20 – Withdrawal of notice10 Section 9.24 – Commencing prosecutions To appoint and authorise person to exercise the powers and duties of an authorised person under the Shire's Local Laws

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	Compliance with <i>Local Government Act 1995</i> , Local Laws and Council policy Issue to each person authorised to enforce laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations The Chief Executive Officer is to be satisfied that any person the subject of an authorisation appointment is appropriately trained and, where necessary, qualified
Record Keeping:	Retention of file copy of relevant correspondence and infringement notices HR to provide written confirmation of delegations to authorised officers
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A4 INSURANCE

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	Part 3 <i>Local Government Act 1995</i> <i>Local Government Act 1995</i> Section 6.7(2) Municipal fund Section 6.10 Financial management regulations
Delegation to:	Chief Executive Officer
Function:	To enter into appropriate contracts of insurance on behalf of the Shire
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Nil
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A5 DISPOSING OF PROPERTY

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.58 Disposing of property <i>Local Government (Functions and General) Regulations 1996</i> Regulation 30 Dispositions of property excluded from Act section 3.58
Delegation to:	Chief Executive Officer
Function:	Authority to dispose of any property (other than art and memorabilia) that is surplus to the requirements of the local government valued at an amount not exceeding \$100,000: <ol style="list-style-type: none">1 To the highest bidder at public auction;2 The person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender;3 By private treaty in accordance with the provisions of section 3.58 unless exempt under regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i>
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	“Property” mean anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government, but does not include money Appropriate provision is made in Council’s Budget

Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence Record in Delegation Register
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A6 TENDERS FOR WORKS AND SERVICES

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part 4 Division 2 Tenders for providing goods or services
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to determine: <ol style="list-style-type: none">1 To call tenders (F&G Reg 11)2 To call tenders for the disposal of impounded goods in accordance with section 3.58 (s3.47)3 To invite tenders though not required to do so (F&G Reg 13)4 The criteria for accepted tenders (F&G Reg 14(2a))5 To vary tender information after public notice of invitation to tender and before close of tenders (F&G Reg 14(5))6 Seek clarification from tenderers in relation to information contained in their tender submission (F&G Reg 18(4a))7 To evaluate tenders and decide which is the most advantageous (F&G Reg 18(4))8 To accept or reject tenders (F&G Reg 18(2) and (4))9 To decline any tender (F&G Reg 18(5))10 To accept another tender where within 6 months of either accepting a tender a contract has not been entered into OR the successful tenderer agrees to terminate the contract (F&G Reg 18(6) and (7))11 Minor variations before entering into a contract (F&G Reg 20)12 When to seek Expressions of Interest and to invite Expressions of Interest to supply goods or services (F&G Reg 21)

- 13 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 Reg 23)

Subject to compliance with regulation 18 of the *Local Government (Functions and General) Regulations 1996* receive and consider all complying tenders and expressions of interest and accept on behalf of Council any tender that does not exceed a total amount of \$150,000

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:

Compliance with the requirements of part 4 – Tenders for Providing Goods and Services of the *Local Government (Functions and General) Regulations 1996*

This delegation applies to the procurement of goods and services that have been considered by Council and included in the Shire's annual budget

The invitation will be in accordance with legislative requirements and subject to Council's Procurement of Goods and Services Policy

All tenders and tender evaluation reports will be formally presented to Council for final determination on awarding the tender

Power of Sub-Delegation:

Local Government Act 1995

Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees

CEO's Sub-Delegation to:

N/A

Sub-Delegation Conditions:

Conditions on the original delegation also apply to the sub-delegations

Record Keeping:

Retention of file copy of relevant correspondence

Relevant documents recorded in tender file/Tender Register

Council Policy:

AF1 – Procurement of Goods and Services

Date Adopted:

26 April 2001

Date Reviewed:

29 June 2017

A7 POWERS OF ENTRY

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.34 Entry in an emergency
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in section 3.28 to 3.36 inclusive of the <i>Local Government Act 1995</i>
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Compliance with the <i>Local Government Act 1995</i> and any other written law
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Recorded in Delegation Register
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A8 SUB LETTING OF LEASES

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.58 Disposing of property
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to approve the subletting of a lease
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Subject to continuation of appropriate use and relevant lease conditions
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and lease documentation
Council Policy:	AF35 – Establishment of Leases and User Agreements
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A9 NATIVE TITLE

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> <i>Native Title (State Provisions) Act 1999</i>
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to register an interest in any Native Title Claim affecting Council in order for Council to have sufficient interest to become a party to the Native Title Application
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Nil
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Nil
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and advice to Council as appropriate through the Information Bulletin
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

A10 MINOR AMENDMENTS TO POLICY MANUAL AND REGISTER OF DELEGATIONS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 5.41 Functions of Chief Executive Officer
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to make minor amendments to the Policy Manual and Register of Delegations, due to any changes in name or title of an Officer or Committee, re-numbering, reformatting or similar administrative requirement
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Providing any such amendment does not constitute a major change of duties or responsibilities of an officer or committee affected
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Distribution of amendments to all Policy Manuals and Registers of Delegations
Council Policy:	N/A
Date Adopted:	30 April 2003
Date Reviewed:	29 June 2017

A11 AFFIXING THE COMMON SEAL

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 2.5 Local governments created as body corporates Section 9.49A Execution of documents <i>Local Government (Functions and General) Regulations 1996</i> Regulation 34 Common seal, unauthorised use of <i>Fire and Emergency Services Authority of Western Australia Act 1998</i> Part 6A, Division 9 ESL agreements Section 36ZJ ESL agreement, nature of etc Section 36ZK Part 6A modified for ESL agreements (Sch. 1A) <i>Rates and Charges (Rebates and Deferments) Act 1992</i> Section 16 Claims by administrative authorities
Delegation to:	Shire President Chief Executive Officer
Function:	The Shire President and Chief Executive Officer are delegated authority to: <ol style="list-style-type: none">1 Execute a document on behalf of the Shire where there is a requirement for the document to be executed as a deed, pursuant to s9.49A(5) of the Act2 Affix the Council's Common Seal to documents, pursuant to s9.49A(2) of the Act, and3 Sign documents on behalf of the local government for all matters arising under delegated authority given by the Council under s5.42 and s9.49A(4) of the Act and generally as is necessary or appropriate in reasonably carrying out his or her function under the Act or under any written law

This is a precis only

Delegates must act with full understanding of the legislation and conditions relevant to this delegation

Conditions:	Power to sub-delegate: In accordance with s5.43(ha) of the Act, the Chief Executive Officer or Acting Chief Executive Office, appointed in writing, is NOT authorised to delegate this function Compliance with Council Policy: Use of Common Seal <i>Local Government Act 1995, section 9.49A Execution of documents</i>
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Nil
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Common Seal Register Report to Council monthly
Council Policy:	Use of Common Seal
Date Adopted:	26 June 2003
Date Reviewed:	29 June 2017

A12 LEASES FOR COUNCIL LAND

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.58 Disposing of property
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Negotiate leases for Council land with community groups2 Approve assignment of leases
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Use of the template provided by McLeod's Barristers and Solicitors Presentation to Council for signing unless otherwise delegated Subject to continuation of appropriate use and lease conditions
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and lease documentation
Council Policy:	AF35 – Establishment of Leases and User Agreements
Date Adopted:	26 June 2014
Date Reviewed:	29 June 2017

A13 AUTHORISATION OF OFFICERS TO EXERCISE CERTAIN PROVISIONS ABOUT LAND

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.25 Notices requiring certain things to be done by owner or occupier of land Section 3.26 Additional powers when notices given Section 3.27 Particular things local governments can do on land that is not local government property Section 3.31 General procedure of entering property Section 3.34 Entry in an emergency Section 3.36 Opening fences Schedule 3.1 Powers under notices to owners or occupiers of land
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Issue notices pursuant to section 3.25 of the <i>Local Government Act 1995</i> to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land pursuant to Schedule 3.1 of the <i>Local Government Act 1995</i>2 Undertake what action is deemed necessary to cover the costs incurred in achieving the purpose for which a Notice was given pursuant to Section 3.25 of the <i>Local Government Act 1995</i> from the persons who failed to comply with the said Notice3 Do anything considered necessary, so far as practicable, to achieve the purposes for which a Notice was given pursuant to Section 3.25 of the <i>Local Government Act 1995</i>

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions: Subject to the express provisions contained in the *Local Government Act 1995*, Council's Policies and Resolutions of Council

Power of Sub-Delegation: *Local Government Act 1995*
Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees

CEO's Sub-Delegation to: Director Technical and Development Services
Senior Ranger – Sub Delegation (1) only

Sub-Delegation Conditions: Conditions on the original delegation also apply to the sub-delegations

Record Keeping: Retention of file copy of relevant correspondence and notices

Council Policy: N/A

Date Adopted: 26 April 2001

Date Reviewed: 29 June 2017

SECTION 2 – TOWN PLANNING

T1 TOWN PLANNING SCHEME NO'S 5 AND 7: DETERMINATION OF APPLICATIONS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer <i>Planning and Development Act 2005</i>
Power/Duty Delegated:	Clause 9.8 "Delegation" Town Planning Scheme No's 5 and 7 Division 2 Delegations cl 81 and 82 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Delegation to:	Chief Executive Officer
Function:	Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	N/A
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Manager Planning Services
Sub-Delegation Conditions:	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:

1.0 Subdivision Applications

- 1.1** Determine responses to the Western Australian Planning Commission (WAPC) in relation to:
- (i) All strata, survey strata and subdivision applications, including applications involving assessment against the design principles of the Residential Design Codes of Western Australia (R Codes);
 - (ii) Non-residential subdivision applications where:
 -) vacant lots are proposed to be created; and
 -) existing development on the subdivided lots would, if the subdivision was approved, be in compliance with the requirements of the Planning Scheme and Council policy;
 - (iii) subdivision applications where the application constitutes a minor variation to a plan already approved by the WAPC and in which no additional lots are proposed; and
 - (iv) amalgamation applications.
- 1.2** Issue subdivision clearance certificates where the relevant local government conditions have been satisfied.

2.0 Notification of Planning Applications

- 2.1** Authorise and determine the method of advertising and the persons notified for an application involving a discretionary ('D' or 'A') use, a use not listed, a non-conforming use which is, or may be required to be advertised, and variations to standards requiring advertising.
- 2.2** Determine under what circumstances consultation with adjoining owners is required, under 'Part 4 – Consultation' of the R-Codes and administer consultation accordingly.

3.0 Applications for Planning Approval

- 3.1** Refuse applications not compliant with the Planning Scheme, R-Codes and/or Council policy requiring assessment against the design principles of the R-Codes and/or Council policy.
- 3.2** Approve applications compliant with the Planning Scheme, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy subject to no objections being received where applications are required to be advertised.
- 3.3** Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies.
- 3.4** Approve minor changes to developments involving a non-conforming use where this is considered to not intensify the impact of the use.
- 3.5** Approve dividing fences requiring planning approval where abutting property owners are in agreement.

3.6 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s):

-) not being in conflict with any specific direction of Council in relation to the aspects of the proposal the subject of Council consideration;
-) not increasing the impact of or degree of variation the subject of Council consideration; and
-) otherwise consistent with relevant provisions.

3.7 Determine responses to the WAPC in regard to development applications which require determination by the WAPC.

3.8 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval.

3.9 Landscaping and preservation of existing vegetation

-) Variations to the minimum areas of landscaping required for commercial and industrial developments where the development proposes an area of landscaping at the street level but falls below 10% of the site area.
-) Requests for the relocation of Boab Trees when it can be demonstrated that retention of the tree in its original location would unduly prejudice the proper and orderly development of a property, on the basis that the tree is to be relocated and it can be demonstrated that the tree can be safely transplanted.
-) Requests to remove a Boab Tree where it is clearly demonstrated that the tree is dead or dying or dangerous.

4.0 Retrospective Applications

Approve, with or without conditions, applications for unauthorised development compliant with the Planning Scheme, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy.

5.0 Renewal of Planning Approval

Approve, with or without conditions, applications for renewal of planning approval, provided such applications are in accordance with the application originally approved by the Council, and the Planning Scheme, R-Codes and/or Council policy and circumstances relating to the site or surrounding the site are unchanged since Council granted approval. Such application must be received within two (2) years of the expiration of the original approval.

6.0 Appeals

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

6.2 Agree to modifications to proposals the subject of an Appeal to the SAT where this is consistent with the delegation that would normally be extended to an

application and is supported by the delegated officer, and is not directly in conflict with a resolution of Council, and enter into Minute of Consent Orders accordingly.

7.0 Compliance

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

8.0 Reporting

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

9.0 Applications may still be referred to Council

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

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

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

10.0 Procedures

-) Where an applicant or owner of land is aggrieved by a decision of the 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 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.”

Record Keeping: For the information of Councillors and the public a list of all applications determined under the terms of this policy shall be included in the Information Bulletin for the following month

Council Policy: N/A

Date Adopted: 26 April 2001

Date Reviewed: 29 June 2017

T2 INTERIM DEVELOPMENT ORDER NO 8: DETERMINATION OF APPLICATIONS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer <i>Planning and Development Act 2005</i>
Power/Duty Delegated:	Division 2 – Delegations cl81 and 82 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Delegation to:	Chief Executive Officer
Function:	Determination of development and subdivision applications in accord with the Interim Development Order and Council Policies

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	N/A
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Manager Planning Services
Sub-Delegation Conditions:	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 8 as follows:

1.0 Subdivision Applications

- 1.1** Determine responses to the Western Australian Planning Commission (WAPC) in relation to:
- (i) all strata, survey strata and subdivision applications, including applications involving assessment against the design principles of the Residential Design Codes of Western Australia (R Codes);
 - (ii) non-residential subdivision applications where:

-) vacant lots are proposed to be created; and
-) existing development on the subdivided lots would, if the
-) subdivision was approved, be in compliance with the recommendations of the Fitzroy Futures Town Plan and Council policy;

(iii) subdivision applications where the application constitutes a minor variation to a plan already approved by the WAPC and in which no additional lots are proposed; and

(iv) amalgamation applications.

1.2 Issue subdivision clearance certificates where the relevant local government conditions have been satisfied.

2.0 Notification of Development Applications

2.1 Authorise and determine the method of those applications that due to their scale, nature, type or other aspect should be advertised for public comment.

2.2 Determine under what circumstances consultation with adjoining owners is required, under 'Part 4 – Consultation' of the R-Codes and administer consultation accordingly.

3.0 Applications for Development Approval

3.1 Refuse applications that are contrary to the recommendations within with the Fitzroy Futures Town Plan, R-Codes and/or Council policy requiring assessment against the design principles of the R-Codes and/or Council policy.

3.2 Approve applications compliant with the recommendations within the Fitzroy Futures Town Plan, R- Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy subject to no objections being received where applications are required to be advertised.

3.3 Approve construction, extension of any single residential dwelling, grouped dwelling or commercial or industrial building or use that is consistent with an approved Layout Plan.

3.4 Approve minor variations to Council policy standards where consistent with the objectives of the Planning Scheme and any applicable policies.

3.5 Approve minor changes to developments involving a non- conforming use where this is considered to not intensify the impact of the use.

3.6 Approve dividing fences requiring planning approval where abutting property owners are in agreement.

3.7 Approve modified proposals for applications previously the subject of the Council decision, subject to the modification(s):

-) not being in conflict with any specific direction of Council in relation to the aspects of the proposal the subject of Council consideration;
-) not increasing the impact of or degree of variation the subject of Council consideration; and

) otherwise consistent with relevant provisions.

3.8 Determine responses to the WAPC in regard to development applications which require determination by the WAPC.

3.9 Place conditions on any approval, or reasons for refusal on any refusal, to an application for planning approval.

4.0 Retrospective Applications

Approve, with or without conditions, applications for unauthorised development compliant with the Fitzroy Futures Town Plan, R-Codes and/or Council policy, including those requiring assessment against the design principles of the R-Codes and/or Council policy.

5.0 Renewal of Planning Approval

Approve, with or without conditions, applications for renewal of planning approval, provided such applications are in accordance with the application originally approved by the Council, and the Planning Scheme, R-Codes and/or Council policy and circumstances relating to the site or surrounding the site are unchanged since Council granted approval. Such application must be received within two (2) years of the expiration of the original approval.

6.0 Layout Plans

Approve minor amendments to Layout Plans for remote Aboriginal settlements where the amendment has been endorsed by the Community Council and the nature of the amendment is of a procedural nature or will not significantly change the nature and purpose of the approved plan.

7.0 Appeals

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

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

8.0 Compliance

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

9.0 Reporting

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

10.0 Applications may still be referred to Council

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

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

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

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

11.0 Procedures

-) Where an applicant or owner of land is aggrieved by a decision of the 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.”

Record Keeping: For the information of Councillors and the public a list of all applications determined under the above delegated authority shall be included in the information bulletin for the following month

Council Policy: N/A

Date Adopted: 26 April 2001

Date Reviewed: 29 June 2017

SECTION 3 – FINANCE

F1 PAYMENTS FROM MUNICIPAL FUNDS – INCURRING LIABILITIES AND MAKING PAYMENTS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 6.7 Municipal fund Section 6.8 Expenditure from municipal fund not included in annual budget Section 6.10 Financial management regulations <i>Local Government (Financial Management) Regulations 1996</i> Regulation 5 Chief Executive Officer's duties as to financial management Regulation 11 Payments, procedures for making etc Regulation 12 Payments from municipal fund or trust fund, restrictions on making Regulation 13 Payment from municipal fund or trust fund by Chief Executive Officer, Chief Executive Officer's duties as to etc
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to incur liabilities and make payments from the Municipal Fund and Reserve Fund for purposes duly authorised by the <i>Local Government Act 1995</i> and for which provision has been made in the Council budget

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:

Subject to:

- 1 Compliance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996* and Council Policies.
- 2 Funds being provided in the annual budget.
- 3 Authority to the Chief Executive Officer is unlimited.
- 4 Incurring liabilities and making payments to be undertaken in accordance with the Shire's procedures and systems for incurring liabilities and making payments.
- 5 Authority which may be delegated by the Chief Executive Officer to employees is subject to the maximum individual amount limits on payments as defined by the Shire of Derby/West Kimberley Management Practices;

Authorised Officers – Procurement of Goods and Services

Procurement of Goods and Services

- 6 Each payment from the Municipal Fund Bank Accounts is to be noted on a list compiled for each month showing:
 - a) The payee's name
 - b) The amount of the payment
 - c) The date of the payment
 - d) Sufficient information to identify the transaction

Power of Sub-Delegation:

Local Government Act 1995

Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees

CEO's Sub-Delegation to:

Director Corporate Services

Manager Finance

Manager Administration and Governance

Senior Finance Officer

Director Technical and Development Services

Sub-Delegation Conditions:

Conditions on the original delegation also apply to the sub-delegations

The Chief Executive Officer is delegated authority to:

- 1 Develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for, and properly authorised use of:

-
- a) Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained
 - b) Petty cash systems
- 2 Develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that: -
- a) The relevant debt was incurred by a person who was properly authorised to do so
 - b) The goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, as the case requires

Record Keeping:

The list referred to above is to be presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list and is to be recorded in the Minutes of the meeting at which it is presented

Retain cheque vouchers, including transfer records as evidence of decisions to make payments

Retain computer encryption devices and other controls for effective scrutiny of account payments

Council Policy:

AF1 – Procurement of Goods and Services

Date Adopted:

26 April 2001

Date Reviewed:

29 June 2017

F2 AUTHORISING PAYMENT FROM THE TRUST FUND

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 6.9 Trust fund <i>Local Government (Financial Management) Regulations 1996</i> Regulation 5 Chief Executive Officer's duties as to financial management Regulation 11 Payments, procedures for making etc Regulation 12 Payments from municipal fund or trust fund, restrictions on making Regulation 13 Payment from municipal fund or trust fund by Chief Executive Officer, Chief Executive Officer's duties as to etc
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to make payments from the Trust Fund for purposes duly authorised by the <i>Local Government Act 1995</i> and for which provision has been made in the Council budget
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Making payments to be undertaken in accordance with the Shire's procedures and systems for making payments from the Trust Fund
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees

CEO's Sub-Delegation to:	Director Corporate Services Manager Finance Manager Administration and Governance Senior Finance Officer Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations The Chief Executive Officer is delegated authority to: Develop procedures for the authorisation of and payments from the Trust Fund
Record Keeping:	A list of payments made is to be presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list and is to be recorded in the Minutes of the meeting at which it is presented Retain cheque vouchers, including transfer records as evidence of decisions to make payments Retain computer encryption devices and other controls for effective scrutiny of account payments
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

F3 INVESTMENTS

Power/Duty Assigned in Legislation to:

Local Government

Power of Delegation:

Local Government Act 1995

Section 5.42 Delegation of some powers or duties to the Chief Executive Officer

Section 5.43 Limitations on delegations to the Chief Executive Officer

Power/Duty Delegated:

Local Government Act 1995

Section 6.14 Power to invest

Local Government (Financial Management) Regulations 1996

Regulation 19 Investments, control procedures for
Trustees Act 1962

Section 17 Trust funds, investment of

Delegation to:

Chief Executive Officer

Function:

The Chief Executive Officer is delegated authority to Invest funds held in the Municipal Fund or Trust Fund of the local government that is not, for the time being, required by the local government for any other purpose, in accordance with part III of the Trustee's Act 1962

This is a precis only

Delegates must act with full understanding of the legislation and conditions relevant to this delegation

Conditions:

Compliance with Regulation 19 of the *Local Government (Financial Management) Regulations 1996*

Investments must be in accordance with Council's Investment Policy

The Chief Executive Officer is to establish and document internal control procedures to be followed to ensure control over the investments, enabling identification of the nature and location of all investments and the transactions related to each investment

Power of Sub-Delegation:

Local Government Act 1995

Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees

CEO's Sub-Delegation to:	Director Corporate Services Manager Finance Manager Administration and Governance Senior Finance Officer
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence All investments are to be reported to Council in the monthly financial management reports
Council Policy:	FM8 – Investments
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

F4 RATES AND SERVICE CHARGES

Power/Duty Assigned in Legislation to:

Local Government

Power of Delegation:

Local Government Act 1995

Section 5.42 Delegation of some powers or duties to the Chief Executive Officer

Section 5.43 Limitations on delegations to the Chief Executive Officer

Power/Duty Delegated:

Local Government Act 1995

Section 6.39(2) Rate record

Section 6.49 Agreement as to payment of rates and service charges

Section 6.50(1) and (2) Rates or service charges due and payable

Section 6.56(1) Rates or service charges recoverable in court

Section 6.60(2) and (4) Local government may require lessee to pay rent

Section 6.64 Actions to be taken

Section 6.76(4) and (5) Grounds of objection

Delegation to:

Chief Executive Officer

Function:

The Chief Executive Officer is hereby delegated authority to:

- 1 Amend the rate record as specified in section 6.39(2)
- 2 Enter into an agreement with a person for the payment of rates or services charges in accordance with section 6.49
- 3 Determine the date on which rates or service charges become due and payable under section 6.50(1) and (2)
- 4 Recover a rate or service, as well as the costs of proceedings, where it remains unpaid after it becomes due under section 6.56
- 5 Grant an extension of time for a person to make an objection to the rate record under 6.76
- 6 Consider an objection to a rate record, either allowing or disallowing it, wholly or in part. In accordance with section 6.76(5), and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with section 6.76(6)

- 7 Give notice to a lessee of land in respect of which there is an unpaid rate or service charge to require the lessee to pay the rent to the local government in accordance with section 6.60(2)
- 8 Recover the amount of the rate or service charge as a debt from the lessee if the rent is not paid in accordance with the notice (section 6.60(4))
- 9 Commence proceedings under section 6.64 to recover rates owing to the Shire

This is a precis only

Delegates must act with full understanding of the legislation and conditions relevant to this delegation

Conditions:	Special payment agreements may be entered into for cases of special hardship for payment of rates, service charges, domestic rubbish removal charges, private swimming pool inspection fees and debtors invoices
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services Manager Finance Manager Administration and Governance Senior Finance Officer
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations The Senior Finance Officer may agree to terms not exceeding 12 months on amounts less than \$15,000 for special payment arrangements
Record Keeping:	Retention of file copy of relevant correspondence on assessment file Ensure full record of each decision is lodged on the Shire rates database in Synergy Soft
Council Policy:	AF19 – Outstanding Rates Collection AF20 – Rating Administration FM3 – Rates
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

F5 POWER TO REMOVE, IMPOUND AND DISPOSE OF PROPERTY

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.39 Power to remove and impound Section 3.40 Vehicle may be removed if goods to be impounded are in or on vehicle Section 3.42 Impounded non-perishable goods Section 3.44 Notice to collect goods if not confiscated Section 3.46 Goods may be withheld until costs paid Section 3.47 Confiscated or uncollected goods, disposal of Section 3.48 Impounding expenses, recovery of
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Undertake the functions and duties required under Part 3 Subdivision 4 (Impounding of Goods) of the <i>Local Government Act 1995</i> in respect of section 3.392 Appoint authorised persons for the purpose of removing and impounding goods that are involved in the contravention which can lead to impounding of goods from a public place if the goods present a hazard to any public place or obstruct its lawful use3 Sell or otherwise dispose:<ol style="list-style-type: none">(a) any goods that have been confiscated subject to s3.47(1) of the Act(b) impounded goods that have not been collected within the period specified in s3.42(1)(b), s3.47(2b) or s3.44 of the Act(c) any vehicle that has not been collected within two months of a notice having been given under s3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck

-
- (4) Determine that court action be taken to recover impounding expenses in accordance with s3.48 of the Act
 - (5) Authorise persons to administer any or all of the above functions

This is a precis only

Delegates must act with full understanding of the legislation and conditions relevant to this delegation

Conditions:

Compliance with part 3 subdivision 4 (Impounding of Goods) of the *Local Government Act 1995* and regulation 29 of the *Local Government (Functions and General) Regulations 1996* and Council Policies and Procedures.

The Chief Executive Officer shall approve any legal action and sign any legal documents.

The team that administers the impounding cannot administer the disposal

Power of Sub-Delegation:

Local Government Act 1995

Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees

CEO's Sub-Delegation to:

Director Technical and Development Services

Manager Development Services

Senior Ranger

Sub-Delegation Conditions:

Conditions on the original delegation also apply to the sub-delegations

Record Keeping:

Retention of file copy of relevant correspondence

Council Policy:

N/A

Date Adopted:

26 April 2001

Date Reviewed:

29 June 2017

F6 WRITE-OFF OF RATES AND SUNDRY DEBTORS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 6.12 Power to defer, grant discounts, waive or write off debts
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to write-off rates and sundry debtors of \$1,000 and under when it is considered that the debt is unrecoverable
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Need to be satisfied that the debt is unrecoverable by exhausting all reasonable avenues for the recovery of the debt or receiving advice from Council's debt collection agent
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Corporate Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and report to Information Bulletin
Council Policy:	AF18 – Sundry Debtors Collection AF18 – Outstanding Rates Collection
Date Adopted:	30 October 2003
Date Reviewed:	29 June 2017

SECTION 4 – WORKS

W1 TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS

Power/Duty Assigned in Legislation to:

Local Government

Power of Delegation:

Local Government Act 1995

Section 5.42 Delegation of some powers or duties to the Chief Executive Officer

Section 5.43 Limitations on delegations to the Chief Executive Officer

Power/Duty Delegated:

Local Government Act 1995

Section 3.50 Closing certain thoroughfares to vehicles

Road Traffic (Events on Roads) Regulations 1991

Regulation 4 Approvals

Delegation to:

Chief Executive Officer

Function:

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the *Road Traffic (Events on Roads) Regulations 1991*

This is a precis only

Delegates must act with full understanding of the legislation and conditions relevant to this delegation

Conditions:

The determination shall be in accordance with provisions of the *Road Traffic (Events on Roads) Regulations 1991* and section 3.50 of the Local Government Act 1995 and shall, when approved by the Chief Executive Officer, contain the following conditions:

- 1 The closure is to be advertised locally
- 2 Arrangements are to be made for appropriate signposting to affect the closure
- 3 The applicant is to take out a Public Risk Insurance Policy that indemnifies the Shire against any damages claims and a copy is to be delivered to the Shire
- 4 The applicant is to notify the Emergency Services Department and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services

The Chief Executive Officer may determine other conditions to be imposed on any approvals issued

Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Technical Services Manager Operations
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence/ documentation
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

W2 CLOSURE OF THOROUGHFARES TO VEHICLES IN CASES OF EMERGENCY

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.50 Closing certain thoroughfares to vehicles Section 3.50A Partial closure of thoroughfares for repairs or maintenance Section 3.51 Affected owners to be notified of certain proposals
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 To undertake the necessary notice and action for closure of thoroughfares to vehicles in connection with Council works2 To ensure that when works are carried out associated with the fixing or altering the level of or alignment of a public thoroughfare, that access by vehicle to land adjoining the thoroughfare can be reasonably provided
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Compliance with Regulations 4 to 6 of the <i>Local Government (Functions and General) Regulations 1996</i>
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Technical Services Manager Operations
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations

Record Keeping:

Decision to undertake a closure must be recorded

Advice to owners/occupiers is to be recorded

Agreements for maintenance of private structure in public thoroughfares/places are to be recorded

Retention of file copy of all relevant correspondence

Council Policy:

N/A

Date Adopted:

26 April 2001

Date Reviewed:

29 June 2017

W3 EXTRA MASS PERMITS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 3.50 Closing certain thoroughfares to vehicles Section 3.51 Affected owners to be notified of certain proposals
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to determine any application for extra mass permits on any road within the Shire, recommending approval or refusal, with or without conditions, for referral to Main Roads WA
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Nil
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Technical Services Manager Operations
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and permit(s)
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

SECTION 5 – BUILDING CONTROL

B1 DEMOLITION PERMIT – ISSUE AND REFUSAL

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments
Power/Duty Delegated:	<i>Building Act 2011</i> Section 21 Grant of demolition permit Section 22 Further grounds for not granting an application Section 23 Time for deciding application for building or demolition permit Section 24 Notice of decision not to grant building or demolition permit Section 27 (1) and (3) Conditions imposed by permit authority <i>Local Government Act 1995</i> Section 5.36 Local government employees <i>Building Services (Complaint Resolution and Administration) Act 2011</i> Part 7, Division 2 Building services levy <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i>
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Grant a demolition permit, section 21(1)2 Refuse a demolition permit, section 21(2)3 Impose, vary or revoke conditions on a demolition permit, sections 27(1) and (3)
Conditions:	Provisions of the relevant legislation Delegation must be provided in writing

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Power of Sub-Delegation:	<i>Building Act 2011</i> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to Chief Executive Officer)
CEO's Sub-Delegation to:	Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of permit
Council Policy:	N/A
Date Adopted:	30 May 2013
Date Reviewed:	29 June 2017

B2 BUILDING PERMIT – ISSUE AND REFUSAL

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 5.36 Local government employees <i>Building Act 2011</i> Section 20 Grant of building permit Section 22 Further grounds for not granting an application Section 23 Time for deciding application for building or demolition permit Section 24 Notice of decision not to grant building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011</i> Part 7, Division 2 Building services levy <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage of Western Australia Act 1990</i>
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Grant a building permit, s20(1)2 Refuse a building permit, s20(2)3 Impose, vary or revoke conditions on a building permit s27(1) and (3)
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Provided it meets the provisions of all relevant legislation and Shire Policies
Power of Sub-Delegation:	<i>Building Act 2011</i> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to Chief Executive Officer)

CEO's Sub-Delegation to:	Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and permit(s)
Council Policy:	N/A
Date Adopted:	30 May 2013
Date Reviewed:	29 June 2017

B3 OCCUPANCY PERMITS AND BUILDING APPROVAL CERTIFICATES

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments
Power/Duty Delegated:	<i>Building Act 2011</i> Section 58 Grant of Occupancy Permit, Building Approval Certificate Section 59 Time for granting occupancy permit or building approval certificate Section 60 Notice of decision not to grant occupancy permit or grant building approval certificate Section 62(1) and (3) Conditions Imposed by Permit Authority Section 65(4) Extension Period of Duration
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Require an applicant to provide any document or information required in order to determine an application, section 55(1)2 Grant or modify or refuse an occupancy permit or building approval certificate, section 583 Impose, add, vary or revoke conditions on an occupancy permit or building approval certificate, sections 62(1) and (3)4 Extend the period in which an occupancy permit or modification, or building approval certificate has effect section 65(4)

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	Provisions of the relevant legislation
Power of Sub-Delegation:	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments

CEO's Sub-Delegation to:	Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence, permits and certificates
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	29 June 2017

B4 DESIGNATE AUTHORISED PERSONS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments
Power/Duty Delegated:	<i>Building Act 2011</i> Section 93(2)(d) Changing building standards, requirements, as to existing buildings Section 96(3) Authorised persons Section 100 Entry powers Section 101 Powers after entry for compliance purposes
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to appoint persons for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i>
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Provisions of the relevant legislation
Power of Sub-Delegation:	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments
CEO's Sub-Delegation to:	N/A
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence Register of Authorised Persons
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	29 June 2017

B5 BUILDING ORDERS

Power/Duty Assigned in Legislation to:

Local Government

Power of Delegation:

Building Act 2011

Section 127 Delegation: special permit authorities and local governments

Power/Duty Delegated:

Building Act 2011

Section 110

Section 111 Notice of proposed building order other than building order (emergency)

Section 112 Content of building order

Section 113 Limitation on effect of building order

Section 114 Service of building order

Section 117 Revocation of building order

Section 118 Permit authority may give effect to building order if non-compliance

Section 133 Prosecutions

Delegation to:

Chief Executive Officer

Function:

The Chief Executive Officer is delegated authority to:

- 1 Make building orders pursuant to section 110 of the *Building Act 2011* in relation to:
 - a) Building work
 - b) Demolition work
 - c) An existing building or incidental structure whether completed before or after commencement day
 - d) Buildings which are considered as being unsafe or not fit for human habitation
- 2 Give notice of a proposed building order and consider submissions received in response and determine actions section 111(1)(c)
- 3 Serve a building order section 114
- 4 Revoke a building order section 117
- 5 If there is non-compliance with a building order, cause an authorised person to:
 - a) Take any action specified in the order: or
 - b) Commence of 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 section 118(2)
- 6 Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order section 118(3)
- 7 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.

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	Provisions of the relevant legislation
Power of Sub-Delegation:	<i>Building Act 2011</i> Section 127 Delegation: special permit authorities and local governments
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence, permits and Certificates
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	29 June 2017

B6 LICENCE TO DEPOSIT MATERIALS ON OR ADJACENT TO A STREET

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	Section 5.36 <i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i> Regulation 6 Obstruction of public thoroughfare by things placed and left Regulation 7 Encroaching on public thoroughfare Regulation 8 Separating land from public thoroughfare Regulation 11 Dangerous excavation in or near public thoroughfare Shire of Derby/West Kimberley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	The Chief Executive Officer shall first obtain confirmation from the Director Technical and Development Services that the proposed activity will not create undue interference with the operation of the street, way or public place Licences are to be issued subject to the provisions of the relevant legislation
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Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and licence(s)
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	29 June 2017

SECTION 6 – HEALTH

H1 HEALTH ACT 1911 – APPOINTMENT OF DEPUTY

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Health Act 1911</i> Section 26 Powers of local government
Power/Duty Delegated:	<i>Health Act 1911</i> Section 26 Powers of local government
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to exercise and discharge all or any of the powers and functions of the local government, as the local government's deputy, under the <i>Health Act 1911</i>
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Provisions and requirements of legislation, Local Laws and Council Policies Applicants must be advised of objections and/or appeal rights
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

H2 TRADERS AND STALLHOLDERS LICENSING

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	<i>Local Government Act 1995</i> Section 9.10 Appointment of authorised persons Shire of Derby/West Kimberley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Approve the issue of a licence for itinerant food vendors2 Determine applications for a stallholder permit3 Determine applications for a traders permit under the Shire of Derby/West Kimberley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Authority provides for approvals only. Should the Director Technical and Development Services determine that the application for licence does not comply with the legislation, he/she is to refer the issue to Council for consideration
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Development Services

Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	H2 – Traders and Stallholders Permits
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

H3 CARAVAN PARKS AND CAMPING GROUNDS – APPOINTMENT OF AUTHORISED PERSONS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Caravan Parks and Camping Grounds Act 1995</i> Section 17 Appointment of authorised person
Power/Duty Delegated:	<i>Caravan Parks and Camping Grounds Act 1995</i> Section 7 Application for grant or renewal of licence Sections 9 Renewal after expiry
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to appoint a person pursuant to section 17 of the <i>Caravan Parks and Camping Grounds Act 1995</i> to undertake the powers of an 'authorised person' as prescribed in the <i>Caravan Parks and Camping Grounds Act 1995</i> and associated regulations
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Pursuant to the provisions of the <i>Caravan Parks and Camping Grounds Act 1995</i>
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and licences
Council Policy:	N/A
Date Adopted:	27 June 2002
Date Reviewed:	29 June 2017

H4 PROHIBITION ORDERS – FOOD ACT 2008

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Food Act 2008</i> Section 118(2)(b) Functions of enforcement agencies and delegation
Power/Duty Delegated:	Section 65(1) Prohibition order Section 66 Certificate of clearance Section 67(4) Request for re-inspection
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Serve a prohibition order on the proprietor of a food business in accordance with section 652 Issue a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices, section 663 Give written notice to the 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 under section 66 and section 67 of the <i>Food Act 2008</i> section 67(4)

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	Pursuant to the provisions of the Food Act 2008
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	N/A
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	10 December 2009
Date Reviewed:	29 June 2017

H5 APPOINT AUTHORISED OFFICERS – FOOD ACT 2008

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Food Act 2008</i> Section 118(2)(b) Functions of enforcement agencies and delegation
Power/Duty Delegated:	<i>Food Act 2008</i> Section 122(1) Appointment of authorised officer Section 126(13) Infringement notices
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> section 122(1)2 Appoint a person to be a designated officer for the purposes of the <i>Food Act 2008</i> section 126(13)
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Pursuant to the provisions of the <i>Food Act 2008</i>
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	N/A
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	10 December 2009
Date Reviewed:	29 June 2017

SECTION 7 – MISCELLANEOUS

M1 BUSH FIRES ACT 1954 – FUNCTIONS OF A LOCAL GOVERNMENT

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Bush Fires Act 1954</i> Section 48 Delegation by local governments
Power/Duty Delegated:	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringement) Regulations 1978</i>
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to perform all powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i>
<i>This is a precis only</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Authority excludes powers and duties that: <ol style="list-style-type: none">1 Are prescribed in the Act with a requirement for a resolution of the local government2 Are prescribed by the Act for performance by designated officers
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	This power and authority cannot be sub-delegated by virtue of section 48(3) of the <i>Bush Fires Act 1954</i>
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	27 June 2002
Date Reviewed:	29 June 2017

M2 DOG ACT 1974

Power/Duty Assigned in Legislation to:

Local Government

Power of Delegation:

Dog Act 1976

Section 10AA Delegation of local government powers and duties

Power/Duty Delegated:

Dog Act 1976

Delegation to:

Chief Executive Officer

Function:

The Chief Executive Officer is delegated authority to perform all powers and duties of the local government under the *Dog Act 1976* and subsidiary legislation and to further delegate powers and duties under the *Dog Act 1976* and associated regulations

This is a precis only

Delegates must act with full understanding of the legislation and conditions relevant to this delegation

Conditions:

Pursuant to the provisions of the *Dog Act 1976*

Power of Sub-Delegation:

Local Government Act 1995

Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees

CEO's Sub-Delegation to:

Director Technical and Development Services

Delegations made to the Director Technical and Development Services are:

- 1 To institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the *Dog Act 1976*
- 2 To issue infringement notices pursuant to the provisions of section 29 of the *Dog Act 1976*
- 3 To declare a dog to be a dangerous dog, pursuant to section 33E of the *Dog Act 1976*
- 4 To grant an exemption to the *Dog Act 1976* in accordance with section 26 of the *Dog Act 1976*

Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	29 June 2017

M3 REGISTRATIONS – CAT ACT 2011

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Cat Act 2011</i> Section 44 Delegation by local government
Power/Duty Delegated:	<i>Cat Act 2011</i> Section 9 Registration Section 10 Cancellation of registration Section 13 Notice to be given of certain decisions made under this Subdivision
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Grant or refuse to grant the registration of a cat, section 9(1)(a)2 Renew or refuse to renew the registration of a cat, section 9(1)(b)3 Require an applicant to provide any document or information required to determine an application for registration, section 9(5)4 Refuse to consider an application, where an applicant has not complied with a request for information, section 9(6)5 Cancel the registration of a cat, section 106 Give notice of decisions, section 13

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	Pursuant to the provisions of the <i>Cat Act 2011</i>
Power of Sub-Delegation:	<i>Cat Act 2011</i> Section 45 Delegation by Chief Executive Officer of local government

CEO's Sub-Delegation to:	Director Technical and Development Services
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	29 June 2017
Date Reviewed:	29 June 2017

M4 APPOINTMENT OF AUTHORISED PERSONS – CAT ACT 2011

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Cat Act 2011</i> Section 44 Delegation by local government
Power/Duty Delegated:	<i>Cat Act 2011</i> Section 48 Authorised persons
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Appoint persons or classes of persons to be authorised for the purpose of performing particular functions under the <i>Cat Act 2011</i>, section 48(1)2 Determine conditions on any authorisation, section 48(3)3 Cancel or vary an authorisation, section 48(4)
<i>This is a precis only Delegates must act with full understanding of the legislation and conditions relevant to this delegation</i>	
Conditions:	Pursuant to the provisions of the <i>Cat Act 2011</i>
Power of Sub-Delegation:	<i>Cat Act 2011</i> Section 45 Delegation by Chief Executive Officer of local government
CEO's Sub-Delegation to:	Nil
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	29 June 2017
Date Reviewed:	29 June 2017

M5 BREEDER APPROVALS – CAT ACT 2011

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Cat Act 2011</i> Section 44 Delegation by local government
Power/Duty Delegated:	<i>Cat Act 2011</i> Section 37 Approval to breed cats Section 38 Cancellation of approval to breed cats Section 40 Notice to be given of certain decisions made under this Subdivision
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to: <ol style="list-style-type: none">1 Grant or refuse to grant an approval for the person to breed cats, section 37(1)(a)2 Renew or refuse to renew an approval for the person to breed cats, section 37(1)(b)3 Require an applicant to provide any document or information required to determine the application, section 37(3)4 Refuse to consider an application, where the applicant has not complied with a request for information, section 37(4)5 Cancel an approval to breed cats, section 386 Give notice of decisions, section 40

***This is a precis only
Delegates must act with full
understanding of the legislation
and conditions relevant to this
delegation***

Conditions:	Pursuant to the provisions of the <i>Cat Act 2011</i>
Power of Sub-Delegation:	<i>Cat Act 2011</i> Section 45 Delegation by Chief Executive Officer of local government

CEO's Sub-Delegation to:	Nil
Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of Breeder Approvals to be kept in the Shire's record keeping system and any relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	29 June 2017
Date Reviewed:	29 June 2017

SECTION 8 – LOCAL LAWS

LL1 ADMINISTER THE SHIRE'S LOCAL LAWS

Power/Duty Assigned in Legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the Chief Executive Officer Section 5.43 Limitations on delegations to the Chief Executive Officer
Power/Duty Delegated:	Shire of Derby/West Kimberley Local Laws
Delegation to:	Chief Executive Officer
Function:	The Chief Executive Officer is delegated authority to administer the Shire's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the Shire under the Shire's local laws

This is a precis only

Delegates must act with full understanding of the legislation and conditions relevant to this delegation

Conditions:	Council is to be provided details of any prosecutions under local laws
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 Chief Executive Officer may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Director Technical and Development Services Manager Development Services Senior Ranger Ranger Sub-Delegation of: <ol style="list-style-type: none">1 Functions relevant to part 7 – Permits (approvals only)2 Functions relevant to Part 10 – Enforcement Of the Shire of Derby/West Kimberley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Sub-Delegation Conditions:	Conditions on the original delegation also apply to the sub-delegations
Record Keeping:	Retention of file copy of relevant correspondence and notices
Council Policy:	N/A
Date Adopted:	27 September 2001
Date Reviewed:	29 June 2017

**SECTION 9 – DELEGATIONS
WITHDRAWN/DELETED**

- A ADMINISTRATION OF LOCAL LAWS (REVOKED 26/2/04)**
Function to be Performed: To administer Council's Local Laws and initiate legal action considered necessary.
- A NOTICE OF LOCAL LAWS (REVOKED 26/2/04)**
Function to be Performed: To give the required Local, State-wide and Government Gazettal notice and to carry out all other statutory administrative duties required as part of the Local Law making process.
- A LEGAL ADVICE (REVOKED 26/2/04)**
Function to be Performed: To obtain from an appropriate solicitor such legal advice, assistance and opinions as deemed necessary in the exercise of the management of the Local Government.
- A INSURANCE - PUBLIC LIABILITY CLAIMS (REVOKED 26/2/04)**
Function to be Performed: To consider claims against Council for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.
- A REPRESENTING LOCAL GOVT IN COURT (REVOKED 26/2/04)**
Function to be Performed: The Chief Executive Officer may appoint an employee to represent the Local Government in legal proceedings either generally or in a particular case.
- A EXECUTION OF DOCUMENTS (REVOKED 26/2/04)**
Function to be Performed: To prepare the necessary documentation and arrange for execution of contract documents.
- A EXECUTION AND AFFIXING OF COMMON SEAL (REVOKED 26/2/04)**
Function to be Performed: To affix the Common Seal to documents to be executed by the Shire of Derby West Kimberley.
- A PAYMENT OF GRATUITIES TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD (REVOKED 26/2/04)**
Function to be Performed: To implement Council's policy relating to payment of gratuities to officers and employees who are retiring and to give the necessary local public notice.

A ENGAGEMENT OF PROFESSIONAL SERVICES (REVOKED 26/2/04)

Function to be Performed: To take the action deemed necessary to engage the services of various consultants to provide the appropriate services to facilitate and/or promote the conduct of Council business up to a cumulative maximum consultancy cost of \$50,000 per consultancy.

A ANNUAL PERFORMANCE REVIEWS (REVOKED)

Function to be Performed: To ensure that the performance of each employee who is employed for more than one year is to be reviewed at least once in relation to every year of employment.

A COMPLIANCE AUDIT PREPARATION (REVOKED 26/2/04)

Function to be Performed: To carry out, or to arrange to have carried out by a consultant, the Annual Compliance Audit for the period 1 January to 31 December each year in the form approved by the Minister for Local Government.

A USE OF COUNCIL BUILDINGS AND FACILITIES (REVOKED 26/2/04)

Function to be Performed: To permit free use of rooms and areas within the Council administration buildings and facilities to associations, committees or organisations having an involvement with Local Government and/or working towards the betterment of the Shire of Derby West Kimberley.

A COUNCIL AND COMMITTEE MEETINGS (REVOKED 26/2/04)

Function to be Performed: To perform the following duties:

At least once each year, give Local Public Notice of the dates, time and place at which Ordinary Council Meetings, and any Committee Meetings that are required under the Act to be open to members of the public, are to be held.

Give Local Public Notice of any change to the date, time or place of a meeting which is open to the public.

3. Give Local Public Notice of the date, time, place and purpose of any Special Meeting of the Council that is to be open to members of the public.

A REQUESTS FOR ASSISTANCE/DONATIONS (REVOKED 29/6/17)

Function to be Performed: To determine the level of assistance provided to community organisations and events. The assistance may include cash donations or the use of Council plant and machinery.

A USE OF BOTANICAL GARDENS (REVOKED 29/6/17)

Function to be Performed: To approve the use of the Botanical Gardens for private ceremonies and functions.

A ASSIGNMENT OF LEASES (REVOKED 29/6/17)

Function to be Performed:

1. To approve an assignment of lease.
2. To negotiate leases over Council land with Community Groups as and when required on the proviso that the template lease document prepared and supplied by McLeod's, Barristers and Solicitors is used as the base document and prior to any lease being submitted for execution it has been approved by the Shire's Solicitors.

A AWARD/INDUSTRIAL MATTERS (REVOKED 29/6/17)

Function to be Performed: To provide the Western Australian Local Government Association's Workplace Relations Service with consent to act on the Council's behalf in any general Industrial/Award matter and any Industrial dispute involving an employee/s of Council.

A DETERMINATION OF TENDER SELECTION CRITERIA (REVOKED 29/6/17)

Function to be Performed: To determine the criteria for deciding which tender shall be accepted by the local government.

B ISSUING OF DEMOLITION LICENCES (REVOKED 26/4/12)

Function to be Performed: To approve the issue of a Demolition Licence to take down a building or a part of a building and such licence may be subject to such conditions as are considered necessary for the safe and proper execution of the work.

B ISSUE AND WITHDRAWAL OF SECTION 401 NOTICES (REVOKED 26/4/12)

Function to be Performed: To issue a Section 401 notice where a notice of required alterations is warranted.

B BUILDING LICENCES (REVOKED 26/4/12)

Function to be Performed: To approve Building Licence applications.

B UNLAWFUL WORKS (REVOKED 26/4/12)

Function to be Performed:

- (1) To issue stop work notices where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.
- (2) To withdraw stop work notices where the breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

B BUILDING – EXTENSION OF TIME TO COMPLETE (REVOKED 26/4/12)

Function to be Performed: To approve an extension of time where it was not possible to complete the building within the period specified in the Building Licence, subject to the payment of any additional building licence fee.

B REMOVAL OF NEGLECTED AND DILAPIDATED BUILDING (REVOKED 26/4/12)

Function to be Performed: To serve upon the owners and occupiers of neglected and dilapidated buildings the written notices required by Sections 408 and 409 of the Local Government (Miscellaneous Provisions) Act 1960.

B DANGEROUS BUILDINGS (REVOKED 26/4/12)

Function to be Performed: To carry out the following functions upon receipt of a report from the Building Surveyor that a building is in a dangerous state:

- (1) Issue a certificate which states that the subject building is in a dangerous state.
- (2) Shore up or otherwise secure the building as well as providing a hoarding or fence around the building to protect the public from danger.
- (3) Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

B CERTIFICATES OF CLASSIFICATION (REVOKED 26/4/12)

Function to be Performed: To issue Certificates of Classification of Buildings.

B LICENCE TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET (REVOKED 26/4/12)

Function to be Performed: To issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place.

B INCOMPLETE BUILDINGS (REVOKED 26/4/12)

Function to be Performed: To serve the appropriate notices and orders referred to in Section 409A of the Local Government (Miscellaneous Provisions) Act 1960 and to take all other appropriate actions to obtain compliance with Section 409A of the legislation.

**B OCCUPANCY PERMITS AND BUILDING APPROVAL CERTIFICATES –
EXTENSION OF DURATION (REVOKED 29/6/17)**

Function to be Performed: To approve the extension of time for Occupancy permit applications and Building Approval Certificates.

**S STAFF – CONFERENCES, SEMINARS AND TRAINING COURSES
(REVOKED 26/2/04)**

Function to be Performed: To approve the attendance by Council staff at conferences, seminars and training courses where, in the opinion of the Chief Executive Officer, attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

S VEHICLES – PRIVATE USE (REVOKED 26/2/04)

Function to be Performed: To make appropriate private use arrangements with staff having use of a Council vehicle.

F RATES RECORD (REVOKED 26/3/04)

Functions to be Performed:

- (1) To ensure that as soon as practicable after the Council resolves to impose rates, that a record is compiled of all rateable land in the district and all lands which have a service charge imposed.
- (2) To amend the current rate record and the rate record for the preceding five years to ensure the information it contains is current and correct.
- (3) To reassess the rates and service charges if the rateable value of, the rateability of, or the rate imposed on the land is amended in the rate record and give notice of changes to the owner of the land.
- (4) Carry out the requirements of S6.40 (3) and (4) and S6.44 of the Local Government Act 1995 where there is a refund or an increase as a consequence of any reassessment.
- (5) Give a rate notice to the owner of rateable land and the owner or occupier of land on which a service charge is imposed.

F OBJECTION TO THE RATE RECORD (REVOKED 26/2/04)

Function to be Performed:

- (1) To extend for such period as is seen fit for a person to make an objection to the rate record.
- (2) To promptly consider any objection received to the rate record and to either disallow it or allow it wholly or in part.
- (3) To serve upon the person who made the objection written notice of the decision and the grounds for that decision.

F REFERRAL OF APPEAL TO TRIBUNAL (REVOKED 26/2/04)

Function to be Performed: Upon the receipt of a notice under S6.77 and S6.78 of the Local Government Act 1995 disputing a decision not to amend the rate record, to refer the decision to a Land Valuation Tribunal as an appeal.

F RECOVERY OF RATES OR SERVICE CHARGES IN COURT (REVOKED 26/2/04)

Function to be Performed: To recover by court action any rate or service charge that is due and payable to the Shire of Derby West Kimberley.

F VARIATIONS TO CAPITAL WORKS AND OPERATING COSTS (REVOKED 26/2/04)

Function to be Performed: To approve variations to capital works and operating costs to a level +/- 5% of the approved budget of Council for a specific project or operating item.

F DISPOSAL OF SURPLUS EQUIPMENT, MATERIALS, TOOLS, ETC (REVOKED 26/2/04)

Function to be Performed: To sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair and public means, items of surplus equipment, materials, tools, etc, which are no longer required or are outmoded or are no longer serviceable.

F CONFERENCES, SEMINARS AND TRAINING COURSES – EXPENSES FOR STAFF AND COUNCILLORS (REVOKED 26/2/04)

- Function to be Performed:**
- (1) To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.
 - (2) This delegation also applies to the payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor or staff member to be accompanied by another person.

F FINANCIAL REPORTS (REVOKED 26/2/04)

- Function to be Performed:**
- (1) To prepare the Annual Financial Reports and such other financial reports as prescribed in Local Government (Financial Management) Regulation No34.
 - (2) To submit the accounts and financial reports to the Council's Auditors in accordance with S6.4(2) of the Act.

F EXPENDITURE BEFORE ADOPTION OF BUDGET (REVOKED 26/2/04)

- Function to be Performed:** To authorise operating expenditure and appropriate capital expenditure that is included in Council's Plan of Principal Activities from the Municipal Fund prior to the adoption of the Annual Budget

F GRANTS AND SUBSIDIES (REVOKED 26/2/04)

- Function to be Performed:** To make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council.

F NOTICE REQUIRING LESSEE TO PAY RENT (REVOKED 29/6/17)

- Function to be Performed:** Authority to;
- (1) 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 local government.
 - (2) Recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.

F LODGMENT OF CAVEATS**(REVOKED 29/6/17)****Function to be Performed:** Authority to;

1. Lodge a caveat on a property to preclude dealings in respect of the land, and may withdraw caveats so lodged by it in respect to unpaid rates and service charges.
2. Withdraw a caveat that has been lodged on a property, where the purpose for which the caveat was lodged has been satisfied, or the temporary withdrawal and re-loading of the caveat will allow dealings on a title.

W SITING OF PUBLIC TELEPHONE BOXES**(REVOKED 26/2/04)****Function to be Performed:** To negotiate and determine the siting of public telephone boxes on road reserves under the care, control and management of the Council.**W APPROVAL OF WORKS****(REVOKED 26/2/04)****Function to be Performed:** To approve capital works to budget as approved by Council.**W CONTRACTORS – USE ON WORKS****(REVOKED 26/2/04)****Function to be Performed:** To engage private contractors to assist and complement Council's work staff in carrying out any works and services.**W COUNCIL PLANT – NON-PROFIT ORGANISATIONS****(REVOKED 26/2/04)****Function to be Performed:** To determine an application for the use of Council plant for use on projects organised by non-profit organisations (eg sporting clubs).**W CROSSOVERS****(REVOKED 26/2/04)****Function to be Performed:**

- (1) To determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant.
- (2) To give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

W INSTALLATION OF STOP AND GIVE-WAY SIGNS (REVOKED 29/6/17)

Function to be Performed: To make applications to Main Roads WA for approval for the installation of stop and give-way signs at such places as is considered warranted.

H SERVING OF NOTICES AND ORDERS (REVOKED 29/6/17)

Function to be Performed: To serve notices, approve and renew licences and permits and exercise the powers of Council for the expeditious administration of the Health Act.

H TEMPORARY TOILETS – BUILDING SITES (REVOKED 29/6/17)

Function to be Performed: To issue approval for the use of temporary toilets on building sites.

H LODGING HOUSE REGISTRATIONS (REVOKED 29/6/17)

Function to be Performed: To approve the issuing of registrations for lodging houses.

H LIQUID WASTE CARRIER LICENSING (REVOKED 29/6/17)

Function to be Performed: To approve the issue of a licence for liquid waste carriage.

H OFFICERS DESIGNATED FOR PURPOSES OF WITHDRAWING INFRINGEMENT NOTICES UNDER THE FOOD ACT 2008 (REVOKED 29/6/17)

Function: Officers designated by the Shire for the purposes of withdrawing infringement notices for breach of the Act. These persons are prohibited by the Act from serving infringement notices

H DESIGNATED OFFICERS FOR THE PURPOSES OF SERVING INFRINGEMENT NOTICES FOR BREACH OF FOOD ACT 2008 (REVOKED 29/6/17)

Function: Designated officers listed by the Shire for the purposes of serving infringement notices for breach of the Act

M APPROVAL OF FIREBREAK NOTICES (REVOKED 29/6/17)

Function to be Performed: To approve and publish Firebreak Notices.

M FIREBREAK ORDER – VARIATION (REVOKED 29/6/17)

Function to be Performed: To approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land.

M OFFENCES – BUSH FIRES ACT (REVOKED 29/6/17)

Function to be Performed: To consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Act

M APPOINTMENT OF DOG REGISTRATION OFFICERS

Function to be Performed: Authority to:

- (1) Appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the *Dog Act 1976*.
- (2) Appoint persons or classes of persons to be authorised as registration officers.
- (3) Determine conditions on any authorisation.
- (4) Cancel or vary any authorisation.



Shire of Derby/West Kimberley

ITEM 9.1

ATTACHMENT 2

CURRENT REGISTER OF DELEGATED AUTHORITY



**Shire of Derby /
West Kimberley**

SHIRE OF DERBY WEST KIMBERLEY

REGISTER OF DELEGATIONS 2015/2016

Prepared by the Shire of Derby West Kimberley

Telephone: (08) 9191 0999

Fax: (08) 9191 0998

Email: sdwk@sdwk.wa.gov.au

Website: www.sdwk.wa.gov.au

Lot 275 Loch Street | PO Box 94, DERBY WA 6728

REGISTER OF DELEGATIONS

The Local Government Act 1995 (the Act) was introduced on 1 July 1996 and made significant changes to the way Local Government conducts its business. Its general aim was to enable Local Governments to provide good, open and accountable government to its people.

One of the changes was the degree of Delegated Authority available to be passed onto the Chief Executive Officer or a Committee in order to manage the day-to-day operations of the Shire.

The Act allows for a Local Government to delegate to the Chief Executive Officer the Exercise of any of its Powers or the Discharge of any of its Duties under the Act. All Delegations made by the Council must be by an Absolute Majority decision.

The aim of this Register 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.

A 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 to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

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

When a person or body exercises Delegated Authority they do so "on behalf" of the delegator and in doing so the person or body exercising delegated authority forms the relevant state of mind to make the decision "on behalf" of the delegator. An authorised person or body 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, agents and bodies 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 Governance Structure

The Western Australian Local Government governance regime provides that the Council appoints a CEO and the CEO appoints Employees. Similarly, all Local Government Employees are responsible to the CEO who in turn is responsible to the Council. Wherever possible, the Shire will endeavor to ensure authorisations and delegations conform to this governance structure. Delegations will be established from the Council to the CEO and this will enable the CEO to either delegate power to officers or authorise officers as the CEO sees fit.

Delegations and Authorisations from the Council directly to officers other than the CEO will be avoided unless legislation specifically provides that this is the only manner in which the power can be provided to an officer other than the CEO.

Delegations

This section provides guidance on the statutory framework for Delegated Authority. It addresses the two statutory requirements for delegated authority – the power to delegate and the power being delegated. This section also addresses some common conditions on Delegation that apply in the Local Government setting.

The Power to Delegate

The ability to delegate a statutory function, power or duty must be described in a piece of legislation and is known as the Power of Delegation. This is the first statutory requirement for an effective delegation; the ability to delegate powers. The following powers of delegation are contained in legislation relevant to this register.

Legislation		Delegation From	Delegation To	Function	Restrictions
Local Government Act 1995	S5.16	Council	Committees	Powers and duties of Council under the Local Government Act 1995	S5.17
Local Government Act 1995	S5.42	Council	CEO	Powers and duties of the Council under the Local Government Act 1995	S5.43
Local Government Act 1995	S5.44	CEO	Any employee of the Local Government	Powers and duties of the CEO under the Local Government Act 1995	S5.44
Bush Fires Act 1954	S48	Council	CEO	Powers and duties of the Council under the Bush Fires Act	S48
Cat Act 2011	S44	Council	CEO	Powers and duties of the Council under the Cat Act 2011	S45(6)
Local Planning Scheme		Council	CEO	Powers under the Local Planning Scheme	S9.10
Planning and Development Act 2005	S16(3)	Commission	A Local Government, a Committee established under the Local Government Act 1995 or an employee of a Local Government	Functions of the Commission under the Planning and Development Act 2005	
Strata Titles Act 1985	S25 S27	Commission	A Local Government, a Committee established under the Local Government Act 1995 or an employee of a Local Government	Functions of the Commission under the Planning and Development Act 2005	

Legislation		Delegation From	Delegation To	Function	Restrictions
Dog Act 1976	S26	Council	CEO	The authority to determine applications on the keeping of three dogs under the Dog Act 1976	
Main Roads Act 1930	S33C	Council	CEO	All powers, duties and functions of Local Government under the Main Roads Act 1930	
Food Act 2008		Council	CEO	The authority to serve a prohibition order, register a food business and initiate proceedings under the Food Act 2008.	
Building Act 2011	S127	Council	CEO	The authority to approve or refuse to grant permits and issue building orders	
Liquor Control Act 1988	S39 s40	Council	CEO	The authority of approve or refuse to grant Section 39 and Section 40 certificates	

The Power Being Delegated

The second statutory requirement for an effective delegation is the existence of a power to be delegated. The power must be able to be exercised by the person or body wanting to delegate that power and it must be contained in legislation that has an associated power of delegation.

A range of different powers can be delegated. An important aspect of any delegation of power is certainty as to the power being delegated. The person or body delegating authority should clearly specify in the Instrument of Delegation the statutory power or duty being delegated. This will ensure that the person exercising delegated authority can be certain of the extent of authority conferred by the delegation. The statutory reference to the power being delegated should be included in the Instrument of Delegation.

Reviewing the above list it is clear that there is a limited range of legislation under which powers can be delegated. There is no express provision for a Local Government to delegate its functions under any other legislation. However, this does not prohibit the

Local Government from “acting through” its officers for the purpose of legislation and the manner in which this can be achieved is detailed below.

Standard Conditions of Delegation

Each Power of Delegation may be subject to its own conditions and these are noted in the above list. However, there are some broad conditions of delegation that are detailed as follows:

The Interpretation Act 1984

Sections 58 and 59 of the Interpretation Act 1984 place restrictions upon the exercise of the power of delegation and effects of delegation. These sections apply to all delegations under written laws however they may be varied by the statute which provides the power of delegation.

58. Delegates, performance of functions by

Where under a written law the performance of a function by a person is dependent upon the opinion, belief, or state of mind of that person in relation to a matter and that function may be performed by the delegate upon the opinion, belief, or state of mind of the delegate in relation to that matter.

59. Power to delegate, construction of

- (1) Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –
 - a. Such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;
 - b. Such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;
 - c. If the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;
 - d. Such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified officer or class of office;
 - e. Such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;
 - f. In the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by

reason only of a change in the person lawfully acting in or performing the functions of that office.

- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.

The Concept of ‘Acting Through’

(Extracted from DLGC 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 principal 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.

For administrative purposes, a person may sign a letter in his or her own name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a Council of a Local Government to make a decision which will be implemented by its officers, is for it to make a Policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

Register of Delegations

The Local Government Act 1995 requires the Shire to maintain a Register of the Exercise of Delegations. The Register must include prescribed information detailing how delegated authority has been exercised in a range of circumstances. The requirement to record the prescribed information applies only to delegations made using the power of delegation under part of the Local Government Act 1995 and does not extend to other legislation.

STANDARD CONDITIONS

Any person proposing to exercise a power under Delegated Authority shall comply with the following standard conditions of delegation:

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislative requirements, Local Laws, Council Policies and Resolutions of Council.
3. Delegated Authority cannot be exercised where a Financial Interest or an 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, Management Procedures 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. Wherever possible the requirements of point 4 above shall be incorporated into administrative documents such as memos, file notes, cheque vouchers, etc.
6. Instruction is provided for each delegation on record keeping requirements.

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ADMINISTRATION

A1 CONTRACT VARIATIONS

Function to be Performed:	To approve minor variations to contracts entered into by Council.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services, Executive Manager Community Development Executive Manager Technical and Development Services
Conditions:	Subject to the funds required meeting the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A2 REQUESTS FOR ASSISTANCE/DONATIONS

Function to be Performed:	To determine the level of assistance provided to community organisations and events. The assistance may include cash donations or the use of Council plant and machinery.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	<p>(1) Requested assistance up to the value of \$500 is available where a group or individual can demonstrate:</p> <ul style="list-style-type: none">a) Significant direct benefit to the local community.b) The group is a community group or non-profit making organisation or running a non-profit activity.c) The group's financial status is such as to justify a donation from Council.d) Special circumstances or needs exist in the opinion of the Chief Executive Officer to warrant a donation, eg support of needy groups and individuals who bring credit to the municipality by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses. <p>(2) The aggregate of any cash donations made under this delegated authority shall not exceed the amount provided for that purpose in the Council's Budget each year, without formal Council approval.</p>
Record of Use:	Retention of file copy of relevant correspondence. Council to be notified through the Information Bulletin of any donations made or assistance provided.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	AF4 – Financial Assistance to Organisations and Clubs
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A3 ACTING CHIEF EXECUTIVE OFFICER

Function to be Performed:	To appoint an Acting Chief Executive Officer during periods of absence from duty of the Chief Executive Officer.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	<p>Periods of absence not to exceed 90 days without referral to Council.</p> <p>The Chief Executive Officer cannot on delegate this delegation to the Acting Chief Executive Officer.</p> <p>The Chief Executive Officer shall inform Councillors of the details of the appointment.</p>
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	<p>S5.42/5.44 – Local Government Act 1995</p> <p>S5.39 – Local Government Act 1995</p>
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A4 APPOINTMENT OF AUTHORISED PERSONS

Function to be Performed:	<p>(1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.</p> <p>(2) To issue to each person authorised to enforce laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.</p> <p>(3) To extend the time period within which infringement notices may be paid (s9.19 of the Act)</p> <p>(4) Use discretion to withdraw any infringement notice issued by an Authorised Officer under the Act, following consideration of any submissions of special circumstances relating to it received from the Authorised Office, the notice recipient or other persons (s9.20 of the Act).</p>
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Compliance with Local Government Act 1995, Local Laws and Council policy
Record of Use:	Retention of file copy of relevant correspondence and infringement notices.
Reference:	S5.42/5.44 & S9.10, S9.19, S9.20 & S9.23 – Local Government Act 1995; S29 (1), S44 Dog Act 1976, S38 Bush Fires Act 1954, S17(1) (a), 23(11) (5) (7) Caravan and Camping Grounds Act 1995, Shire of Derby West Kimberley Local Laws and S45 Emergency Management Act 2005.
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A5 INSURANCE

Function to be Performed:	To enter into appropriate contracts of insurance.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services
Conditions:	Nil
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A6 PROPERTY – ACQUISITION AND DISPOSAL

Function to be Performed:	To acquire or dispose of any property (other than land, gifts, art, and memorabilia) valued at an amount not exceeding \$100,000.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services Executive Manager Community Development Executive Manager Technical and Development Services
Conditions:	Provided appropriate provision is made in Council's Budget.
Record of Use:	Retention of file copy of relevant correspondence and purchase orders.
Reference:	S5.42/5.44 & S5.43 (d) – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A7 TENDERS FOR WORKS AND SERVICES

Functions to be Performed:	<p>(1) To invite tenders and expressions of interest before the Shire of Derby West Kimberley enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, worth more than \$100,000.</p> <p>(2) Subject to compliance with Regulation 18 of the Local Government (Functions and General) Regulations 1996 receive and consider all complying tenders and expressions of interest and accept on behalf of Council any tender that does not exceed a total amount of \$100,000.</p> <p>(3) With the approval of the successful tenderer to make minor variations to a contract for goods or services before entering into a contract on behalf of the Shire with the successful tenderer.</p>
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	Compliance with the requirements of Part 4 – Tenders for Providing Goods and Services of the Local Government (Functions and General) Regulations 1996.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S3.57, 5.42 & 5.43(b) – Local Government Act 1995 Local Government (Financial Management) Regulations 1996.
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A8 POWER OF ENTRY IN AN EMERGENCY

Function to be Performed:	To use reasonable force to enter land, premises or thing immediately and without notice and to perform any of the Council's functions as is considered appropriate to deal with any determined emergency.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Compliance with the Local Government Act 1995 and any other written law.
Record of Use:	Recorded in Delegation Register.
Reference:	S3.34 & S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A9 USE OF BOTANICAL GARDENS

Function to be Performed:	To approve the use of the Botanical Gardens for private ceremonies and functions.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services
Conditions:	Nil
Record of Use:	Retention of file copy of relevant correspondence/application form.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A10 ASSIGNMENT OF LEASES

Function to be Performed:	<ol style="list-style-type: none">1. To approve an assignment of lease.2. To negotiate leases over Council land with Community Groups as and when required on the proviso that the template lease document prepared and supplied by McLeod's, Barristers and Solicitors is used as the base document and prior to any lease being submitted for execution it has been approved by the Shire's Solicitors.
Delegated to:	Chief Executive Officer
On Delegated to:	Function 1: Executive Manager Corporate Services
Conditions:	Subject to continuation of appropriate use and lease conditions.
Record of Use:	Retention of file copy of relevant correspondence and lease documentation.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A11 SUB LETTING OF LEASES

Function to be Performed:	To approve the subletting of a lease.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services
Conditions:	Subject to continuation of appropriate use and relevant lease conditions.
Record of Use:	Retention of file copy of relevant correspondence and lease documentation.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A12 AWARD/INDUSTRIAL MATTERS

Function to be Performed:	To provide the Western Australian Local Government Association's Workplace Relations Service with consent to act on the Council's behalf in any general Industrial/Award matter and any Industrial dispute involving an employee/s of Council.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	Nil
Record of Use:	Retention of file copy of relevant correspondence and advice to Council as appropriate through the Information Bulletin.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A13 NATIVE TITLE

Function to be Performed:	To register an interest in any Native Title Claim affecting Council in order for Council to have sufficient interest to become a party to the Native Title Application.
Delegated to:	Chief Executive Officer
On Delegated to:	Nil
Conditions:	Nil
Record of Use:	Retention of file copy of relevant correspondence and advice to Council as appropriate through the Information Bulletin.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

A14 DETERMINATION OF TENDER SELECTION CRITERIA

Function to be Performed:	To determine the criteria for deciding which tender shall be accepted by the Local Government.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	Pursuant to the Local Government (Functions and General) Regulations 1996, criteria must be determined in writing prior to the tender being invited.
Record of Use:	Retention of file copy of relevant correspondence and criteria.
Reference:	Regulation 14 (2a) Local Government (Functions and General) Regulations 1996 S5.42 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	27 June 2002
Date Reviewed:	28 April 2016

A15 MINOR AMENDMENTS TO POLICY MANUAL AND REGISTER OF DELEGATIONS

Function to be Performed:	To make minor amendments to the Policy Manual and Register of Delegations, due to any changes in name or title of an Officer or Committee, re-numbering, reformatting or similar administrative requirement.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services
Conditions:	Providing any such amendment does not constitute a major change of duties or responsibilities of an officer or committee affected.
Record of Use:	Distribution of amendments to all Policy Manuals and Registers of Delegations.
Reference:	S5.42 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	30 April 2003
Date Reviewed:	28 April 2016

A16 AFFIXING THE COMMON SEAL

Function to be Performed:	To sign and affix the Common Seal to documents where such action is necessary to protect Council's interest, to give effect to a Council resolution or to complete a legal document.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	In accordance with the Local Government Act 1995 S9.49A.
Record of Use:	Common Seal Register.
Reference:	S9.49A – Local Government Act 1995.
Council Policy:	N/A
Date Adopted:	26 June 2003
Date Reviewed:	28 April 2016

A17 LEASES FOR COUNCIL LAND

Function to be Performed:	To negotiate leases for Council land with community groups.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	Use of the template provided by McLeod’s Barristers and Solicitors. Presentation to Council for signing unless otherwise delegated.
Record of Use:	Retention of file copy of relevant correspondence and lease documentation.
Reference:	S5.42 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 June 2014
Date Reviewed:	28 April 2016

STAFF

S1 STAFF HOUSING

Function to be Performed:	<p>(1) To make arrangements in regard to occupancy and maintenance of all staff accommodation provided by Council.</p> <p>(2) In the event that any Council provided accommodation is, at any time, not required for Council employees, the Chief Executive Officer is delegated authority to rent the accommodation to persons other than Council employees, provided the tenancy agreement is only on a periodical basis.</p>
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	In exercising this delegation the Chief Executive Officer shall have regard to any Council Policy in place from time to time.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S5.42 - Local Government Act 1995
Council Policy:	AF 23 – Staff Housing
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

S2 STAFF UNIFORMS

Function to be Performed:	To determine a suitable corporate uniform for employees.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	Regard to Council policy.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	AF 29 – Staff Uniforms
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

TOWN PLANNING

T1 TOWN PLANNING SCHEME NO 5: DETERMINATION OF APPLICATIONS

Function to be Performed: Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies.

Delegated to: Chief Executive Officer

On Delegated to: Shire Planner

The Shire Planner is delegated authority, following consultation with the Executive Manager 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:

1.0 General

1.1 Complying Development

Approve applications that are specifically permitted under the town planning scheme and its related policies and comply in all respects with the Scheme, as well as with any other Council Policy, except where;

- a) A submission of objection has been lodged in respect to an application that has been advertised for public comment and the issue of objection cannot be satisfied by a condition of planning consent.
- b) The proposed development is considered by the Shire Planner to be of a contentious nature, of a scale that would have a strategic impact on the Shire or part thereof and/or conflicts with Council's Strategic Plan.
- c) The Council has resolved that the specific application be referred to it for determination.

1.2 Use Classes

All applications for “P”, “AA” or “SA” uses as specified in Clause 3.3 Zoning Table of the Town planning Scheme text, with the exception of:-

- Hotels
- Nightclubs
- Taverns

Where all development requirements as specified in the Scheme or Scheme Policy are complied with.

1.3 Home Occupations

Home occupation applications where the proposal:-

- a) Complies with the Town Planning Scheme, and no objections have been received from adjoining properties; and
- b) Does not involve the use of powered welding, spraying drilling or sawing equipment; and
- c) Does not involve customers calling regularly at the premise or housing of commercial vehicles associated with the home occupation at the subject property.

1.4 Minor Extensions

All applications for minor extensions that are incidental to existing approved uses, provided such extensions comply with the Town Planning Scheme and Council Policy requirements

1.5 Renewal of Planning Approval

Applications for renewal of planning approval provided such applications are strictly in accordance with the application originally approved by the Council and the Town Planning Scheme and Policy requirements are unchanged since Council granted approval. Further, such approval must be received within 2 years of the expiration of the original approval.

1.6 Prohibited Uses

Refuse applications that are specifically prohibited under the Town Planning Scheme and/or do not comply with Council Policy or West Australian Planning Commission Policy.

(This clause is included for clarity purposes only as Council has no discretion to approve such uses).

1.7 Complying Applications may still be referred to Council

Applications considered by the nominated officer to be of a significant scale or contentious by way of the nature of the use or sensitivity of their location will be referred to Council for determination.

1.8 Minor Variations – Non Residential Development

Approve applications (for non-residential development) pursuant to clause 4.4 of the Scheme where the application varies to a minor extent only from the Town Planning Scheme requirements or Council Policy, and where the application is consistent with the objectives and intent of the scheme and Council policies.

1.9 Retrospective Applications

Applications for unauthorised development that fully satisfy the acceptable development requirements of the Residential Design Codes and comply with the provisions of this policy or contain variations and where neighbours have been required to be consulted and they have no objection to the proposal, may be processed as if they were submitted prior to the development occurring.

2.0 RESIDENTIAL DEVELOPMENT (RESIDENTIAL DESIGN CODES AND TOWN PLANNING SCHEME)

This policy applies to residential development applications and building licence applications requiring planning assessment, including applications for grouped dwellings, multiple unit development and ancillary accommodation, but not including applications involving a density bonus under Part 5 of the Residential Design Codes, and Clause 4.2 of the Town Planning Scheme as follows:-

2.1 Full Compliance

The development fully complies with the requirements of the Town Planning Scheme, Residential Design Codes and Council Policy.

2.2 Minor Variations (Margin of Tolerance)

Except where specified otherwise in this policy, a development provision which is within 10% of that expressed standard, may be approved, provided that the remainder of the development is consistent with Council's requirements including the provisions of this policy. Such an approval may be given without consultation with neighbours.

This clause does not apply to R Code standards in relation to minimum lot areas expressed in Table 1.

2.3 Front Setbacks (R Codes)

Averaging – in accordance with the provisions of the Residential Design Codes, Part 3.2 1A1, where the minimum setback is equal to or greater than the minimum setback of the adjoining dwellings on either side.

Minor Variations – in relation to Clause 2.2 Minor Variations (above) the 10 per cent variation only applies where less than half of the total frontage of the building projects into the setback area. This would usually apply where the lot is irregular in shape or the existing dwelling has been constructed at an angle offset to the street.

2.4 Side Setbacks, Secondary Street Setbacks and Privacy (RD Codes)

Variations in accordance with Part 3.3 (Boundary Setbacks) of the Residential Design Codes and those which do not conform with acceptable development standards as outlined in Part 3.8 (Privacy) of the Residential Design Codes may be supported where the written agreement of the affected neighbour has been obtained or where the Shire’s administration has received verbal advice from the neighbour that there is no objection to the proposal.

With regard to secondary streets, consideration will be given to the relevant clauses in Part 3.2 (Streetscape). Neighbour comment will generally not be required in relation to secondary street setbacks.

2.5 Open Space (R Codes Table 1)

In applying the “Minor Variations” Clause (2.2) to open space requirements, consideration will be given to:-

- The provision of adequate, usable courtyard space on site
- Proximity of adjacent parkland
- Use of passive solar design principles.

2.6 Outbuildings

Variations to the wall height acceptable development requirement in Part 3.10.1 A1 (iv) of the R Codes may be supported where the outbuilding is in compliance with Council Policy for Outbuildings and where the outbuilding does not detract from the streetscape or the visual amenity of residents or neighbouring properties.

2.7 Vehicular Access

Variations to acceptable development requirements for vehicles entering a street in forward gear where there is no change proposed to existing access arrangements. This variation does not apply to developments serving three or more dwellings.

2.8 Fencing in the Street Setback Area

Variations to fencing in the front or secondary street setback area of residential properties which satisfies the performance criteria (along local distributor roads) of the Residential Design Codes and/or is being replaced due to structural failure or change of materials and appearance. This does not apply to complete redevelopment of the site.

2.9 Architectural Character

Variations to the recommended roof pitches as stipulated under the Derby Design Guidelines as they apply to new housing within the Bloodwood Crescent (Landcorp subdivision). This applies where it can be demonstrated that the variation will not detract from the streetscape and that the environmental objectives of the Guidelines can be achieved.

2.10 Landscaping and Preservation of Existing Vegetation

Variations to the minimum areas of landscaping required for commercial and industrial developments where the development proposes an area of landscaping at the street level but falls below 10% of the site area.

Requests for the relocation of Boab Trees when it can be demonstrated that retention of the tree in its original location would unduly prejudice the proper and orderly development of a property, on the basis that the tree is to be relocated and it can be demonstrated that the tree can be safely transplanted.

Requests to remove a Boab Tree where it is clearly demonstrated that the tree is dead or dying or dangerous.

3.0 SUBDIVISION AND AMALGAMATION OF LAND

Responses to the WA Planning Commission in respect to applications for subdivision and amalgamation of land under both the Town Planning and Development Act and the Strata Titles Act.

- All residential subdivision applications; where the proposed lot sizes and boundary clearances strictly comply with the requirements under the Residential Design Codes and Council Policy;
- Refusal of residential subdivision applications where the proposed lot sizes do not comply with the minimum average lots sizes under the Residential Design Codes;
- Non-residential subdivision applications where;
 - a) Vacant lots are proposed to be created;

- b) Existing development on the subdivided lots would, if the subdivision was approved, be in compliance with the requirements of Town Planning Scheme and Council Policy;
- All 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;
- All amalgamation applications;
- All subdivision clearance certificates where the proposal complies with the requirements of the Town Planning Scheme, Residential Design Codes and Council Policy or in the case of non-complying proposals, where the subdivisions remains consistent with the preliminary approval and or outstanding conditions have been secured by way of performance bonds or guarantees.

4.0 OTHER MATTERS

- Formal notices to owners and occupiers of properties to cease illegal uses, remove illegal structures or comply with conditions of Planning Consent;
- Decisions relating to the method of advertising and the persons notified, for an application involving an “SA” Use, an Unlisted Use or a Non-Conforming Use which is required to be, or may be required to be, advertised, unless specifically directed by the Council.
- To prepare and lodge a submission in reply to any request for a Council response to the lodgement of an appeal under the Planning and Development Act 2005 with the submission to be based on Council’s reasons for determination of the application.
- Impose conditions relating to the proper and orderly planning and development of the district on any approval issued under delegated authority and impose conditions of a standard policy nature on any development approval or subdivision recommendation determined by resolution of Council.

5.0 PROCEDURES

All matters not explicitly permitted to be determined under delegated authority under the terms of this policy shall be determined by the Council.

Where:-

- a) There is any doubt whether a proposal complies with the terms of this policy,
- b) In the opinion of the Shire Planner, the scale and significance of the proposal is such that it should be considered by Council;
- c) An applicant has specifically requested that the matter be considered by Council;
- d) The Council has specifically resolved that a particular application shall not be determined under delegated authority,

then the matter shall be referred to Council for consideration.

- Where an applicant or owner of land is aggrieved by a decision of the Shire Planner 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.”

Record of Use:	For the information of Councillors and the public a list of all applications determined under the terms of this policy shall be included in the Information Bulletin for the following month.
Reference:	Clause 9.8 “Delegation” Town Planning Scheme No 5
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

T2 INTERIM DEVELOPMENT ORDER NO 7 (OR AS UPDATED): DETERMINATION OF APPLICATIONS

Function to be Performed: Determination of development and subdivision applications in accord with the Interim Development Order and Council Policies.

Delegated to: Chief Executive Officer

On Delegated to: Shire Planner

The Shire Planner is delegated authority, following consultation with the Executive, Manager Technical & 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 7 (or as updated) as follows:

1. Determine those applications that due to their scale, nature, type or other aspect should be advertised for public comment.
2. Approve applications that are permitted under the Interim Development Order where the application complies with the provisions of the Order and Council policies, except where;
 - a) A submission of objection has been lodged in respect to an application that has been advertised for public comment and the issue of objection cannot be satisfied by a condition of planning consent.
 - b) The proposed development is considered by the Shire Planner to be of a contentious nature, of a scale that would have a strategic impact on the Shire or part thereof and/or conflicts with Councils Strategic Plan.
 - c) The Council has resolved that the specific application be referred to it for determination.
3. Authorise the release of Strata Title and Subdivision clearances and confirm compliance with the conditions of development consent where the development or subdivision has been completed in accord with the conditions of approval and/or outstanding conditions have been secured by way of performance bonds or guarantees.

4. Impose conditions relating to the proper and orderly planning and development of the district on any approval issued under delegated authority and impose conditions of a standard policy nature on any development approval or subdivision recommendation determined by resolution of Council.
5. To prepare and lodge a submission in reply to any request for a Council response to the lodgement of an appeal under the Planning and Development Act 2005 with the submission to be based on Council's reasons for determination of the application.
6. In exercising this delegation in the area covered by the draft Fitzroy Futures Town Plan, prior to the endorsement of that Policy, the Plan shall be considered as a seriously entertained planning proposal and the requirements, land uses and provisions of the plan shall be given due regard in that respect.

Conditions:

Where an applicant or owner of land is aggrieved by a decision of the Shire Planner under delegated authority where that decision involves the exercise of a discretionary power under the order 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.”

Record of Use:

For the information of Councillors and the public a list of all applications determined under the above-delegated authority shall be included in the information bulletin for the following month.

Reference:

S5.42/5.44 & 5.44 – Local Government Act 1995

Interim Development Order No 7 (as updated)

Council Policy:

N/A

Date Adopted:

26 April 2001

Date Reviewed:

28 April 2016

FINANCE

F1 PAYMENTS FROM TRUST AND MUNICIPAL FUNDS

Function to be Performed: To make payments from the Municipal Fund Bank Accounts and the Trust Fund Bank Accounts for payment of creditors and payroll.

Delegated to: Chief Executive Officer

On Delegated to: Executive Manager Corporate Services

Manager Corporate Services

Senior Finance Officer

Executive Manager Technical and Development Services

Executive Manager Community Development

The Chief Executive Officer is delegated authority to:

1. Develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for, and properly authorised use of:
 - a) Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - b) Petty cash systems.
2. Develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that:
 - a) The relevant debt was incurred by a person who was properly authorised to do so; and
 - b) The goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, as the case requires.

Conditions: Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996 and Council Policies.

Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Accounts is to be noted on a list compiled for each month showing:

- a) The payee's name;
- b) The amount of the payment;
- c) The date of the payment; and
- d) Sufficient information to identify the transaction.

Record of Use: The list referred to above is to be presented to the Council at the next Ordinary Meeting of the Council following the preparation of the list and is to be recorded in the Minutes of the meeting at which it is presented.

Reference: S5.42/5.44 – Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Council Policy: N/A

Date Adopted: 26 April 2001

Date Reviewed: 28 April 2016

F2 INVESTMENTS

Function to be Performed:	(1) To invest money held in the Municipal or Trust funds that are not required for the time being for any purposes in accordance with part III of the Trustee's Act 1962 or in an investment approved by the Minister. (2) To establish and document internal control procedures to be followed to ensure control over the investments.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services Manager Corporate Services Senior Finance Officer
Conditions:	Compliance with Regulation 19 of the Local Government (Financial Management) Regulations 1996 and Council Policy. The control procedures are to enable the identification of: (a) The nature and location of all investments, and (b) The transactions related to each investment.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 & S6.14 – Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Trustees Act 1962
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

F3 AGREEMENT AS TO PAYMENT OF RATES, SERVICE CHARGES AND DEBTORS

Function to be Performed:	To accept payment of a rate or service charge or debtors invoice due and payable by a person in accordance with an agreement made with the person.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services Manager Corporate Services
Conditions:	Special payment agreements may be entered into for cases of special hardship for payment of rates, service charges, domestic rubbish removal charges, private swimming pool inspection fees and debtors invoices.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 & S6.49 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

F4 NOTICE REQUIRING LESSEE TO PAY RENT

Function to be Performed:	(1) To give to a lessee (with a copy to the lessor) of land a notice requiring the lessee to pay to the Council any rent as it falls due if there are unpaid rates or services charges on the land. (2) To recover the rate or service charge as a debt from the lessee if they do not comply with the notice.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services
Conditions:	Compliance with provisions of S6.60, S6.61 and S6.62 of the Local Government Act 1995.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 & S6.60 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

F5 IMPOUNDING OF GOODS

Function to be Performed:	(1) To undertake the functions and duties required under Part 3 Subdivision 4 (Impounding of Goods) of the Local Government Act 1995 in respect of Section 3.39. (2) To appoint authorised persons for the purpose of removing and impounding goods that are involved in the contravention which can lead to impounding of goods from a public place if the goods present a hazard to any public place or obstruct its lawful use.
Delegated to:	Chief Executive Officer
On Delegated to:	Senior Ranger
Conditions:	Compliance with Part 3 Subdivision 4 (Impounding of Goods) of the Local Government Act 1995 and Regulation 29 of the Local Government (Financial Management) Regulations 1996 and Council Policies
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44, S3.39, S3.40, S3.42, S3.44, S3.46, S3.47 & S3.48 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

F6 LODGMENT OF CAVEATS

Function to be Performed:	To lodge and withdraw a caveat to preclude dealings in respect of land where payment of rates or services charges imposed in respect of the land is unpaid for at least three years.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services
Conditions:	Compliance with Part 6 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 & S6.64 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

F7 WRITE-OFF OF RATES AND SUNDRY DEBTORS

Functions to be Performed:	To write-off rates and sundry debtors of \$1,000 and under when it is considered that the debt is unrecoverable.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Corporate Services
Conditions:	Need to be satisfied that the debt is unrecoverable by exhausting all reasonable avenues for the recovery of the debt or receiving advice from Council's debt collection agent.
Record of Use:	Retention of file copy of relevant correspondence and report to Information Bulletin.
Reference:	S5.42 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	30 October 2003
Date Reviewed:	28 April 2016

WORKS

W1 TEMPORARY CLOSURE OF ROADS FOR PUBLIC EVENTS

Function to be Performed:	Determining applications for the temporary closure of roads for public events.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Technical Services Engineering Technical Officer
Conditions:	<p>The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995 and shall, when approved by the Chief Executive Officer, contain the following conditions:</p> <ol style="list-style-type: none">1 The closure is to be advertised in a local newspaper.2 Arrangements are to be made for appropriate signposting to affect the closure.3 The applicant is to take out a Public Risk Insurance Policy that indemnifies the Shire against any damages claims and a copy is to be delivered to the Shire.4 The applicant is to notify the Emergency Services Department and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services. <p>The Chief Executive Officer may determine other conditions to be imposed on any approvals issued.</p>
Record of Use:	Retention of file copy of relevant correspondence/documentation.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

W2 INSTALLATION OF STOP AND GIVE-WAY SIGNS

Function to be Performed:	To make applications to Main Roads WA for approval for the installation of stop and give-way signs at such places as is considered warranted.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Nil
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

W3 CLOSURE OF THOROUGHFARES TO VEHICLES IN CASES OF EMERGENCY

Function to be Performed:	(1) To undertake the necessary notice and action for closure of thoroughfares to vehicles in cases of emergency or in connection with Council works. (2) To ensure that when works are carried out associated with the fixing or altering the level of or alignment of a public thoroughfare, that access by vehicle to land adjoining the thoroughfare can be reasonably provided.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Engineering Services Engineering Technical Officer
Conditions:	Compliance with Regulations 4 to 6 of the Local Government (Functions and General) Regulations 1996
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S3.50, 3.51 & 5.42 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

W4 EXTRA MASS PERMITS

Function to be Performed:	To endorse Main Roads WA extra mass permits.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Engineering Services Engineering Technical Officer
Conditions:	Nil
Record of Use:	Retention of file copy of relevant correspondence and permit(s).
Reference:	S3.50, 3.51 & 5.42 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

BUILDING CONTROL

B1 AUTHORISATION OF OFFICERS TO EXERCISE CERTAIN PROVISIONS ABOUT LAND

Function to be Performed:	<p>(1) To issue notices pursuant to section 3.25 of the Local Government Act 1995 to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land pursuant to Schedule 3.1 of the Local Government Act 1995.</p> <p>(2) To undertake what action is deemed necessary to cover the costs incurred in achieving the purpose for which a Notice was given pursuant to Section 3.25 of the Local Government Act 1995 from the persons who failed to comply with the said Notice.</p> <p>(3) To do anything considered necessary, so far as practicable, to achieve the purposes for which a Notice was given pursuant to Section 3.25 of the Local Government Act 1995.</p>
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Senior Ranger – Sub Delegation (1) only.
Conditions:	Subject to the express provisions contained in the Local Government Act 1995, Council’s Policies and Resolutions of Council.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S5.42/5.44, s3.25 & Schedules 3.1 and 9.1 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

B2 DEMOLITION PERMIT – ISSUE AND REFUSAL

Function to be Performed:	To approve or refuse the issue of a demolition permit to take down a building or a part of a building and such permit may be subject to such conditions as is considered necessary for the safe and proper execution of the work.
Sub-Delegation:	Sub Delegation is permitted
Delegated to:	Executive Manager Technical and Development Services Building Surveyor Subject to the officers holding these positions meeting requirements for appointment to undertake these functions under the Building Act 2011 or Health Act 1911.
Conditions:	Provisions of the relevant legislation.
Record of Use:	Retention of file copy of permit.
Reference:	S5.36 – Local Government Act 1995 Building Act 2011 S127, S21 & S22
Council Policy:	N/A
Date Adopted:	30 May 2013
Date Reviewed:	28 April 2016

B3 BUILDING PERMIT – ISSUE AND REFUSAL

Function to be Performed:	To approve or refuse building permit applications.
Sub-Delegation:	Sub Delegation is permitted
Delegated to:	Executive Manager Technical and Development Services Building Surveyor
Conditions:	An application for a building permit shall be approved where it: Meets the provisions of the relevant legislation. Conforms to all Local Laws and various regulations in force in the district or part of the district in respect of building matters; or, with the agreement of the proponent, be amended to comply with these requirements. Complies with any Policy of Council that is currently in force and is relevant to the proposal.
Record of Use:	Retention of file copy of relevant correspondence and permit(s).
Reference:	S5.36 – Local Government Act 1995 Building Act 2011 S127, S20 & S22
Council Policy:	N/A
Date Adopted:	30 May 2013
Date Reviewed:	28 April 2016

B4 OCCUPANCY PERMITS AND BUILDING APPROVAL CERTIFICATES – ISSUE AND REFUSAL

Function to be Performed:	To approve or refuse the issuing and refusal of Occupancy permit applications and Building Approval Certificates.
Sub-Delegation:	Sub Delegation is permitted
Delegated to:	Executive Manager Technical and Development Services Building Surveyor Subject to the officers holding these positions meeting requirements for appointment to undertake these functions under the Building Act 2011 or Health Act 1911.
Conditions:	Provisions of the relevant legislation.
Record of Use:	Retention of file copy of relevant correspondence, permits and Certificates.
Reference:	S5.36 – Local Government Act 1995 Building Act 2011 S127, S58 & S60
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	28 April 2016

B5 OCCUPANCY PERMITS AND BUILDING APPROVAL CERTIFICATES – EXTENSION OF DURATION

Function to be Performed:	To approve the extension of time for Occupancy permit applications and Building Approval Certificates.
Sub-Delegation:	Sub Delegation is permitted
Delegated to:	Executive Manager Technical and Development Services Building Surveyor Subject to the officers holding these positions meeting requirements for appointment to undertake these functions under the Building Act 2011 or Health Act 1911.
Conditions:	Provisions of the relevant legislation.
Record of Use:	Retention of file copy of relevant correspondence, permits and Certificates.
Reference:	S5.36 – Local Government Act 1995 Building Act 2011 S127 & S65
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	28 April 2016

B6 AUTHORISED PERSONS AND POWERS OF ENTRY

Function to be Performed:	To approve an authorised persons under the act to carry out duties of inspection of building work within the Shire and of swimming pools.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Development Services Environmental Health Officer/Building Surveyor (Indigenous Communities) Building Surveyor Subject to the officers holding these positions meeting requirements for appointment to undertake these functions under the Building Act 2011 or Health Act 1911.
Conditions:	Provisions of the relevant legislation.
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.36 – Local Government Act 1995 Building Act 2011 S96, S100 & S101 Building Regulations 2012, Regulation 53
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	28 April 2016

B7 BUILDING ORDERS

Function to be Performed:	<p>1) To make Building Orders pursuant to section 110 of the Building Act 2011 in relation to:</p> <ul style="list-style-type: none">• Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act 2011;• Take a specific action to prevent contravention of the Building Act 2011;• Finish an outward facing side of a wall;• Buildings which are considered as being unsafe or not fit for human habitation. <p>2) Revoke Building Orders pursuant to section 117 of the Building Act 2011</p>
Sub-Delegation:	Sub Delegation is permitted
Delegated to:	<p>Executive Manager Technical and Development Services</p> <p>Manager Development Services</p> <p>Subject to the officers holding these positions meeting requirements for appointment to undertake these functions under the Building Act 2011 or Health Act 1911.</p>
Conditions:	Provisions of the relevant legislation.
Record of Use:	Retention of file copy of relevant correspondence, permits and Certificates.
Reference:	<p>S5.36 – Local Government Act 1995</p> <p>Building Act 2011 S127, S110 & S117</p>
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	28 April 2016

B8 LICENCE TO DEPOSIT MATERIALS ON OR ADJACENT TO A STREET

Function to be Performed:	To issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Development Services Building Surveyor
Conditions:	<p>The Chief Executive Officer shall first obtain confirmation from the Executive Manager Technical and Development Services that the proposed activity will not create undue interference with the operation of the street, way or public place.</p> <p>Licences are to be issued subject to the provisions of the relevant legislation</p>
Record of Use:	Retention of file copy of relevant correspondence and licence(s).
Reference:	S5.36 – Local Government Act 1995 Building Regulations 2012, Regulation 64
Council Policy:	N/A
Date Adopted:	26 April 2012
Date Reviewed:	28 April 2016

HEALTH

H1 SERVING OF NOTICES AND ORDERS

Function to be Performed:	To serve notices, approve and renew licences and permits and exercise the powers of Council for the expeditious administration of the Health Act.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Provisions and requirements of legislation.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S26 – Health Act 1911
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

H2 TEMPORARY TOILETS – BUILDING SITES

Function to be Performed:	To issue approval for the use of temporary toilets on building sites.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Development Services
Conditions:	Provisions and requirements of legislation apply.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S26 – Health Act 1911
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

H3 LODGING HOUSE REGISTRATIONS

Function to be Performed:	To approve the issuing of registrations for lodging houses.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Development Services
Conditions:	Authority provides for approvals only. Should the Executive Manager Technical and Development Services determine that the application does not comply with the legislation, he/she is to refer the issue to Council for consideration.
Record of Use:	Retention of file copy of relevant correspondence and registration(s).
Reference:	S26 – Health Act 1911
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

H4 LIQUID WASTE CARRIER LICENSING

Function to be Performed:	To approve the issue of a licence for liquid waste carriage.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Authority provides for approvals only. Should the Executive Manager Technical and Development Services determine that the application does not comply with the legislation, he/she is to refer the issue to Council for consideration.
Record of Use:	Retention of file copy of relevant correspondence and licence.
Reference:	S26 – Health Act 1911
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

H5 ITINERANT FOOD VENDOR LICENSING

Function to be Performed:	To approve the issue of a licence for itinerant food vendors.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Development Services
Conditions:	Authority provides for approvals only. Should the Executive Manager Technical and Development Services determine that the application for licence does not comply with the legislation, he/she is to refer the issue to Council for consideration.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S26 – Health Act 1911
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

H6 APPROVAL OF CARAVAN PARK AND CAMPING GROUND LICENCE RENEWAL APPLICATIONS

Function to be Performed:	To approve Caravan Parks and Camping Grounds licence renewal applications.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Development Services
Conditions:	Pursuant to the provisions of the Caravan Parks and Camping Grounds Act 1995.
Record of Use:	Retention of file copy of relevant correspondence and licences.
Reference:	Caravan Parks and Camping Grounds Act 1995 S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	27 June 2002
Date Reviewed:	28 April 2016

H7. AUTHORITY TO ISSUE A PROHIBITION ORDER UNDER THE FOOD ACT 2008

Function to be Performed:	To issue a Prohibition Order where a food proprietor has not complied with an improvement notice or the order is required to mitigate a serious danger to Public Health.
Delegated to:	Chief Executive Officer
On Delegated to:	N/A
Conditions:	Pursuant to the provisions of the Food Act 2008.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S65 (1) – Food Act 2008
Council Policy:	N/A
Date Adopted:	10 December 2009
Date Reviewed:	28 April 2016

H8. OFFICERS DESIGNATED FOR PURPOSES OF WITHDRAWING INFRINGEMENT NOTICES UNDER THE FOOD ACT 2008

Function to be Performed:	Officers designated by the Shire for the purposes of withdrawing infringement notices for breach of the Act. These persons are prohibited by the Act from serving Infringement Notices.
Delegated to:	Chief Executive Officer.
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	To carry out the provisions of Section 126 (6) & (7) of the Food Act 2008.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S126 (13) – Food Act 2008
Council Policy:	N/A
Date Adopted:	10 December 2009
Date Reviewed:	28 April 2016

H9. DESIGNATED OFFICERS FOR THE PURPOSES OF SERVING INFRINGEMENT NOTICES FOR BREACH OF FOOD ACT 2008

Function to be Performed:	Designated Officers listed by the Shire for the purposes of serving Infringement Notices for breach of the Act.
Delegated to:	Executive Manager Technical and Development Services Manager Development Services Environmental Health Officer/Building Surveyor (Indigenous Communities)
On Delegated to:	N/A
Conditions:	To carry out the provisions of Section 126 (2) of the Food Act 2008.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S126 (13) – Food Act 2008
Council Policy:	N/A
Date Adopted:	10 December 2009
Date Reviewed:	28 April 2016

H10. AUTHORISED OFFICERS FOR THE PURPOSES OF ADMINISTERING THE FOOD ACT 2008

Function to be Performed:	Authorised Officers listed by the Shire for the purposes of administering the Act.
Delegated to:	Executive Manager Technical and Development Services Manager Development Services Environmental Health Officer/Building Surveyor (Indigenous Communities)
On Delegated to:	N/A
Conditions:	Pursuant to the provisions of the Food Act 2008.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S122 (1) – Food Act 2008
Council Policy:	N/A
Date Adopted:	10 December 2009
Date Reviewed:	28 April 2016

MISCELLANEOUS

M1 FIREBREAK ORDER – VARIATION

Function to be Performed:	To approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Pursuant to the provisions of Council's Firebreak Order and the Bush Fires Act.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S5.42/5.44 – Local Government Act 1995 Bush Fires Act
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

M2 OFFENCES – BUSH FIRES ACT

Function to be Performed:	To consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices in accordance with the provisions of Section 59A of the Act
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Pursuant to the provisions of the Bush Fires Act
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

M3 PROCEEDINGS UNDER DOG ACT

Function to be Performed:	<p>(1) To institute and carry out proceedings in the name of the Shire in respect to offences alleged to have been committed within the district against the Dog Act 1976.</p> <p>(2) To issue infringement notices pursuant to the provisions of Section 29 of the Dog Act 1976.</p> <p>(3) To declare a dog to be a Dangerous Dog, pursuant to Section 33E of the Dog Act 1976.</p> <p>(4) To grant an exemption to the Dog Act 1976 in accordance with Section 26 of the Dog Act 1976.</p>
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Pursuant to the provisions of the Dog Act
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	<p>S26, 29, 33E and 44 of the Dog Act 1976.</p> <p>S5.44 – Local Government Act 1995</p>
Council Policy:	N/A
Date Adopted:	26 April 2001
Date Reviewed:	28 April 2016

M4 APPROVAL OF FIREBREAK NOTICES

Function to be Performed:	To approve and publish Firebreak Notices.
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Pursuant to the provisions of the Bush Fires Act 1954.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	S33 Bush Fires Act 1954 S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	27 June 2002
Date Reviewed:	28 April 2016

M5 APPOINTMENT OF DOG REGISTRATION OFFICERS

Function to be Performed:	To appoint Dog Registration Officers
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services
Conditions:	Pursuant to the provisions of the Dog Act 1976
Record of Use:	Retention of file copy of relevant correspondence and appointment notice.
Reference:	S3(1) Dog Act 1976 S5.42/5.44 – Local Government Act 1995
Council Policy:	N/A
Date Adopted:	27 June 2002
Date Reviewed:	28 April 2016

LOCAL LAWS – ON DELEGATIONS

LL1 ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW

Function to be performed:	(1) Functions relevant to part 7 – Permits (approvals only) (2) Functions relevant to Part 10 – Enforcement
Delegated to:	Chief Executive Officer
On Delegated to:	Executive Manager Technical and Development Services Manager Development Services Senior Ranger Ranger
Conditions:	Council is to be provided details of any prosecutions under the Local Law.
Record of Use:	Retention of file copy of relevant correspondence and notices.
Reference:	See Local Law and S5.44 of the Local Government Act 1995.
Council Policy:	N/A
Date Adopted:	On delegated 27 September, 2001.
Date Reviewed:	28 April 2016

LIST OF DELEGATIONS WITHDRAWN/DELETED

A ADMINISTRATION OF LOCAL LAWS (REVOKED 26/2/04)

Function to be Performed: To administer Council's Local Laws and initiate legal action considered necessary.

A NOTICE OF LOCAL LAWS (REVOKED 26/2/04)

Function to be Performed: To give the required Local, State-wide and Government Gazettal notice and to carry out all other statutory administrative duties required as part of the Local Law making process.

A LEGAL ADVICE (REVOKED 26/2/04)

Function to be Performed: To obtain from an appropriate solicitor such legal advice, assistance and opinions as deemed necessary in the exercise of the management of the Local Government.

A INSURANCE - PUBLIC LIABILITY CLAIMS (REVOKED 26/2/04)

Function to be Performed: To consider claims against Council for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.

A REPRESENTING LOCAL GOVT IN COURT (REVOKED 26/2/04)

Function to be Performed: The Chief Executive Officer may appoint an employee to represent the Local Government in legal proceedings either generally or in a particular case.

A EXECUTION OF DOCUMENTS (REVOKED 26/2/04)

Function to be Performed: To prepare the necessary documentation and arrange for execution of contract documents.

A EXECUTION AND AFFIXING OF COMMON SEAL (REVOKED 26/2/04)

Function to be Performed: To affix the Common Seal to documents to be executed by the Shire of Derby West Kimberley.

A PAYMENT OF GRATUITIES TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD (REVOKED 26/2/04)

Function to be Performed: To implement Council's policy relating to payment of gratuities to officers and employees who are retiring and to give the necessary local public notice.

A ENGAGEMENT OF PROFESSIONAL SERVICES (REVOKED 26/2/04)

Function to be Performed: To take the action deemed necessary to engage the services of various consultants to provide the appropriate services to facilitate and/or promote the conduct of Council business up to a cumulative maximum consultancy cost of \$50,000 per consultancy.

A ANNUAL PERFORMANCE REVIEWS (REVOKED)

Function to be Performed: To ensure that the performance of each employee who is employed for more than one year is to be reviewed at least once in relation to every year of employment.

A COMPLIANCE AUDIT PREPARATION (REVOKED 26/2/04)

Function to be Performed: To carry out, or to arrange to have carried out by a consultant, the Annual Compliance Audit for the period 1 January to 31 December each year in the form approved by the Minister for Local Government.

A USE OF COUNCIL BUILDINGS AND FACILITIES (REVOKED 26/2/04)

Function to be Performed: To permit free use of rooms and areas within the Council administration buildings and facilities to associations, committees or organisations having an involvement with Local Government and/or working towards the betterment of the Shire of Derby West Kimberley.

A COUNCIL AND COMMITTEE MEETINGS

(REVOKED 26/2/04)

Function to be Performed:

To perform the following duties:

At least once each year, give Local Public Notice of the dates, time and place at which Ordinary Council Meetings, and any Committee Meetings that are required under the Act to be open to members of the public, are to be held.

Give Local Public Notice of any change to the date, time or place of a meeting which is open to the public.

3.

Give Local Public Notice of the date, time, place and purpose of any Special Meeting of the Council that is to be open to members of the public.

B ISSUING OF DEMOLITION LICENCES

(REVOKED 26/4/12)

Function to be Performed:

To approve the issue of a Demolition Licence to take down a building or a part of a building and such licence may be subject to such conditions as are considered necessary for the safe and proper execution of the work.

B ISSUE AND WITHDRAWAL OF SECTION 401 NOTICES

(REVOKED 26/4/12)

Function to be Performed:

To issue a Section 401 notice where a notice of required alterations is warranted.

B BUILDING LICENCES

(REVOKED 26/4/12)

Function to be Performed:

To approve Building Licence applications.

B UNLAWFUL WORKS

(REVOKED 26/4/12)

- Function to be Performed:**
- (1) To issue stop work notices where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.
 - (2) To withdraw stop work notices where the breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

B BUILDING - EXTENSION OF TIME TO COMPLETE

(REVOKED 26/4/12)

- Function to be Performed:**
- To approve an extension of time where it was not possible to complete the building within the period specified in the Building Licence, subject to the payment of any additional building licence fee.

B REMOVAL OF NEGLECTED AND DILAPIDATED BUILDINGS

(REVOKED 26/4/12)

- Function to be Performed:**
- To serve upon the owners and occupiers of neglected and dilapidated buildings the written notices required by Sections 408 and 409 of the Local Government (Miscellaneous Provisions) Act 1960.

B DANGEROUS BUILDINGS

(REVOKED 26/4/12)

- Function to be Performed:**
- To carry out the following functions upon receipt of a report from the Building Surveyor that a building is in a dangerous state:
- (1) Issue a certificate which states that the subject building is in a dangerous state.
 - (2) Shore up or otherwise secure the building as well as providing a hoarding or fence around the building to protect the public from danger.
 - (3) Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

B CERTIFICATES OF CLASSIFICATION (REVOKED 26/4/12)

Function to be Performed: To issue Certificates of Classification of Buildings.

B LICENCE TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET (REVOKED 26/4/12)

Function to be Performed: To issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place.

B INCOMPLETE BUILDINGS (REVOKED 26/4/12)

Function to be Performed: To serve the appropriate notices and orders referred to in Section 409A of the Local Government (Miscellaneous Provisions) Act 1960 and to take all other appropriate actions to obtain compliance with Section 409A of the legislation.

S STAFF – CONFERENCES, SEMINARS AND TRAINING COURSES (REVOKED 26/2/04)

Function to be Performed: To approve the attendance by Council staff at conferences, seminars and training courses where, in the opinion of the Chief Executive Officer, attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

S VEHICLES – PRIVATE USE (REVOKED 26/2/04)

Function to be Performed: To make appropriate private use arrangements with staff having use of a Council vehicle.

F RATES RECORD**(REVOKED 26/3/04)****Functions to be Performed:**

- (1) To ensure that as soon as practicable after the Council resolves to impose rates, that a record is compiled of all rateable land in the district and all lands which have a service charge imposed.
- (2) To amend the current rate record and the rate record for the preceding five years to ensure the information it contains is current and correct.
- (3) To reassess the rates and service charges if the rateable value of, the rateability of, or the rate imposed on the land is amended in the rate record and give notice of changes to the owner of the land.
- (4) Carry out the requirements of S6.40 (3) and (4) and S6.44 of the Local Government Act 1995 where there is a refund or an increase as a consequence of any reassessment.
- (5) Give a rate notice to the owner of rateable land and the owner or occupier of land on which a service charge is imposed.

F OBJECTION TO THE RATE RECORD**(REVOKED 26/2/04)****Function to be Performed:**

- (1) To extend for such period as is seen fit for a person to make an objection to the rate record.
- (2) To promptly consider any objection received to the rate record and to either disallow it or allow it wholly or in part.
- (3) To serve upon the person who made the objection written notice of the decision and the grounds for that decision.

F REFERRAL OF APPEAL TO TRIBUNAL**(REVOKED 26/2/04)****Function to be Performed:**

Upon the receipt of a notice under S6.77 and S6.78 of the Local Government Act 1995 disputing a decision not to amend the rate record, to refer the decision to a Land Valuation Tribunal as an appeal.

F RECOVERY OF RATES OR SERVICE CHARGES IN COURT

(REVOKED 26/2/04)

Function to be Performed: To recover by court action any rate or service charge that is due and payable to the Shire of Derby West Kimberley.

F VARIATIONS TO CAPITAL WORKS AND OPERATING COSTS

(REVOKED 26/2/04)

Function to be Performed: To approve variations to capital works and operating costs to a level +/- 5% of the approved budget of Council for a specific project or operating item.

F DISPOSAL OF SURPLUS EQUIPMENT, MATERIALS, TOOLS, ETC

(REVOKED 26/2/04)

Function to be Performed: To sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair and public means, items of surplus equipment, materials, tools, etc, which are no longer required or are outmoded or are no longer serviceable.

F CONFERENCES, SEMINARS AND TRAINING COURSES – EXPENSES FOR STAFF AND COUNCILLORS

(REVOKED 26/2/04)

Function to be Performed:

- (1) To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.
- (2) This delegation also applies to the payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor or staff member to be accompanied by another person.

F FINANCIAL REPORTS**(REVOKED 26/2/04)**

- Function to be Performed:**
- (1) To prepare the Annual Financial Reports and such other financial reports as prescribed in Local Government (Financial Management) Regulation No34.
 - (2) To submit the accounts and financial reports to the Council's Auditors in accordance with S6.4(2) of the Act.

F EXPENDITURE BEFORE ADOPTION OF BUDGET**(REVOKED 26/2/04)**

- Function to be Performed:** To authorise operating expenditure and appropriate capital expenditure that is included in Council's Plan of Principal Activities from the Municipal Fund prior to the adoption of the Annual Budget

F GRANTS AND SUBSIDIES**(REVOKED 26/2/04)**

- Function to be Performed:** To make submissions for grants and/or subsidies from State and Commonwealth Governments without prior approval of Council.

W SITING OF PUBLIC TELEPHONE BOXES**(REVOKED 26/2/04)**

- Function to be Performed:** To negotiate and determine the siting of public telephone boxes on road reserves under the care, control and management of the Council.

W APPROVAL OF WORKS**(REVOKED 26/2/04)**

- Function to be Performed:** To approve capital works to budget as approved by Council.

W CONTRACTORS – USE ON WORKS**(REVOKED 26/2/04)**

- Function to be Performed:** To engage private contractors to assist and complement Council's work staff in carrying out any works and services.

W COUNCIL PLANT – NON-PROFIT ORGANISATIONS

(REVOKED 26/2/04)

Function to be Performed: To determine an application for the use of Council plant for use on projects organised by non-profit organisations (eg sporting clubs).

W CROSSOVERS

(REVOKED 26/2/04)

Function to be Performed: (1) To determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant.

(2) To give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.



Shire of Derby/West Kimberley

ITEM 9.2

ATTACHMENT 3

GOVERNANCE AND RISK IMPROVEMENT PLAN

CONFIDENTIAL

PROVIDED UNDER SEPARATE COVER



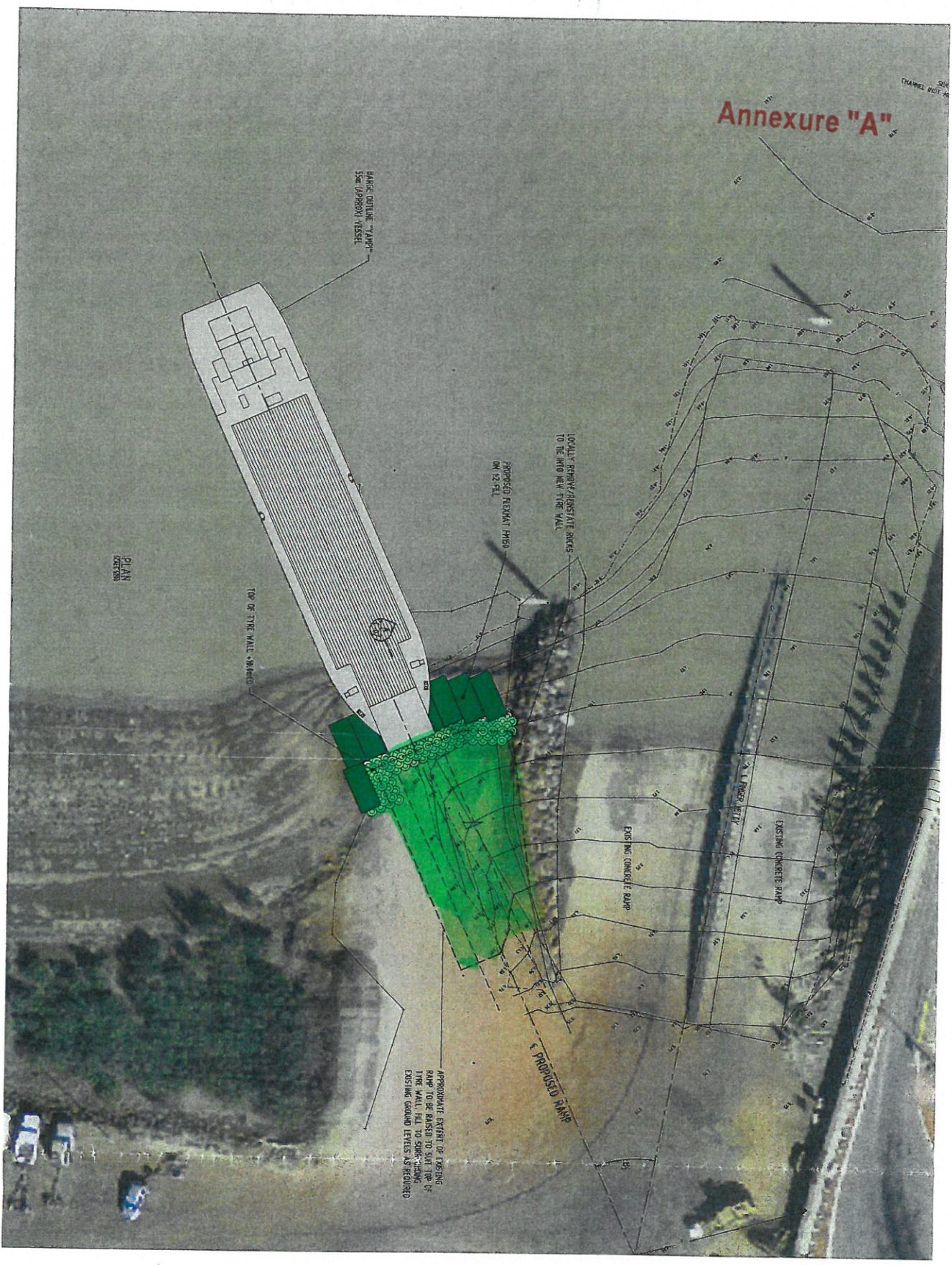
Shire of Derby/West Kimberley

ITEM 10.1.1

ATTACHMENT 4

SITE PLAN – DERBY JETTY LICENCE

Annexure "A"



MINIARY ISSUE
PROCONSTRUCTION

REV.	DATE	DESCRIPTION	DRAWN	ENCL.	CHKD.
A	02.11.16	ISSUED FOR CLIENT REVIEW	EN	NO	NO
B	29.11.16	ISSUED FOR FINAL REVIEW	EN	NO	NO
C	30.11.16	ISSUED FOR FINAL REVIEW	EN	NO	NO
D	01.02.17	ISSUED FOR FINAL REVIEW	EN	NO	NO

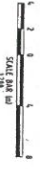


DERBY BARGE RAMP UPGRADE
PLAN
RECYCLED TYRE LAYOUT

- NOTES:**
- ALL DIMENSIONS IN METERS UNLESS NOTED OTHERWISE
 - ALL LEVELS ARE TO AUSTRALIAN HEIGHT DATUM UNLESS OTHERWISE NOTED. ALL COORDINATES ARE TO MA 50, 2004 50

TIDE LEVELS	
TOTAL PLANE	AHD
MHT	12.1m
MHWS	11.2m
MHW	8.4m
MSL	6.2m
MHN	4.0m
MNWS	1.1m
CD	0.0m
	-4.28m

- AUTOMABLE TRAFFIC LOADS FOR RAMP:**
- S1600 TRAFFIC LOADS
 - EMPTY CAT 1095 DUMP TRUCK





Shire of Derby/West Kimberley

ITEM 10.1.2

ATTACHMENT 5

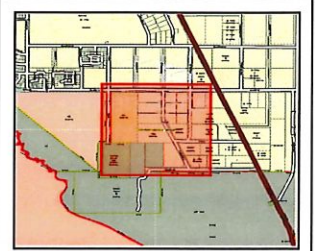
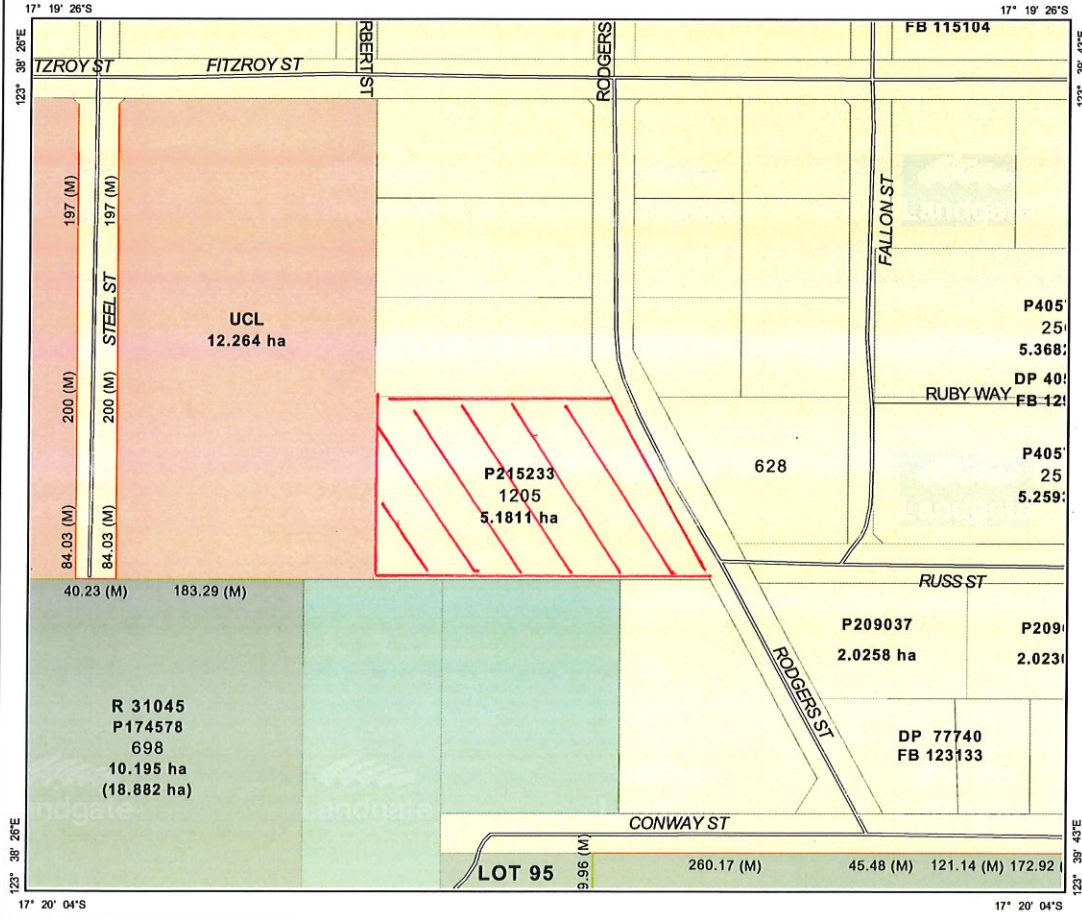
LOCATION PLAN

INDICATIVE SITE PLAN

LOT 1205 RODGERS STREET

Map Viewer

Created 22 Jun 2017



Scale: 1:5,000

Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1994

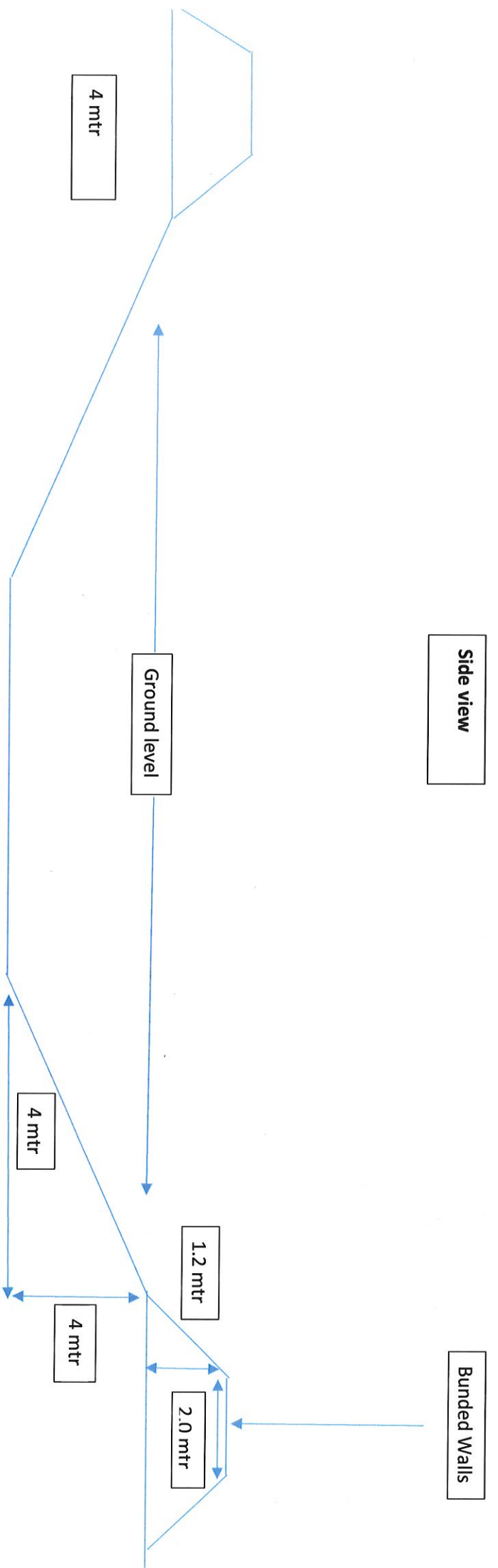
1 Midland Square
 Midland WA 6056
 (08) 9273 7341
 customerservice@landgate.wa.gov.au
 www.landgate.wa.gov.au



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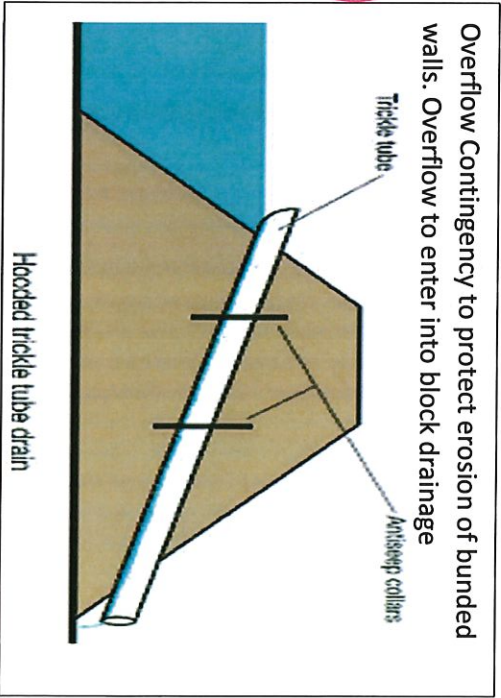


SUBJECT PROPERTY.



INDICATIVE POND CONSTRUCTION - FOR INFORMATION ONLY.

SUBJECT TO DEFENDANT APPROVAL.



TWIN DAM

INDICATIVE POND LAYOUT - FOR INFORMATION ONLY.

- SUBJECT TO SEPERATE APPROVAL

Length-30-35 metre

Width-12 metres

Depth- < 4 metres

Fully bunded walls surrounding the dams to a height of 1.2 metres above ground level with a 2.0 metre base. Surrounded by security fencing 2.0 metre height



Shire of Derby/West Kimberley

ITEM 10.1.3

ATTACHMENT 6

SCHEDULE OF SUBMISSIONS

Schedule of Submissions – Amendment No.25 Local Planning Scheme No.5

Rezoning Lots 4 and 631 Russ Street and Lot 634 Conway Street, Derby – Light Industry

No.	Name and Address	Description of Affected Property	Summary of Submission	Council Recommendation	Commission Recommendation
1	Department of Food and Agriculture WA Durack Drive, Kununurra	N/A	No objection to proposal	Noted	
2	Telstra Strategic Forecaster New Developments and Forecasting Networks, Telstra Operations Locked Bag 2525 Perth WA 6001	N/A	No objection to proposal	Noted	
3	Environmental Protection Authority Locked Bag 10 East Perth	N/A	No advice or recommendations necessary	Noted	



Shire of Derby/West Kimberley

ITEM 10.1.4

ATTACHMENT 7

PHOTOGRAPHS

SITE PLAN



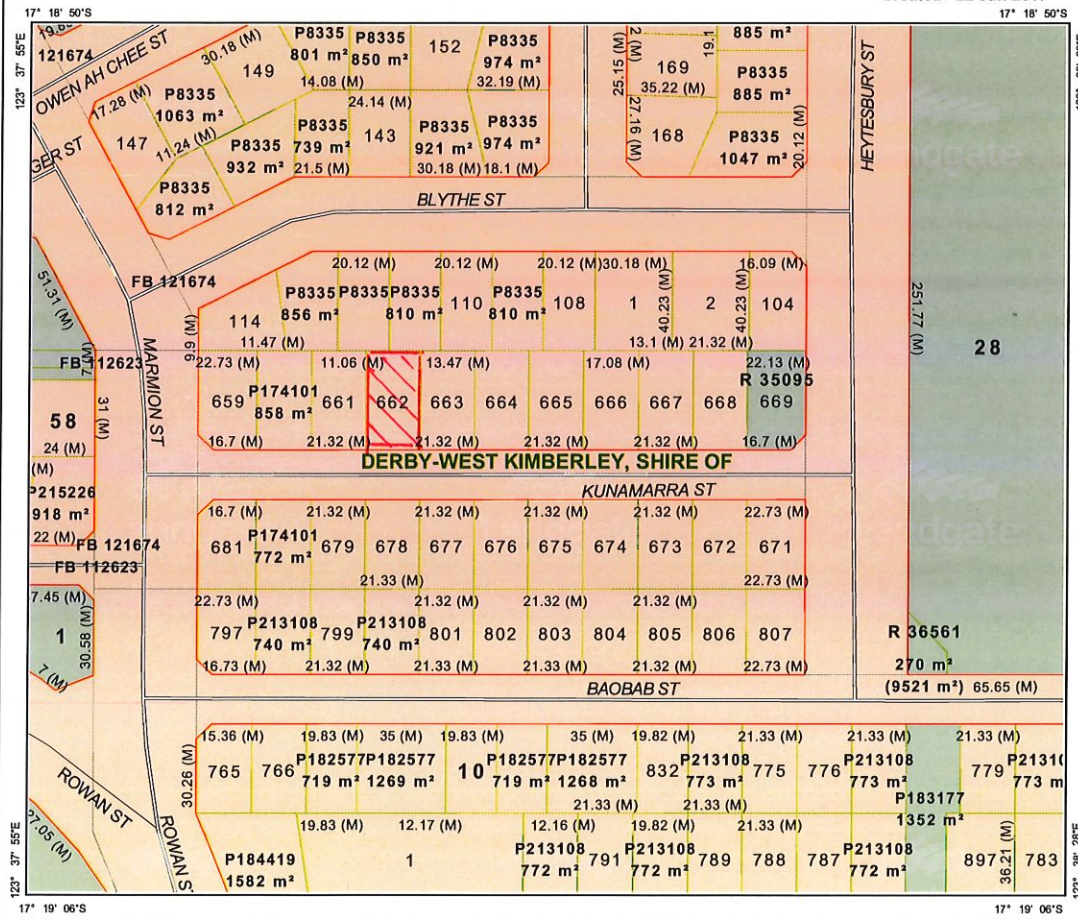






Lot 662 Kunamarra Street Derby

Created 22 Jun 2017



Scale: 1:2,000

Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1994

1 Midland Square
Midland WA 6056
(08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



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 SUBJECT PROPERTY

CONFIDENTIAL



Shire of Derby/West Kimberley

ITEM 10.1.5

ATTACHMENT 8

CEO ANNUAL PERFORMANCE REVIEW

KEY RESULT AREAS 2017/2018

**CEO ANNUAL PERFORMANCE REVIEW
KEY RESULT AREAS 2017/2018**

PROVIDED UNDER SEPARATE COVER



Shire of Derby/West Kimberley

ITEM 10.2.1

ATTACHMENT 9

ACCOUNTS FOR PAYMENT – MAY 2017

EFT PAYMENTS MAY 2017

Cheque /EFT No		Name	Amount
	Date	Invoice Description	
EFT41908	02/05/2017	ARCHER BUILDERS PTY LTD	66,819.50
INV 4618	01/04/2017	DEMOLITION OF AIRPORT HOUSE	28,996.00
INV 4622	01/04/2017	CARRYOUT WORKS TO PROPERTY 42B MCDONALD ST FX	37,823.50
EFT41909	02/05/2017	ACCESS INDUSTRIAL PRODUCTS PTY LTD	19,690.00
INV 21294	20/04/2017	GRACO LINELAZER	19,690.00
EFT41910	02/05/2017	ALTHAM PLUMBING CONTRACTORS	876.69
INV 5333	21/04/2017	CHECK OPERATION OF PUMP	110.00
INV 5330	21/04/2017	REPAIRS TO POLY PIPE UNDER CONVEYOR	316.97
INV 5328	21/04/2017	REINSTATE TEMP WATER TO DEMOLITION SITE	261.31
INV 5283	11/04/2017	REPLACE TAP TO MALE EXTERNAL HAND BASIN	188.41
EFT41911	02/05/2017	BLACKWOODS ATKINS - BROOME	653.40
INV BMLY6848	29/03/2017	PALLET TROLLEY JBS # 00982965	376.00
INV PELU4090	08/03/2017	GREASE GUN ALEMLUBE # 02895804	138.40
INV BMLX6889	22/03/2017	CORDLESS GRINDER HITACHI # 01857615	139.00
EFT41912	02/05/2017	BUCKLEYS EARTHWORKS & PAVING PTY LTD	16,258.00
INV 2070	31/03/2017	TRAFFIC MANAGEMENT CLARENDON ST PROJECT	2,860.00
INV 2071	31/03/2017	FLODD DAMAGE REPORTS, AREAS 3 & 4	13,398.00
EFT41913	02/05/2017	BRIDGING THE LANDSCAPES	1,160.00
INV 6	04/04/2017	FVF COMMUNICATION STRATEGY DEVELOPMENT	1,160.00
EFT41914	02/05/2017	HALLIDAY ENTERPRISES PL T/A BK SIGNS & PROMOTIONS	1,391.50
INV 15488	31/03/2017	500 HORNS AND HOOFS KEYRINGS	1,391.50
EFT41915	02/05/2017	BAXTER LAWLEY PTY LTD	8,559.10
INV 0229	09/04/2017	FVF EXPENSES CRAIG EDMONDS	8,559.10
EFT41916	02/05/2017	BROOME SHADE	2,186.00
INV 930	12/04/2017	REPAIR TO CENTRE SHADE SAIL AS PER YOUR QUOTE	2,186.00
EFT41917	02/05/2017	KIMBERLEY HOTEL WA	321.00
INV 269115	24/02/2017	KZM J PILOT	321.00
EFT41918	02/05/2017	DERBY BUILDING SUPPLIES	2,381.14
INV 381904	03/03/2017	PLASTIC STAKES	77.22
INV 382484	16/03/2017	SCOTTS SPREADER FERTILIZER	75.01
INV 382097	09/03/2017	PHILMAC VALVE	52.91
INV 382392	15/03/2017	PREMIX ASPHALT PER PALLET - 64 BAGS	2,176.00
EFT41919	02/05/2017	LANDGATE (WA LAND INFORMATION AUTHORITY)	161.02
INV 329224	30/03/2017	MINIMUM CHARGES	37.90
INV 329017	27/03/2017	GRV INT VALS CTRY SHD AND FESA	98.27
INV 757555	05/04/2017	LAND ENQUIRY X 7	24.85
EFT41920	02/05/2017	DERBY VISITOR CENTRE	22.92
INV 6172950	30/03/2017	FREIGHT ONE PACKAGE TO FXVC	22.92
EFT41921	02/05/2017	DERBY HARDWARE MITRE10	416.99
INV 10444818	06/04/2017	HOSE 19MM	59.99
INV 10444576	04/04/2017	LINE MARKING PAINT	357.00

EFT41922	02/05/2017	DUNCANS	4,192.50
INV 73	17/04/2017	6 DAYS DESIGNING PROJECTS FVF, TRAVEL	4,192.50
EFT41923	02/05/2017	DWA INDUSTRIAL RESOURCES PTY LTD	1,012.00
INV 14335	19/04/2017	SUPPLY 3 X STAINLESS STEEL PLATES	66.00
INV 14344	20/04/2017	REPAIR LIGHT POLE AND MANUFACTURE RAG BOLT	946.00
EFT41924	02/05/2017	ELDERS LIMITED (DERBY BRANCH)	1,039.55
INV 54471	09/03/2017	OIL UNIVERSAL PLUS 60 LITRE & OIL AGRI	603.27
INV 54522	13/03/2017	CASTROL RX SUPER 20 LITRE	222.26
INV 54433	07/03/2017	GREASE SPHEROL HTB2 20KG	214.02
EFT41925	02/05/2017	EON BENEVOLENT FUND INC	499.00
QUICK GRANT	24/02/2017	QUICK GRANT TREE PLANTING JALMADNGA	499.00
EFT41926	02/05/2017	EP INDEPENDENT PTY LTD	1,666.40
INV 2237	11/04/2017	DVD RESALE FXVC	1,666.40
EFT41927	02/05/2017	EXTREME PEST CONTROL	132.00
INV 9404	11/04/2017	SPRAY REAR SHED FOR SPIDERS AND GENERAL PESTS	132.00
EFT41928	02/05/2017	BRAD FARRELL	301.81
INV REIMBURS	19/04/2017	ELECTR U4/20 CLARENDON ST	301.81
EFT41929	02/05/2017	HORIZON POWER - ACCOUNT PAYMENTS	12,197.24
INV 162691	07/04/2017	07/02/2017 - 006/04/2017 U1/L636 LOCH ST	2,132.81
INV 198764	11/04/2017	HORIZON POWER - ACCOUNT PAYMENTS	2,257.86
INV 321183	11/04/2017	HORIZON POWER - ACCOUNT PAYMENTS	5,266.77
INV 421774	12/04/2017	10/02/2017 - 11/04/2017 L199 FORREST RD FX	620.22
INV 349785	12/04/2017	10/02/2017 - 11/04/2017 L231 GREAT NORTHERN HWY FX	85.72
INV 207319	12/04/2017	10/02/2017 - 11/04/2017 L175 EMANUEL WAY FX	1,833.86
EFT41930	02/05/2017	SPORTS AND MEDICAL PRODUCTS	935.00
INV SI66564	30/03/2017	WATER POLO NETS	935.00
EFT41931	02/05/2017	MICHELLE WENDY INGLIS	256.07
INV REIMBURS	26/04/2017	ELECTR - 4/2/17 - 31/3/17 11 HANSON ST	256.07
EFT41932	02/05/2017	CROSSING INN	600.00
INV 29377	30/03/2017	COUNCIL MEETING CATERING	600.00
EFT41933	02/05/2017	KIMBERLEY CANVAS & UPHOLSTERY	508.20
INV 20	04/04/2017	REPAIR OF STREET BANNERS	508.20
EFT41934	02/05/2017	WESFARMERS KLEENHEAT GAS PTY LTD	151.80
INV 56210650	31/03/2017	YEARLY FAC FEES	151.80
EFT41935	02/05/2017	KW REFRIGERATION & A/C	380.00
INV 6830	07/04/2017	SERVICE A/C UNITS TO RESIDENCE	380.00
EFT41936	02/05/2017	MACFARLAN ELECTRICAL	4,752.00
INV 8184109	11/04/2017	REPLACE ANY BLOWN GLOBES / TUBES	852.50
INV 8184110	11/04/2017	REPAIR CARPARK LIGHTING	568.70
INV 8184113	11/04/2017	REPAIR POLR TOP LIGHT, TRIM BRANCES TO ADJACENT TREE.	1,243.00
INV 8184108	05/04/2017	REPLACE CONTACTOR TO CARPARK LIGHTING CIRCUIT	561.00
INV 8184112	11/04/2017	REPLACE GLOBES / IGNITORS / BALLASTS AROUND CAFE CARPARK	1,526.80
EFT41937	02/05/2017	MANAGED IT PTY LTD	20,034.97
INV 42259	03/04/2017	BACK UP AND RECOVERY MONTHLY - APRIL	9,467.15
INV 42266	03/04/2017	SLA-BAAS 2015/2018 APRIL	4,253.15

INV 42272	03/04/2017	SPLA - SYMANTEC APRIL	1,732.58
INV 42270	03/04/2017	SLA SERVER MANAGEMENT APRIL	2,285.53
INV 42273	03/04/2017	CITRIX LICENCING (65 USERS) APRIL	1,488.06
INV 42289	03/04/2017	MANAGED SERVER SERVICES APRIL	546.15
INV 42293	03/04/2017	SYMANTEC USER FILTER APRIL	262.35
EFT41938	02/05/2017	MARKETFORCE	154.77
INV 13072	31/03/2017	ADVERTISING TENDER T4 AND T5 2017	154.77
EFT41939	02/05/2017	NORTH WEST LOCKSMITH	185.00
INV 11299	12/04/2017	1 X HASP AND STAPLE AND 1 X PADLOCK	185.00
EFT41940	02/05/2017	PARKER BLACK & FORREST PTY LTD	90.81
INV 162270	11/04/2017	3 X SP 7726-432 H/O SLIDE BLOCK ASSEMBLIES	90.81
EFT41941	02/05/2017	PASTORAL GRAZIER'S ASSOCIATION (PGA)	390.50
INV 19269	04/04/2017	MEMBERSHIP YEAR ENDING APRIL 2018	390.50
EFT41942	02/05/2017	PORTNER PRESS PTY LTD	97.00
INV 168803	03/04/2017	EMPLOYMENT LAW UPDATE 3 2017	97.00
EFT41943	02/05/2017	DERBY BETTA HOME LIVING	799.00
INV 10062595	12/04/2017	13 'B' HOLMAN STREET - WASHING MACHINE	799.00
EFT41944	02/05/2017	JENKINS EARTHMOVING & TRANSPORT	93,751.71
INV 324	26/04/2017	C3-2015 - CABBALLIN MYROODAH RD	8,063.96
INV 325	26/04/2017	FLOOD DAMAGE REPAIRS CABBALLIN RD	43,428.00
INV 327	30/04/2017	GRADING - MT ANDERSON RD	10,019.30
INV 326	30/04/2017	SHOULDER WORKS CABBALLIN RD	32,240.45
EFT41945	02/05/2017	RUSTYS IGA (HAGGARTY NOMINEES PTY LTD)	43.90
INV 01/0790	11/04/2017	GROCERIES	43.90
EFT41946	02/05/2017	SKIPPERS CLEANING SERVICES	715.00
INV 666	16/04/2017	CLEAN UNIT PRIOR TO NEXT USE	165.00
INV 661	04/04/2017	STEAM CLEAN MATTRESS UNIT 4	220.00
INV 662	05/04/2017	3 X UNIT CLEANS	330.00
EFT41947	02/05/2017	SPORTSPOWER BROOME	455.00
INV 71546	05/04/2017	JUMP4IT EQUIPMENT	455.00
EFT41948	02/05/2017	TOXFREE AUSTRALIA PTY LTD DERBY	381.70
INV 0160888	31/03/2017	STEEL WASTE BIN	381.70
EFT41949	02/05/2017	TERRITORY RURAL	2,305.64
530010006539	07/04/2017	2 X SPRINKLER AND PARTS	1,733.91
530010006515	06/04/2017	RAINBIRD FD101 DECODER	571.73
EFT41950	02/05/2017	TOXFREE - DERBY	202,920.35
INV 0161008	31/03/2017	CARRY OUT PUMP OUT OF SEWER PUMP STATION PIT	1,795.00
INV PSC004020	23/03/2016	DERBY & FX WASTE	-8,565.70
INV 0161005	31/03/2017	DERBY & FX WASTE	110,961.70
INV 0160987	31/03/2017	2M REC FL EMPTIES 15/03/2017 - 29/03/2017	5,190.66
INV 0161006	30/03/2017	DERBY & FX WASTE	93,538.69
EFT41951	02/05/2017	WATTNOW ELECTRICAL	3,067.99
INV 3339	13/04/2017	INSTALL 4 X FANS AT NEW WORKSHOP	2,826.62
INV 3330	11/04/2017	REPLACE SENSOR LIGHTS TO RESIDENCE	241.37
EFT41952	02/05/2017	WOOLWORTHS PTY LIMITED	947.30
INV 2663779	10/04/2017	SHP GROCERIES BROOME TRIP	51.27

INV 2663827	18/04/2017	FRUIT - HEALTHY SKIN DAY MOWANJUM	39.28
INV 2663863	24/04/2017	GROCERIES	856.75
EFT41953	12/05/2017	ALFORD CONTRACTING	8,593.20
INV 4311	27/02/2017	REPLACE WATER PARK SPRAY HEADS	398.20
INV 4413	01/05/2017	SUPPLY AND INSTALL BLINDS	8,195.00
EFT41954	12/05/2017	ARCHER BUILDERS PTY LTD	2,271.50
INV 4630	18/04/2017	VARIATION 14 DERPOT DEPOT SHED	2,271.50
EFT41955	12/05/2017	AMPAC DEBT RECOVERY (WA) P/L	440.00
INV 39192	30/04/2017	DEBT RECOVERY COSTS	440.00
EFT41956	12/05/2017	ALTHAM PLUMBING CONTRACTORS	1,045.00
INV 5332	21/04/2017	REPLACE PIPELINE FROM BORE.	110.00
INV 4893	06/12/2016	UNBLOCK DRAIN TO DERBY VISITOR CENTRE	176.00
INV 5054	30/01/2017	EXCAVATE PLOT 807C FOR 3PM 27/01/17	264.00
INV 5452	08/05/2017	2 X BACKFLOW PREVENTION DEVISE TESTING	330.00
INV 5421	04/05/2017	CARRY OUT BACKFLOW DEVICE TESTING AND REPORT	165.00
EFT41957	12/05/2017	AUSTRALIAN SERVICES UNION	283.80
DEDUCTION	02/05/2017	Payroll Deduction	283.80
EFT41958	12/05/2017	BEING THERE SOLUTIONS PTY LTD	715.00
INV 2797	01/05/2017	STARTER PLAN APRIL 17	715.00
EFT41959	12/05/2017	BONITA D. SINCLAIR	334.78
INV REIMBU	01/05/2017	ELECTR 04/02/ - 05/04/17 9 KNOWSLEY ST E	334.78
EFT41960	12/05/2017	BLUE TONGUE GARAGE DOORS	2,943.60
INV 68616	26/04/2017	SUPPLY AND INSTALL 2 X ROLLER DOORS	2,943.60
EFT41961	12/05/2017	DEPUTY CHILD SUPPORT REGISTRAR	78.04
DEDUCTION	02/05/2017	Payroll Deduction for CRAIG BOYS 02/05/2017	78.04
EFT41962	12/05/2017	DERBY AUTO ELECTRICAL&AIR CONDITIONING	501.25
INV 38842	10/04/2017	MOWMER PARTS, MOWER PARTS	501.25
EFT41963	12/05/2017	DERBY FIREARM SUPPLIES	620.00
INV 0405	31/03/2017	GUN SAFE (CAR) X 2,	620.00
EFT41964	12/05/2017	DERBY PROFESSIONAL CENTRE	5,830.00
INV 0517	01/05/2017	RENT FOR GYM 2 CLARENDON ST MAY 17	5,830.00
EFT41965	12/05/2017	DERBY PLUMBING AND GAS	156.49
INV 4527	24/04/2017	REPAIR MINOR PLUMBING JOB	156.49
EFT41966	12/05/2017	DERBY PROGRESSIVE SUPPLIES	85.65
INV 02284618	10/04/2017	BAG RAGS COLOURED	85.65
EFT41967	12/05/2017	DERBY TREE SERVICES	319.00
INV 4220	02/05/2017	TRIM MAHOGANY FROM ROAD AT RUSS ST	319.00
EFT41968	12/05/2017	EGMONT ELECTRICAL	247.50
INV 2439	04/05/2017	REPLACE SMOKE ALARM TO KIOSK	247.50
EFT41969	12/05/2017	JCB CONTSTRUCTION EQUIPMENT AUSTRALIA	2,342.45
INV 75823P	06/02/2017	BUCKET B-O-T 800MM &PIN KIT # JB-993/36400	1,867.93
INV 77544P	29/03/2017	VEHICLE PARTS KW6	446.78
INV 77592P	30/03/2017	VEHICLE PARTS KW6	27.74
EFT41970	12/05/2017	JOANNE R CRUMP	250.00
INV GYM KEY	03/05/2017	GYM KEY REFUND	250.00
EFT41971	12/05/2017	KIMBERLEY CAR HIRE	386.03

INV 4356	01/05/2017	CAR HIRE MR JOHN PHILLIPS 26/04/2017 - 28/04/2017	386.03
EFT41972	12/05/2017	KATHERINE JANE HITHERSAY	115.38
INV REIMBURS	28/04/2017	BROOME AIRPORT PARKING 7 KW, FUEL 7 KW	115.38
EFT41973	12/05/2017	KW REFRIGERATION & A/C	110.00
INV 6899	28/04/2017	AIR CON REPAIR	110.00
EFT41974	12/05/2017	KENNEDY INVESTMENTS WA P/L	29,865.00
INV 0061	01/05/2017	CONSTRUCT ROCK PITCHING JOHNSTON	29,865.00
EFT41975	12/05/2017	LALGARDI ENTERPRISES PTY LTD	10,630.20
INV 593	30/04/2017	SHIRE BUILDINGS CLEAN	10,630.20
EFT41976	12/05/2017	LAVAN	11,360.03
INV 631549	28/04/2017	COSTS AGREEMENT - LEGAL SERVICES	8,074.00
INV 629555	10/03/2017	COSTS AGREEMENT - LEGAL SERVICES	3,286.03
EFT41977	12/05/2017	MT BARNETT STORE PTY LTD	67.50
INV 286780	03/05/2017	Camping fee, Camping fee, Camping fee	67.50
EFT41978	12/05/2017	MANAGED IT PTY LTD	8,282.29
INV 42359	03/05/2017	SYMANTEC USER FILTERING MAY 2017	262.35
INV 42341	03/05/2017	BACK UP AND RECOVERY APRIL 17	1,732.58
INV 42335	03/05/2017	BACK UP AND RECOVERY APR 17	4,253.15
INV 42356	03/05/2017	MANAGED SERVER SERVICES MAY 2017	546.15
INV 42342	03/05/2017	CITRIX 65 USERS MAY 2017	1,488.06
EFT41979	12/05/2017	MOORE STEPHENS	2,310.00
INV 0230	18/04/2017	WORKSHOP - M HENRY	2,310.00
EFT41980	12/05/2017	NOEL ALEXANDER MYERS	450.00
INV REIMBU	12/05/2017	REIMBURSE INTERNET CHARGES	450.00
EFT41981	12/05/2017	OFFICE STAR	2,594.24
INV 44722	02/05/2017	SERVICE REPAIR TOSHIBA E2050C #344	582.12
INV 44720	02/05/2017	SERVICE TO RICOH MP C6004 #643	1,430.00
INV 44721	02/05/2017	SERVICE REPAIR TOSHIBA E5540C #348	582.12
EFT41982	12/05/2017	PAGE McMILLAN	218.94
INV REIMBU	04/05/2017	ELECTR U2/13 HOLMAN ST	218.94
EFT41983	12/05/2017	PRINT MY FENCE	2,244.00
INV PMF1486	17/01/2017	PRINTED BANNER PLUS FREIGHT	2,244.00
EFT41984	12/05/2017	SIAN EDWARDS	1,226.53
INV REIMBU	21/04/2017	ELECTR 29/07/16 - 31/01/2017 18 BLYTHE ST	1,226.53
EFT41985	12/05/2017	SKIPPERS CLEANING SERVICES	275.00
INV 680	02/05/2017	INITIAL CLEAN YOUTH CENTRE TOILETS	275.00
EFT41986	12/05/2017	SPINIFEX HOTEL	702.00
INV 28888	28/04/2017	ACCOMMODATION MR JOHN PHILLIPS	702.00
EFT41987	12/05/2017	VORGEE PTY LTD	2,136.20
INV 124032	04/04/2017	POOL MERCH ORDER	1,128.60
INV 122136	23/01/2017	POOL MERCH ORDER	1,007.60
EFT41988	12/05/2017	WATTNOW ELECTRICAL	427.68
INV 3419	28/04/2017	REPAIR OUTDOOR FANS	427.68
EFT41989	15/05/2017	ALTHAM PLUMBING CONTRACTORS	1,186.44
INV 5398	05/05/2017	REPLACE CISTERN TO MALE CUBICLE	300.84
INV 5331	21/04/2017	REPAIR CISTERN TO FEMALE TOILET	112.23

INV 5329	21/04/2017	REPAIR DAMAGED PIPE TO FEMALE TOILET	116.19
INV 5182	24/02/2017	REPAIR BURST PIPE	274.75
INV 4934	14/12/2016	TOILET REPAIRS JETTY & OVAL	147.08
INV 5212	10/03/2017	REPAIR CISTERN TO FEMALE TOILETS	120.01
INV 4999	05/01/2017	REPLACE FLUSHPIPE SEAL	115.34
EFT41990	15/05/2017	TOTALLY WORKWEAR - DERBY	2,687.80
INV 12995	27/03/2017	SAFETY BOOTS (S.BANNON)	215.00
INV 12984	27/03/2017	S.MCKAY BOOTS,	180.00
INV 12985	27/03/2017	UNIFORM TOP UP - N.DOLBY,	297.60
INV 12996	27/03/2017	UNIFORM TOP UP - R.DELVIN ,	297.60
INV 12998	27/03/2017	BOOTS - W.NEATE	160.00
INV 12983	27/03/2017	UNIFORM - D RUSS	824.00
INV 62833	27/03/2017	G.OZIES UNIFORM	296.40
INV 12986	27/03/2017	UNIFORMS - CHIEDZA	417.20
EFT41991	15/05/2017	CLEMENTSON STREET SMASH REPAIRS	1,005.69
INV 9116/1	22/03/2017	REPAIR OF CAMRY BUMPER 36KW	1,005.69
EFT41992	15/05/2017	DWA INDUSTRIAL RESOURCES PTY LTD	363.00
INV 14289	23/03/2017	REFURBISH FAN HOUSING	363.00
EFT41993	15/05/2017	HORIZON POWER - ACCOUNT PAYMENTS	27,109.36
INV 335373	19/04/2017	15/02/17 - 18/04/17 7 MILLARD	3,218.01
INV 406259	05/05/2017	WHARF RD DERBY	5,249.72
INV 167790	19/04/2017	115/02/17 - 18/04/17 L1326 WINDJANA RD	770.44
INV 416399	19/04/2017	15/2/17 - 18/04/17 11 CORKWOOD CRT	31.17
INV 152662	19/04/2017	ELECTR 15/02/17 - 18/04/17 L1326 GIBB RIVER RD	141.50
INV 172452	04/05/2017	ELECTR 06/04/17 - 03/05/17 L199 FORREST RD FX	4,363.13
INV 333902	04/05/2017	ELECTR 05/04/17 - 02/05/17 24 LOCH ST	1,655.26
INV 312249	04/05/2017	ELECTR 06/04/17 - 03/05/17 L143 DERBY HWY	3,925.79
INV 166519	04/05/2017	ELECTR 06/04/17 - 03/05/17 ASHLEY ST REC CENTRE	3,913.76
INV 321183	04/05/2017	HORIZAN POWER ACCOUNTS PAYMENTS	3,840.58
EFT41994	15/05/2017	ISUBSCRIBE PTY LTD	620.57
INV 30578	21/03/2017	DERBY LIBRARY MAGAZINE SUBS	620.57
EFT41995	15/05/2017	KABLE AGENCIES PTY LTD	7,227.76
INV 3029	04/05/2017	RENT 68 CLARENDON ST	7,227.76
EFT41996	15/05/2017	KIMBERLEY TRAINING INSTITUTE	1,442.00
INV I0001098	04/04/2017	BACKHOE OPERATIONS 28/02/17 & 01/03/2017	1,215.00
INV I0001097	04/04/2017	SONNY MCKAY, GEN RUSS FIRST AID TRAINING	227.00
EFT41997	15/05/2017	LOOMA COMMUNITY INCORPORATED	7,078.50
INV 3186	06/04/2017	HOUSEHOLD RUBBISH COLLECTION	7,078.50
EFT41998	15/05/2017	NESPRESSO AUSTRALIA	525.00
INV 20755177	07/04/2017	CHAMBERS COFFEE ORDER	525.00
EFT41999	15/05/2017	NORTH WEST LOCKSMITH	614.00
INV 11145	20/03/2017	RE-KEY NEW WORKSHOP	614.00
EFT42000	15/05/2017	OFFICE STAR	880.00
INV 44599	12/04/2017	SERVICE AGRMENT COPIER #643	880.00
EFT42001	15/05/2017	JENKINS EARTHMOVING & TRANSPORT	56,479.50

INV 330	03/05/2017	ROAD WORKS	56,479.50
EFT42002	15/05/2017	SIGMA CHEMICALS	977.90
INV 100262/01	08/03/2017	POOL CHEMICALS	977.90
EFT42003	15/05/2017	TOTALLY WORK WEAR - BROOME	100.00
INV 12997	27/03/2017	2 X BOXES OF EAR PLUGS	100.00
EFT42004	15/05/2017	LEAVILLE HOLDINGS PTY LTD (WILLARE ROADHOUSE)	660.00
INV 4532	31/03/2017	EMPTY PICNIC BINS MARCH 17	660.00
EFT42005	19/05/2017	A & B TYRES	140.00
INV 21200	27/04/2017	2 XTYRE REPAIR AND MOUNT	140.00
EFT42006	19/05/2017	AERODROME MANAGEMENT SERVICES PTY LTD	12,372.80
INV 04391	04/05/2017	ANNUAL INSPECTION DERBY/FX AIRPORT	12,372.80
EFT42007	19/05/2017	ALEX GERRARD	40.82
INV REIMBUR	11/05/2017	POLICE CLEARANCE	40.82
EFT42008	19/05/2017	AYLA-MAY DELVIN	325.85
INV REIMBUR	27/04/2017	SHP APRIL 2017 - FOOD, SHP APRIL 2017 - FOOD	325.85
EFT42009	19/05/2017	ALTHAM PLUMBING CONTRACTORS	3,643.56
INV 5357	26/04/2017	REPAIR MALE TOILET	82.50
INV 5430	04/05/2017	DISCONNECT WATER AND WASTE	418.58
INV 5449	05/05/2017	PULL PUMP 1 AND UNBLOCK	352.00
INV 5332	05/05/2017	REPLACE PIPELINE TO TANK	1,453.29
INV 5484	11/05/2017	REPAIR FEMALE CISTERN	683.47
INV 5493	15/05/2017	REPAIR BUCKET AND HOSE	288.50
INV 5492	15/05/2017	REPAIR TAP TO SMOKO ROOM SINK	138.38
INV 5500	16/05/2017	INVESTIGATE FAULT TO HWS, REPAIR	226.84
EFT42010	19/05/2017	AUSTRALIAN SERVICES UNION	283.80
DEDUCTION	16/05/2017	Payroll Deduction	283.80
EFT42011	19/05/2017	DERBY LICENCED POST OFFICE	13.80
INV 1059	28/02/2017	POST BAG MED	13.80
EFT42012	19/05/2017	BIG BARRA'S ONE STOP SHOP	50.00
INV 56	24/04/2017	JUMP 4IT EQUIPMENT	50.00
EFT42013	19/05/2017	BUCKLEYS EARTHWORKS & PAVING PTY LTD	162,494.75
INV 2080	30/04/2017	FLOOD DAMAGE REPAIRS AREA 3 ROADS	149,712.75
INV 2077	30/04/2017	REPORTS FLOOD DAMAGED ROADS APRIL 17	12,782.00
EFT42014	19/05/2017	BOOKEASY PTY LTD	220.00
INV 12114	05/04/2017	BOOKINGS COMMISSIONS/MONTHLY FEES MAR 2017	220.00
EFT42015	19/05/2017	HALLIDAY ENTERPRISES PL T/A BK SIGNS	438.90
INV 15544	20/04/2017	PLAGUES & MEDALS JUMP4IT	438.90
EFT42016	19/05/2017	OFFICE NATIONAL BROOME (THE BOSS SHOP)	842.33
INV 883769	07/04/2017	EPSON EB-X31 PORTABLE DATA PROJECTOR	707.00
INV 885245	28/04/2017	COPY COUNTS c554e #98	135.33
EFT42017	19/05/2017	BAIRD AUSTRALIA PTY LTD	1,012.00
INV 21364	31/03/2017	CHRMAP GIS MAPPING PROGRESS CLAIM 2	1,012.00
EFT42018	19/05/2017	BAYULU SUPERMARKET	500.00
INV Q GRANT	20/04/2017	QUICK GRANT - BAYULU BULLDOGS	500.00
EFT42019	19/05/2017	CD CIVIL	5,310.80
INV 150	19/04/2017	ROAD INSPECTIONS AND REPORTS	5,310.80

EFT42020	19/05/2017	BOC LIMITED	370.44
INV CIG	31/03/2017	BOC GAS CHARGES, , , ,	370.44
EFT42021	19/05/2017	STAPLES AUSTRALIA PTY LTD	862.59
INV 10144707	13/02/2017	STATIONERY ITEMS	862.59
EFT42022	19/05/2017	DEPUTY CHILD SUPPORT REGISTRAR	78.04
DEDUCTION	16/05/2017	Payroll Deduction for CRAIG BOYS 16/05/2017	78.04
EFT42023	19/05/2017	DERBY AUTO ELECTRICAL&AIR CONDITIONING	295.00
INV 38921	21/04/2017	REPLACE BATTERY	295.00
EFT42024	19/05/2017	DERBY BUSH POET'S BREAKFAST	500.00
INV Q GRANT	11/05/2017	QUICK GRANT	500.00
EFT42025	19/05/2017	DERBY BUILDING SUPPLIES	476.27
INV 380703	30/03/2017	STIHL POLY CUT BLADES AND FILTER	29.80
INV 380909	30/03/2017	SUPPLY 1 X SET STRAP BOLTS	92.67
INV 381239	21/02/2017	STIHL NYLON CUTTER CORD ORANGE	65.00
INV 380328	30/03/2017	2 X RATTLER SOLENOID LOCATORS	73.10
INV 380342	30/03/2017	MARQUEE SUPPLIES	141.15
INV 380402	30/03/2017	FENCE SUPPLIES	74.55
EFT42026	19/05/2017	DEVELOPMENT CARTOGRAPHICS	600.00
INV 3707	16/05/2017	UPDATE DERBY TOWN MAPPING	600.00
EFT42027	19/05/2017	DERBY BUS SERVICE PTY LTD	70.00
INV 12888	26/04/2017	DROP OFF TO ADMIN 3 X PINK A4 PAPER	20.00
INV 12886	26/04/2017	BROOME TO DERBY, N.MYERS - 24/04/2017	50.00
EFT42028	19/05/2017	DERBY 4X4 & MARINE	124.14
INV 34265	03/05/2017	OIL DEXOS 2 - 5 LITRE & FILTER	84.98
INV 34349	11/05/2017	AIR HOSE	39.16
EFT42029	19/05/2017	DERBY FIREARM SUPPLIES	83.00
INV 415	06/04/2017	THRUST BEARING	18.00
INV 0411	18/03/2017	.22 REPAIRS	65.00
EFT42030	19/05/2017	DERBY PLUMBING AND GAS	6,996.41
INV 4469	18/03/2017	POOL REPAIRS	5,790.90
INV 4571	03/05/2017	SINK REPAIRS POOL OFFICE	1,205.51
EFT42031	19/05/2017	DERBY PROGRESSIVE SUPPLIES	242.42
INV 2285140	19/04/2017	POOL SUPPLIES	242.42
EFT42032	19/05/2017	DERBY TIGERS FOOTBALL CLUB INC	500.00
INV Q GRANT	17/05/2017	QUICK GRANT	500.00
EFT42033	19/05/2017	DERBY TREE SERVICES	1,254.00
INV 4223	04/05/2017	REMOVE GUM ON HARDMAN ST	704.00
INV 4224	04/05/2017	REMOVE DEAD TREE ON HARDMAN ST	550.00
EFT42034	19/05/2017	DERBY HARDWARE MITRE10	1,424.73
INV 10445064	10/04/2017	POWERBOARD HPM & ARLEC,	580.00
INV 10446358	02/05/2017	PAINT SUPPLIES	57.97
INV 10444895	07/04/2017	FUEL HOSE AND FITTING	19.35
INV 10445412	18/04/2017	HARDWARE SUPPLIES	75.09
INV 10445413	18/04/2017	CUT OFF DISC 1MM	75.80
INV 10445846	24/04/2017	VARIOUS SUNDRY ITEMS FOR STOCK	506.57

INV 10445847	24/04/2017	VARIOUS SUNDRY ITEMS FOR STOCK	21.99
INV 10445662	21/04/2017	GALV PAINT	87.96
EFT42035	19/05/2017	DUNCANS	5,220.00
INV 74	09/05/2017	4 DAYS DESIGNING, WORKING PROJECT FVF	2,320.00
INV 75	13/05/2017	5 days - FVFF projects 2,3,4 and 10,11/5	2,900.00
EFT42036	19/05/2017	DWA INDUSTRIAL RESOURCES PTY LTD	1,856.25
INV 14361	28/04/2017	REPAIR HANDRAIL TO BOARDING PLATFORM	726.00
INV 14368	28/04/2017	INSTALL 1 X URINAL SUPPORT	297.00
INV 14369	28/04/2017	RE-INSTATE 2 X SECTIONS OF WHARF NOSING	701.25
INV 14244	23/02/2017	REPAIR FAN CHUTE	132.00
EFT42037	19/05/2017	FX COMMUNICATIONS & AUDIO VISUAL	121.00
INV 914	08/05/2017	FXVC EFTPOS LINES	121.00
EFT42038	19/05/2017	GUNGALLA MACKAY PTY LTD	605.00
INV 27108	04/04/2017	CRACKER DUST BY THE CUBIC METRE	605.00
EFT42039	19/05/2017	HEMA MAPS PTY LTD	2,985.99
INV 22117	28/04/2017	MAPS FOR RESALE FXVC	2,985.99
EFT42040	19/05/2017	HARDY FUEL AND LUBRICANTS	14,500.00
INV 10064	16/05/2017	DIESEL FUEL	14,500.00
EFT42041	19/05/2017	INTEGRAL DEVELOPMENT	1,375.00
INV 1326	04/05/2017	M CUTHBERT & R SULLIVAN PUBLIC WORKSHOP	1,375.00
EFT42042	19/05/2017	ITVISION	3,539.25
INV 27852	30/04/2017	PAYROLL MANAGED SERVICES APRIL 2017	3,539.25
EFT42043	19/05/2017	JUSTFLEX	750.00
INV 09	26/04/2017	PERFORMANCE/WORKSHOP YOUTH CENTRE	750.00
EFT42044	19/05/2017	JILA PLUMBING	906.00
INV 128	21/04/2017	REPAIR LEAKING HOT WATER SYSTEM	906.00
EFT42045	19/05/2017	JILA GALLERY	260.00
INV 1110	28/04/2017	COUNCIL MEETING DINNER	260.00
EFT42046	19/05/2017	JOHN PHILIPS CONSULTING	2,750.00
INV 138	27/04/2017	2016-2017 CEO PERFORMANCE REVIEW	2,750.00
EFT42047	19/05/2017	KIMBERLEY KRASH REPAIRS	1,000.00
INV 7879/2	05/05/2017	EXCESS INSURANCE CLAIM REGO #1BPD91	1,000.00
EFT42048	19/05/2017	KIMBERLEY HIRE	440.00
INV 4705	31/03/2017	HIRE WACKER PACKER FOR CABBALLIN ROADS	440.00
EFT42049	19/05/2017	KW REFRIGERATION & A/C	638.00
INV 6853	11/04/2017	REPAIR A/C UNIT TO BEDROOM 2	327.80
INV 6876	20/04/2017	REPAIR CEILING CASSETTE A/C	310.20
EFT42050	19/05/2017	KIMBERLEY WASHROOM SERVICES	330.00
INV 4852	28/04/2017	SUPPLY & SERVICE SANITRY UNITS	330.00
EFT42051	19/05/2017	LALGARDI ENTERPRISES PTY LTD	420.00
INV 579	26/04/2017	REC CENTRE CLEAN JUMP4IT	245.00
INV 580	26/04/2017	CIVIC CENTRE CLEAN DISCO & ANZAC 20/24-04-17	175.00
EFT42052	19/05/2017	MT BARNETT STORE PTY LTD	100.02
INV 286815	04/05/2017	Fuel 14KW	100.02
EFT42053	19/05/2017	MACFARLAN ELECTRICAL	3,933.50

INV 1814111	11/04/2017	RE-INSTALL LIGHT POLE, 2 X LIGHTS	3,933.50
EFT42054	19/05/2017	MCLEODS BARRISTERS & SOLICITORS	1,002.65
INV 97348	27/04/2017	DERBY AIRPORT PROJECT - FORMAL INSTRUMENT	404.15
INV 97349	27/04/2017	LEASE OF AREA 3 FITZROY HELICOPTERS	598.50
EFT42055	19/05/2017	McMULLEN NOLAN GROUP PTY LTD	2,360.59
INV 88228	30/04/2017	COMPILED DEPOSITED PLAN - SHIRE DEPOT	2,360.59
EFT42056	19/05/2017	MOORE STEPHENS	74,938.86
INV 206519	28/04/2017	30TH JUNE 2017 AUDIT EXPENSES	13,590.06
INV 206413	28/04/2017	FINAL BILLING AUDIT EOY 30TH JUNE 2016	61,348.80
EFT42057	19/05/2017	MARNINWARNTIKURA FITZROY WOMEN'S RESOURCE	27,839.47
INV 1142	31/03/2017	FVFF SUPPORT 1/7/16 - 31/3/17, FVFF SUPPORT 1/7/16 - 31/3/17	27,839.47
EFT42058	19/05/2017	NORTH WEST LOCKSMITH	109.00
INV 11212	28/03/2017	42 'B' MACDONALD LOCKS	109.00
EFT42059	19/05/2017	OFFICE STAR	571.43
INV 44760	04/05/2017	HP LASERJET 305A YELLOW - CE412A	231.75
INV 44712	02/05/2017	SERVIE AGREEMENT e2540C #564	339.68
EFT42060	19/05/2017	PAUL BETAMBEAU	517.00
INV 770	01/05/2017	RE-HANG DOOR TO COMPUTER ROOM	165.00
INV 754	03/05/2017	REPAIR RETIC	352.00
EFT42061	19/05/2017	PHONOGRAPHIC PERFORMANCE COMPANY	298.79
INV 635444	02/04/2017	LICENSE TO PLAY RECORDED MUSIC	298.79
EFT42062	19/05/2017	RAY WHITE DERBY	90.40
INV 7 BLW	10/05/2017	WATER CHARGE 11-03-17 - 05-05-17	90.40
EFT42063	19/05/2017	R D A KIMBERLEY	68.72
INV 64	09/05/2017	PHONE LINE SUB LEASE APRIL 17	68.72
EFT42064	19/05/2017	DERBY BETTA HOME LIVING	231.95
INV 10063112	28/04/2017	2 X HANDHELD RADIO	99.95
INV 10062969	26/04/2017	MUSICAL INSTRUMENT ACCESSORIES	132.00
EFT42065	19/05/2017	RFF PTY LTD	27,871.80
INV 0157	30/04/2017	DERBY AIRPORT REDEVELOPMENT PROJECT	16,871.80
INV 0159	30/04/2017	SERVICES RETAINER APRIL 2017	11,000.00
EFT42066	19/05/2017	ROSALIE NIN AKRALJEVICH	3,814.04
INV A101840	19/05/2017	Rates refund for assessment A101840	3,814.04
EFT42067	19/05/2017	RUSTYS IGA (HAGGARTY NOMINEES PTY LTD)	64.64
INV 01/2175	13/04/2017	SHP SUPPLIES, SHP SUPPLIES	42.86
INV 01/0501	11/04/2017	JSHP SUPPLIES, JSHP SUPPLIES	21.78
EFT42068	19/05/2017	ROWAN STREET NURSERY	60.00
INV 2979	30/04/2017	HIRE & MAINTENANCE PALMS 68 CLARENDON	60.00
EFT42069	19/05/2017	SAMPEY MEATS	525.00
INV 199965	21/04/2017	JUMP4IT MEAT ORDER	525.00
EFT42070	19/05/2017	SARAH-JANE ANDERSON	185.08
INV REIMBUR	04/05/2017	ELECTR 06/04/17 - 03/05/17 U1/13 HOLMAN ST	185.08
EFT42071	19/05/2017	SARA HENNESSY	999.90
INV REIMBUR	17/05/2017	TABLE CLOTHS	999.90
EFT42072	19/05/2017	SKIPPERS CLEANING SERVICES	110.00

INV 683	09/05/2017	PLEASE CLEAN CONSULTANT UNIT	110.00
EFT42073	19/05/2017	SPINIFEX HOTEL	200.00
INV 28823	21/04/2017	JUMP 4IT VOLUNTEER LUNCHES	200.00
EFT42074	19/05/2017	ROSS WILLIAM GEORGE SULLIVAN	40.82
INV REIMBUR	11/05/2017	POLICE CLEARANCE	40.82
EFT42075	19/05/2017	TRANSAIR HOLDINGS PTY LTD	216.02
INV 10763	05/04/2017	BATTERY PACK HANDHELD RADIO & FREIGHT	216.02
EFT42076	19/05/2017	TIALE FAMILY TRUST	1,390.40
INV 45	08/05/2017	B MCKENNA VISIT DERBY LIBRARY	1,390.40
EFT42077	19/05/2017	TELSTRA CORPORATION	18,991.22
INV 1718873800	19/04/2017	FX BROADBAND 19/04/17 TO 19/05/2017	74.94
INV 4275260810	27/04/2017	SAT PHONES	456.47
INV 0463459000	12/04/2017	TELEPHONE,,,,,,,,,,,,,,,,,,,,,	18,459.81
EFT42078	19/05/2017	TROPPO SOUND	240.00
INV 61	11/04/2017	PARTS FOR DRUM KIT	240.00
EFT42079	19/05/2017	TOTALLY WORK WEAR - BROOME	60.00
INV 13097	11/04/2017	HIGH VIS VEST - 2 X LARGE - 2 X EXTRA LARGE	60.00
EFT42080	19/05/2017	LEAVILLE HOLDINGS PTY LTD (WILLARE BRIDGE ROADHOUSE)	825.00
INV 4610	30/04/2017	EMPTY PICNIC BINS APRIL 2017	825.00
EFT42081	19/05/2017	WATTNOW ELECTRICAL	3,280.03
INV 3454	05/05/2017	SHIRE MAIN OFFICE - RE-LOCATE POWER AND DATA	575.03
INV 3370	21/04/2017	MINOR ELECTRICAL WORKS	557.70
INV 3393	26/04/2017	ELECTRICAL CHECK - ANZAC DAY	876.79
INV 3383	24/04/2017	REPLACE FLURO TUBE - DEV SEVICES	240.74
INV 3448	09/05/2017	PLACE NEW PLUG ON COMPRESSOR	558.71
INV 3461	22/04/2017	REPAIR SECURITY LIGHTS	471.06
EFT42082	19/05/2017	WATTLEUP TRACTORS	756.38
INV 1233320	03/04/2017	BEAM ASSY EHD # HO 78727	756.38
EFT42083	19/05/2017	WOOLWORTHS PTY LIMITED	2,620.40
INV 2663894	27/04/2017	GIFTS FOR SHP HELPERS, GIFTS FOR SHP HELPERS	141.93
INV 2663781	11/04/2017	POWERADES	480.00
INV 2663884	24/04/2017	GROCERIES	16.60
INV 2663800	12/04/2017	SHP SUPPLIES, SHP SUPPLIES	86.93
INV 2663764	11/04/2017	JSHP SUPPLIES, JSHP SUPPLIES	39.94
INV 2663752	06/04/2017	JSHP SUPPLIES	178.33
INV 2663831	18/04/2017	ANZAC DAY SUPPLIES, ANZAC DAY SUPPLIES	111.64
INV 2749817	10/05/2017	U4 CLARENDON SUPPLIES	224.09
INV 2749808	09/05/2017	UNIT 4 SET UP	787.71
INV 2289637	13/12/2016	DMSP PURCHASE SUPPLIES	99.74
INV 2663848	21/04/2017	STOCK FOR SALES	281.74
INV 2289387	07/10/2016	PADDLE POP ORDER	171.75
EFT42084	26/05/2017	AYLA-MAY DELVIN	382.45
INV REIMBUR	19/05/2017	WWCC W/SHOP, B/FAST - LUNCH, ART SUPPLIES	192.48
INV REIMBUR	25/05/2017	GROCERIES, GROCERIES	189.97
EFT42085	26/05/2017	AUSTRALIA POST	1,929.49

INV 1006360406	03/04/2017	POSTAGE MARCH 2017	571.77
INV 1006360407	03/05/2017	POSTAGE APRIL 2017	1,357.72
EFT42086	26/05/2017	DERBY LICENCED POST OFFICE	57.20
INV 904	31/03/2017	SELF INKING STAMP	57.20
EFT42087	26/05/2017	G BISHOPS TRANSPORT SERVICES PTY LTD	480.58
INV B37921	08/05/2017	CON #156154 ROSHER TO DEPOT	74.23
INV B38251	15/05/2017	CON # 165056 MANAGED I.T TO ADMIN	74.23
INV B37791	04/05/2017	CON #144545 TRAILER PARTS TO DEPOT	108.05
INV B36841	12/04/2017	CON #151744 SUPER MOTORS TO DEPOT	74.23
INV B37600	30/04/2017	CON #111088 JCB TO DEPOT	74.23
INV B37064	19/04/2017	CON #112784 WATTLEUP TRACTORS TO DEPOT	75.61
EFT42088	26/05/2017	BLUE SALT PROPERTY GROUP PTY LTD	264.97
INV A900920	22/05/2017	Rates refund for assessment A900920	264.97
EFT42089	26/05/2017	CHRIS HURSTFIELD	362.89
INV REIMBUR	24/05/2017	MOBILE MAR AND APRIL 17	362.89
EFT42090	26/05/2017	STAPLES AUSTRALIA PTY LTD	480.12
INV 9021068931	03/05/2017	STATIONERY ORDER	480.12
EFT42091	26/05/2017	CROSSING AUTOMOTIVE SERVICES	121.00
INV 7968	16/05/2017	TYRE REPAIR	22.00
INV 8024	23/05/2017	TYRE REPAIR, TYRE REPAIR	99.00
EFT42092	26/05/2017	DATA#3 LIMITED - QUEENSLAND	70,477.41
INV 1614387	03/05/2017	MICROSOFT LICENCING JUNE 17 - MAY 18	70,477.41
EFT42093	26/05/2017	DISC DOCTOR	440.00
INV 21794	19/04/2017	DISC CLEANING MACHINE	440.00
EFT42094	26/05/2017	DERBY PROFESSIONAL CENTRE	5,830.00
INV 0417	01/04/2017	RENT FOR GYM 2 CLARENDON ST APRIL 17	5,830.00
EFT42095	26/05/2017	DERBY PROGRESSIVE SUPPLIES	1,480.15
INV 2285196	20/04/2017	SUPPLIES VC, SUPPLIES CHANGEROOMS	453.61
INV 02285944	01/05/2017	BATHROOM/TOILET SUPPLIES	1,026.54
EFT42096	26/05/2017	DERBY STOCK SUPPLIES	60.00
INV 13062611	11/05/2017	POULTRY MIX	60.00
EFT42097	26/05/2017	DERBY TREE SERVICES	528.00
INV 4232	12/05/2017	REMOVE DEAD TREE AT SPORTIES	528.00
EFT42098	26/05/2017	DERBY HARDWARE MITRE10	240.85
INV 10446553	04/05/2017	MINOR GARDEN MATERIALS	205.86
INV 10446620	05/05/2017	SUPPLY 1 X TOILET INDICATOR BOLT	34.99
EFT42099	26/05/2017	FITZROY HARDWARE PTY LTD	223.30
INV 84043	20/04/2017	1 BAG LAYER CRUMBLE	52.00
INV 84477	01/05/2017	CHLORINE TABS - A/PORT TANK, PRIMER FLUID	81.30
INV 79023	19/11/2016	LAYER CRUMBLE	60.00
INV 79955	15/12/2016	LAYER CRUMBLE	30.00
EFT42100	26/05/2017	FLUID MANAGEMENT TECHNOLOGY	49.50
INV 8626	11/04/2017	SD CARD SMARTIFILL FUEL SYSTEM	49.50
EFT42101	26/05/2017	GJ JOHNSON & CO ELECTRICAL CONTRACTORS	198.00
INV 68816	17/05/2017	INVESTIGATE FAULT	198.00

EFT42102	26/05/2017	GUNGALLA MACKAY PTY LTD	335.50
INV 27107	13/04/2017	REMOVAL OF MATERIAL FROM BOAT RAMP	335.50
EFT42103	26/05/2017	HORIZON POWER - ACCOUNT PAYMENTS	18,945.14
INV 439120	09/05/2017	ELETRC 14/4/17 - 8/5/17 U B/14 BLOODWOOD	263.12
INV 198764	09/05/2017	HORIZAN POWER ACCOUNT PAYMENTS	1,718.48
INV 424950	03/05/2017	ELECTR L26818 WHARF RD 5/4/17 - 2/5/17	294.50
INV 107820	02/05/2017	ELECTR UA L84 DURACK CAMBALLIN	677.57
INV 220780	01/05/2017	ELECTR DERBY STREET LIGHTING 1/4/17 - 30/4/17	14,206.74
INV 163224	10/05/2017	ELECTR L99999 FALLON RD FX	133.76
INV 163546	10/05/2017	ELECTR 11/3/17 - 9/5/17 L32 AIRPORT RD FX	1,650.97
EFT42104	26/05/2017	KENNETH RAYMOND MCLEOD	476.50
INV REIMBUR	25/05/2017	2 KLEENHEAT GAS BOTTLES	476.50
EFT42105	26/05/2017	KIMBERLEY HOME ELECTRICAL	917.95
INV 17-00006764	10/05/2017	SUPPLIES - EMPLOYEE HOUSING	917.95
EFT42106	26/05/2017	KW REFRIGERATION & A/C	4,420.00
INV 6666	13/03/2017	INSTALL 2 X NEW DAIKIN INVERTER	4,420.00
EFT42107	26/05/2017	MACFARLAN ELECTRICAL	1,361.80
INV 8184117	22/05/2017	LIGHTING REPAIRS	1,361.80
EFT42108	26/05/2017	MANAGED IT PTY LTD	14,149.01
INV 42323	20/04/2017	A ROBERTS VISIT 28/3/17 - 30/3/17	2,396.33
INV 42327	03/05/2017	BACK UP AND RECOVERY MAY 17	9,467.15
INV 42339	03/05/2017	SLA SERVER MANAGEMENT MAY 17	2,285.53
EFT42109	26/05/2017	MOORE STEPHENS	6,404.75
INV 206403	27/04/2017	PREP 15/16 ANNUAL FINANCIAL STATEMENTS	2,664.75
INV 206583	05/05/2017	KEY WORKER HOUSING AUDIT	3,740.00
EFT42110	26/05/2017	OFFICE STAR	3,322.26
INV 43841	09/01/2017	SERVICE AGREEMENT TOSHIBA E2050C #345	145.20
INV 43842	09/01/2017	SERVICE AGREEMENT E5540C #348	541.20
INV 44029	03/02/2017	SERVICE AGREEMENT E2050C #344	291.06
INV 44101	10/02/2017	REPAIR VISIT TOSHIBA E4540 #440	126.50
INV 44304	07/03/2017	SERVICE AGREEMENT RICOH C6004 #643	330.00
INV 44445	28/03/2017	SERVICE AGREEMENT TOSHIBA E5540C #348	429.66
INV 44496	31/03/2017	SERVICE AGREEMENT TOSHIBA E2050C #344	604.82
INV 44875	12/05/2017	REPAIR VISIT TOSHIBA COPIER	126.50
INV 43840	09/01/2017	SERVICE AGREEMENT TOSHIBA E2050C #344	436.26
INV 44758	03/05/2017	Service agreement toshiba E2050c	291.06
EFT42111	26/05/2017	REGAL TRANSPORT	165.23
INV 938816	16/05/2017	CON #2261659 DERBY LIBRARY TO STATE LIBRARY	22.11
INV 936483	30/04/2017	3 X DERBY TO STATE LIBRARY	143.12
EFT42112	26/05/2017	JENKINS EARTHMOVING & TRANSPORT	100,578.23
INV 331	15/05/2017	ROAD GRADING	88,670.73
INV 332	16/05/2017	FLOOD REPAIRS CAMBALLIN MYROODAH RD	11,907.50
EFT42113	26/05/2017	TOLL PRIORITY	158.27
INV P69042700	21/04/2017	DERBY TO PERTH WATER EXAM LAB	158.27
EFT42114	26/05/2017	TELSTRA CORPORATION	19,372.91

EFT42132	30/05/2017	VICKY CUTHBERT	300.00
INV T162	11/05/2017	HIRE OF COMMUNITY ROOM - MOTHERS GROUP	300.00
EFT42133	30/05/2017	WINUN NGARI ABORIGINAL CORPORATION	300.00
INV TWNE.1	29/05/2017	BOND FUNERAL SERVICE - 21/04/2017 NO ALCOHOL	300.00
EFT42134	30/05/2017	WILD LIFE WEST INC	1,000.00
INV TWWE.1	15/05/2017	FXDS 02/05/2017	1,000.00
EFT42135	31/05/2017	A & B TYRES	60.00
INV 21210	28/04/2017	REPAIR TYRE	60.00
EFT42136	31/05/2017	BLACKWOODS ATKINS - BROOME	1,135.92
INV BMMC6294	11/04/2017	ROPE PE SILVER 10mm X 250M	90.75
INV PEMB0742	05/04/2017	STRAP # 06618379	101.38
INV BMMI2128	09/05/2017	AIR REEL # 06099743	352.00
INV BMMJ0596	12/05/2017	EXT LEADS X 4	92.52
INV PEMJ0597	12/05/2017	SOCKET HI-COUP NITTO # 02870054	17.56
INV BMMK0798	17/05/2017	FIRST AID KIT # 0447 4577	68.90
INV BMMB0741	05/05/2017	GENERAL SUPPLIES	125.51
INV PEMC5426	11/04/2017	KIT THREAD SETTER, LED LIGHT	287.30
EFT42137	31/05/2017	DERBY AUTO ELECTRICAL&AIR CONDITIONING	226.00
INV 39046	10/05/2017	BATTERYFOR JUMP PACK	226.00
EFT42138	31/05/2017	DERBY CHAMBER OF COMMERCE INC	200.00
INV 304	09/05/2017	2017/18 ANNUAL MEMBERSHIP	200.00
EFT42139	31/05/2017	DERBY PROGRESSIVE SUPPLIES	813.64
INV 02283952	30/03/2017	BATHROOM/TOILET SUPPLIES	813.64
EFT42140	31/05/2017	DERBY HARDWARE MITRE10	259.96
INV 10446652	05/05/2017	4 X 20L ACID	259.96
EFT42141	31/05/2017	DWA INDUSTRIAL RESOURCES PTY LTD	3,316.50
INV 14347	26/04/2017	4 STEEL BENCH TOPS	891.00
INV 14385	11/05/2017	REPAIR FIRE HYDRANT CABINET	2,425.50
EFT42142	31/05/2017	EzyDVD	620.43
INV 2414171	23/05/2017	DVDs - DERBY LIBRARY, DVDs - FX LIBRARY	620.43
EFT42143	31/05/2017	GUNGALLA MACKAY PTY LTD	660.00
INV 27297	08/05/2017	RIVER SAND SCREENED BY THE METRE	660.00
EFT42144	31/05/2017	JR & A HERSEY PTY LTD	546.15
INV 40647	04/05/2017	GENERAL SUPPLIES	546.15
EFT42145	31/05/2017	MARTIN CUTHBERT	687.32
INV REIMBUR	02/05/2017	ELECTR 14 BLOODWOOD CR, MOBILE PHONE	687.32
EFT42146	31/05/2017	MCLEODS BARRISTERS & SOLICITORS	13,146.91
INV 94922	31/10/2016	LEGAL ADVISE DERBY WHARF	1,283.34
INV 95914	30/12/2016	LEGAL ADVISE DERBY WHARF	3,518.06
INV 96037	30/01/2017	LEGAL ADVISE DERBY WHARF	2,525.53
INV 96458	27/02/2017	LEGAL ADVISE DERBY WHARF	5,819.98
EFT42147	31/05/2017	OSA PRODUCTIONS TRUST	1,100.00
INV 785	08/10/2016	BAND AT FX REC CENTRE 31/05/17	1,100.00
EFT42148	31/05/2017	PAUL BETAMBEAU	1,035.00
INV 777	09/05/2017	MAINTENANCE JOBS	647.00

INV 778	11/05/2017	INSTALL TOILET INDICATOR BOLT	66.00
INV 773	03/05/2017	REAIRS	322.00
EFT42149	31/05/2017	PUMPHOUSE RESTAURANT	5,364.30
INV 10989	16/05/2017	KZM DINNER 16/5/17 100PAX	5,364.30
EFT42150	31/05/2017	E & MJ ROSHER PTY LTD	56,226.50
INV 1313184	04/05/2017	KUBOTA ZD122RL-72R	24,563.00
INV 1313183	04/05/2017	KUBOTA F3690-AU 4WD	31,663.50
EFT42151	31/05/2017	H & M TRACEY CONSTRUCTION PTY LTD	695.20
INV 33812	19/05/2017	REPLACE STORE ROOM DOOR TO UNIT 4	695.20
EFT42152	31/05/2017	VETERINARY SURGEONS BOARD	200.00
INV JNE2017	11/05/2017	ANNUAL FEE RENEWAL - J CAREY	200.00
EFT42153	31/05/2017	WATTNOW ELECTRICAL	2,253.96
INV 3502	16/05/2017	INSTALL OF DOSING SYSTEM	734.00
INV 3479	12/05/2017	INSPECT HEAT PUMPS	1,519.96
EFT42154	31/05/2017	WATTLEUP TRACTORS	615.20
INV 1233611	10/04/2017	O RING # 3009045X1, BALL END & SEAL	417.00
INV 1233828	19/04/2017	GASKET # 1678637M1	5.10
INV 1233560	08/04/2017	O RING X 3, BUSH, WASHER LOCK	154.35
INV 1233492	06/04/2017	O RING # 831452M1	16.25
INV 1234117	29/04/2017	O RING # 3009045X1	22.50
EFT42155	31/05/2017	WOOLWORTHS PTY LIMITED	74.07
INV 2749832	11/05/2017	GROCERIES, GROCERIES	74.07
Total			1,461,219.58

MUNI PAYMENTS MAY 2017

Cheque /EFT No	Date	Name	Amount
		Invoice Description	
54625	25/05/2017	DEPARTMENT OF TRANSPORT - VEHICLE REGO	400.00
INV KW86	26/04/2017	SHIRE PLATE FEE - KW86	200.00
INV 84KW	04/05/2017	SHIRE PLATE FEE 84KW	200.00
54626	25/05/2017	NGUNGA WOMENS GROUP (INC)	500.00
INV QUICK GRANT	10/04/2017	QUICK GRANT	500.00
54627	25/05/2017	MARIA SYMONS	31.00
INV REFUND	21/04/2017	REFUND OVER PAID STALLHOLDER FEE	31.00
54628	25/05/2017	DOT - JETTY/PORT LICENCE	39.10
INV LM1361	01/04/2017	JETTY LICENCE RENEWAL	39.10
54629	26/05/2017	*PAY CASH*	453.10
INV PETTY CASH	25/05/2017	PETTY CASH	453.10
54630	26/05/2017	*PAY CASH*	100.00
INV DOT FLOAT	26/05/2017	INCREASE OF DOT FLOAT \$100	100.00
54631	26/05/2017	WATER CORPORATION	5,507.25
INV 9006982405	08/05/2017	29 BARNETT WAY 11/3/17 - 6/5/17	213.44
INV 9006973891	08/05/2017	INFANT HEALTH 36 LOCH ST 13/3/17 - 5/5/17	93.95

INV 9006973904	08/05/2017	LIBRARY 30 - 34 LOCH ST 13/3/17 - 5/5/17	287.97
INV 9006973947	08/05/2017	YOUTH CENTRE HARDMAN ST	1,306.10
INV 9006975053	08/05/2017	TOILETS 49 -55 CLARENDON ST	93.43
INV 9006978422	08/05/2017	11 HANSON ST 13/3/17 - 5/5/17	529.51
INV 9006979679	08/05/2017	RESERVE 6 - 8 ROWELL CRT 11/3/17 - 5/5/17	715.15
INV 9006985833	08/05/2017	ROAD VERGE 1 CLARENDON ST 13/3/17 - 5/5/17	169.20
INV 9006985841	08/05/2017	GARDEN AT 1 CLARENDON ST 13/3/17 - 5/5/17	90.24
INV 9008757359	08/05/2017	8 KURRAJONG LOOP 11/3/17 - 5/5/17	704.91
INV 9008757615	08/05/2017	UNIT 19 WOOLLYBUTT CNR 11/3/17 - 5/5/17	246.75
INV 9018700655	02/05/2017	FITZROY OVAL 1/5/17 - 30/6/17 SEWAGE	197.46
INV 9008757703	08/05/2017	4 WOOLLYBUTT CNR 11/3/17 - 5/5/17	405.29
INV 9009765414	08/05/2017	4A ROWELL CRT 13/3/17 - 5/5/17	215.03
INV 9009765422	08/05/2017	4 B ROWELL CRT 13/3/17 - 5/5/17	238.82
54632	26/05/2017	WATER CORPORATION	14,954.79
INV 9012556357	08/05/2017	CENTRE 24 ROWAN ST 11/3/17 - 5/5/17	624.24
INV 9012616903	08/05/2017	UA 14 BLOODWOOD CR 11/3/17 - 5/5/17	853.91
INV 9012616911	08/05/2017	UB 14 BLOODWOOD CR 11/3/17 - 5/5/17	544.10
INV 9016571458	08/05/2017	U8 5 ROWAN ST 13/3/17 - 5/5/17	321.29
INV 9017886750	08/05/2017	AMENITIES JETTY RD 13/3/17 - 5/5/17	22.56
INV 9020549317	08/05/2017	UNIT 19 WOOLLYBUTT CNR 11/3/17 - 5/5/17	275.29
INV 9021175329	08/05/2017	U6 20 CLARENDON ST 13/3/17 - 5/5/17	257.85
INV 9006973744	08/05/2017	RESTAURANT JETTY RD 13/3/17 - 5/5/17	1,295.70
INV 9021175396	08/05/2017	U5 20 CLARENDON ST 13/3/17 - 5/5/17	246.75
INV 9021175409	08/05/2017	U1 20 CLARENDON ST 13/3/17 - 5/5/17	224.54
INV 9021175417	08/05/2017	U3 20 CLARENDON ST 13/3/17 - 5/5/17	230.89
INV 9021175425	08/05/2017	U4 20 CLARENDON ST 13/3/17 - 5/5/17	216.61
INV 9021175433	08/05/2017	U2 20 CLARENDON ST 13/3/17 - 5/5/17	222.96
INV 9022168905	08/05/2017	20 CLARENDON ST 13/3/17 - 5/5/17	79.13
INV 9006972290	08/05/2017	TOILETS JETTY RD 13/3/17 - 5/5/17	1,251.95
INV 9006973699	08/05/2017	MUSEUM 3 LOCH ST 13/3/17 - 5/5/17	102.98
INV 9006973736	08/05/2017	CLUB 12 ELDER ST 11/3/17 - 5/5/17	242.32
INV 9006973840	08/05/2017	OFFICE 24 LOCH ST 13/3/17 - 5/5/17	634.75
INV 9006973875	08/05/2017	OFFICES 30 LOCH ST	2,910.30
INV 9006973883	08/05/2017	SWIMMING POOL 11 JOHNSTON ST4	4,396.67
Total			21,985.24

FEES AND CHARGES MAY 2017

Cheque /EFT No		Name	Amount
	Date	Invoice Description	
714	04/05/2017	GHA - GREYHOUND AUSTRALIA	3,501.08
714	01/05/2017	MER - MERCHANT FEES	185.50
714	01/05/2017	FXBC - FITZROY CROSSING BANK CHARGES	49.15
714	02/05/2017	MER - MERCHANT FEES	220.14
714	03/05/2017	CBA - CBA POS FEE	6.46
714	02/05/2017	EXC - EXCESS TRANSACTIONS FEE	45.40
714	01/05/2017	EXC - EXCESS TRANSACTIONS FEE	25.65
714	01/05/2017	CMD - CHEQUE OR MERCHANT DEPOSITS FEE	5.40
714	01/05/2017	WN7365 - WESTNET ACCOUNT 7365 (\$264.83)	309.85
715	11/05/2017	GHA - GREYHOUND AUSTRALIA	1,970.68
715	09/05/2017	CAP - GYM LEASE MONTHLY PAYMENTS	516.32
716	18/05/2017	GHA - GREYHOUND AUSTRALIA	3,828.79
716	15/05/2017	BEX - BPOINT FEES	34.55
717	26/05/2017	GHA - GREYHOUND AUSTRALIA	2,552.34
719	31/05/2017	BAS1A - ATO - BAS PAYMENT - GST COLLECTED	10,866.00
719	31/05/2017	BAS1B - ATO - BAS PAYMENT - GST PAID	-63,866.00
719	31/05/2017	PAYROLL	485970.43
719	19/05/2017	VIVA Shell - Fuel Payment - April	1257.52
719	31/05/2017	VIVA Shell - Fuel Payment - May	1320.99
719	31/05/2017	Payroll Liabilities	92,065.92
719	8/05/2017	Credit Card Payment	25189.69
719	29/05/2017	Loan Payment 136	13943.01
Total			579,998.87

TRUST PAYMENTS MAY 2017

Cheque /EFT No		Name	Amount
	Date	Invoice Description	
6458	30/05/2017	CONSTRUCTION TRAINING FUND	473.25
INV TBCI.20	29/05/2017	App # BPC3935 UBUNTU DEVELOPMENTS	111.75
INV TBCI.20	29/05/2017	App # BPC3931 Rick HARDY	69.75
INV TBCI.20	29/05/2017	App # BPC3937 DERBY TRENDVALE PTY LTD	291.75
6459	30/05/2017	SHIRE OF DERBY/WEST KIMBERLEY	204.68
INV TMARA.23	02/03/2017	FXDS 02/03/2017	0.50
INV TBFC.23	06/09/2016	Invoice paid 18986	82.50
INV TWRC.23	29/05/2017	FXDS 02/03/2017, FXDS 10/03/2017	34.80
INV TNND.23	29/05/2017	FXDS 08/03/2017	3.75
INV TJPN.23	29/05/2017	FXDS 08/03/2017	3.12
INV TMARA.23	29/05/2017	FXDS 10/04/2017, FXDS 21/04/2017, FXDS 26/04/2017	10.25
INV TDCOX.23	29/05/2017	FXDS 19/04/2017	4.38
INV TJPN.23	29/05/2017	FXDS 05/04/2017, FXDS 11/04/2017, FXDS 27/04/2017	10.63
INV TGTS.23	29/10/2017	FXDS 24/04/2017, FXDS 26/04/2017	30.00
INV TBCI.20	29/05/2017	App # BPC3935 UBUNTU DEVELOPMENTS	8.25
INV TBCI.20	29/05/2017	App # BPC3931 Rick HARDY	8.25
INV TBCI.20	29/05/2017	App # BPC3937 DERBY TRENDVALE PTY LTD	8.25
Total			677.93



Shire of Derby/West Kimberley

ITEM 10.2.2

ATTACHMENT 10

STATEMENT OF FINANCIAL ACTIVITY

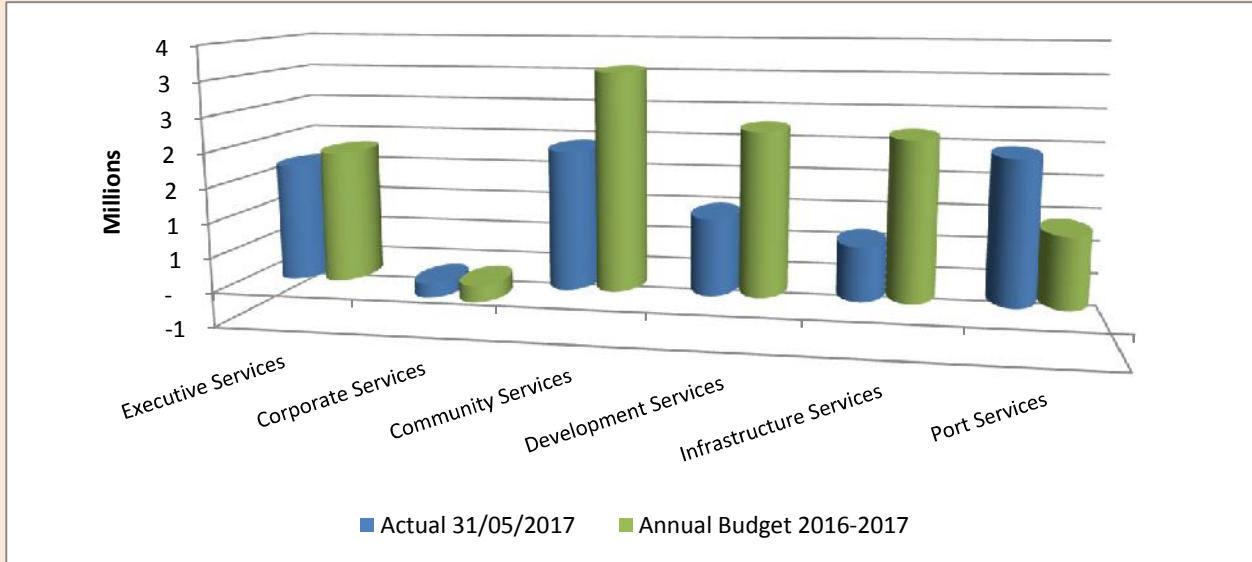
MAY 2017

Shire of Derby West Kimberley

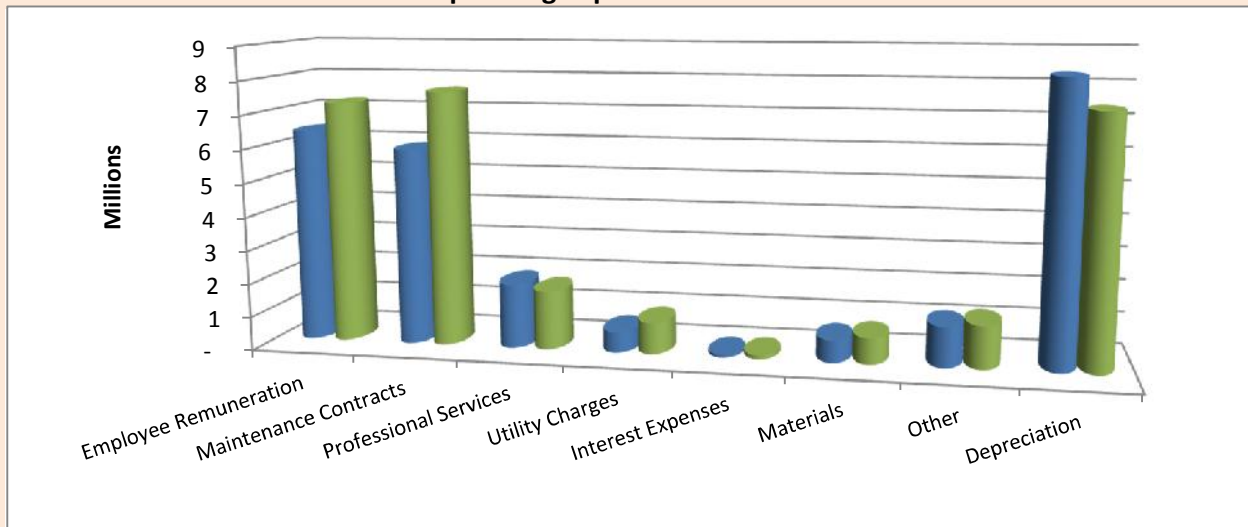
Monthly Financial Statements

31 May 2017

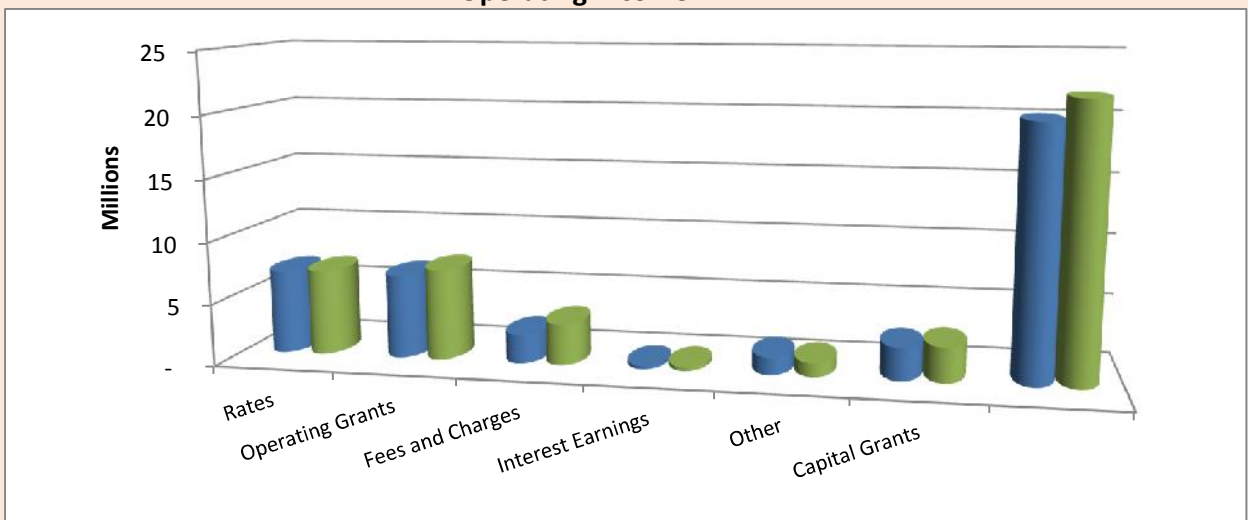
General Purpose Income Used Against Budget Allocation (Rates, FAGS Grant and Investments)



Operating Expenditure



Operating Income



Shire of Derby West Kimberley
Monthly Financial Statements
31 May 2017

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Shire of Derby West Kimberley
Monthly Financial Statement by Statutory Program

Particulars	Year to Date	Budget Estimate	Budget	92 % of	Variance on
	31/05/2017	31/05/2017	2016-2017	year gone % spent or raised	estimate <> \$30,000
Estimated Surplus/(Deficit) July 1 B/Fwd	\$ 2,456,164	\$ 2,599,300	\$ 2,599,300	-6%	143,100
Revenue					
General Purpose Funding	11,241,162	11,376,622	11,393,800	99%	135,500
Governance	155,578	196,679	255,500	61%	41,100
Law, Order, Public Safety	63,644	35,805	39,100	163%	-
Health	527,513	544,666	550,200	96%	-
Education and Welfare	555,763	381,766	416,500	133%	(174,000)
Housing	13,679	36,465	39,800	34%	-
Community Amenities	1,717,690	1,871,855	1,923,500	89%	154,200
Recreation and Culture	545,854	425,597	526,100	104%	(120,300)
Transport	4,651,696	5,370,935	5,745,100	81%	719,200
Economic Services	232,540	262,031	285,900	81%	-
Other Property and Services	304,349	399,245	560,600	54%	94,900
	20,009,467	20,901,666	21,736,100	92%	892,200
Expenses					
General Purpose Funding	(515,912)	(321,642)	(329,100)	157%	194,300
Governance	(1,155,974)	(1,261,644)	(1,495,000)	77%	(105,700)
Law, Order, Public Safety	(341,734)	(383,438)	(418,600)	82%	(41,700)
Health	(682,122)	(841,170)	(917,900)	74%	(159,000)
Education and Welfare	(667,665)	(674,762)	(733,400)	91%	-
Housing	(253,371)	(267,541)	(319,800)	79%	-
Community Amenities	(2,758,233)	(3,448,280)	(3,762,100)	73%	(690,000)
Recreation and Culture	(4,016,226)	(4,357,429)	(4,624,400)	87%	(341,200)
Transport	(11,913,629)	(10,719,070)	(11,564,400)	103%	1,194,600
Economic Services	(1,001,449)	(1,089,618)	(1,187,600)	84%	(88,200)
Other Property and Services	(1,461,892)	(1,070,647)	(1,399,300)	104%	391,200
	(24,768,206)	(24,435,241)	(26,751,600)	93%	333,000
Net Result	(4,758,739)	(3,533,575)	(5,015,500)	95%	1,225,200
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
Profit/(Loss) on Asset Disposals	5,011	0	0	-	-
Depreciation on Assets	8,311,655	6,775,918	7,386,600	113%	(1,535,700)
Capital expenditure and revenue					
Purchase Property, Plant and Equipment	(1,152,142)	(1,178,441)	(1,209,300)	-2%	-
Purchase Infrastructure	(2,579,478)	(4,219,795)	(12,099,600)	-39%	(1,640,300)
Proceeds from Disposal of Assets	-	62,000	212,000	-	62,000
Repayment of Debentures	(97,565)	(135,377)	(147,700)	-28%	(37,800)
Proceeds from New Debentures	-	-	7,000,000	-	-
Transfers to Reserves (Restricted Assets)	(44,734)	(42,493)	(196,400)	5%	-
Transfers from Reserves (Restricted Assets)	200,000	735,966	1,230,600	-73%	536,000
Estimated Surplus/(Deficit) June 30 C/Fwd	2,340,172	1,063,503	(240,000)		

Shire of Derby West Kimberley
Monthly Financial Statements Net Current Assets

	Actual Brought Forward	Balance at 31/05/2017	Budget 2016-2017
Current Assets			
Cash - Unrestricted	1,138,024	2,390,182	220,000
Cash - Restricted	5,714,671	2,878,507	1,938,800
Rates Outstanding	1,840,609	1,406,214	1,250,000
Sundry Debtors	1,437,574	485,783	1,700,000
GST Receivable	345,407	363,779	-
Provision for Doubtful Debts	(604,890)	24,041	-
Accrued Income	63,094	30,355	-
Inventories	103,305	136,868	90,000
	10,037,794	7,715,729	5,198,800
Less Current Liabilities			
Sundry Creditors	(2,541,974)	(212,325)	(2,450,000)
Income Received in Advance	(1,061,354)	(2,115,087)	-
Accrued Expenses	(112,727)	(16,756)	-
ATO Liabilities	(61,071)	(507,981)	-
Long Term Borrowings	(133,267)	(35,701)	(147,700)
Provisions for Leave	(975,745)	(975,745)	(1,050,000)
	(4,886,138)	(3,863,596)	(3,647,700)
Net Current Assets (Surplus/Deficit)	5,151,656	3,852,133	1,551,100
Adjustments for Cash Budget			
Less: Cash Reserves - Restricted	(2,828,759)	(2,878,507)	(1,938,800)
	(2,828,759)	(2,878,507)	(1,938,800)
Add: Current Loan Liability - Principal Repayment	133,267	35,701	147,700
	133,267	35,701	147,700
Adjusted Net Current Asset Position (Surplus/Deficit)	2,456,164	1,009,328	(240,000)

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

Total All Divisions	Year to Date	Budget Estimate	Budget	92 % of	Variance on
	31/05/2017	31/05/2017	2016-2017	year gone % spent or raised	estimate <> \$30,000
Deficit/(Surplus) Brought Forward	2,456,164	2,599,300	2,599,300	94%	(143,100)
Revenue					
Amount Raised from Rates	6,788,321	6,914,000	6,916,500	98%	(125,700)
Fees and Charges	2,098,579	2,792,958	2,930,100	72%	(694,400)
Lease and Rental	221,482	383,130	418,000	53%	(161,600)
Contributions and Reimbursements	681,824	885,576	987,200	69%	(203,800)
Other Revenue	1,404,248	1,097,022	1,124,100	125%	307,200
Interest Earnings	263,380	285,934	312,000	84%	-
Grants	6,074,573	6,119,344	6,385,600	95%	(44,800)
Total Unrestricted Revenue	17,532,408	18,477,964	19,073,500	92%	(945,600)
Direct Expenses					
Employee Costs					
Remuneration	(5,447,194)	(5,359,959)	(5,847,500)	93%	(87,200)
Other	(374,767)	(594,781)	(660,000)	57%	220,000
Goods					
Food and Refreshments	(39,690)	(60,192)	(65,800)	60%	-
Stationery and Cleaning Products	(18,141)	(29,359)	(32,100)	57%	-
Minor Assets and Equipment	(59,977)	(120,582)	(131,600)	46%	60,600
Hardware and General Materials	(552,793)	(502,667)	(549,000)	101%	(50,100)
Services					
General	(5,679,300)	(6,611,864)	(7,312,000)	78%	932,600
Cleaning	(219,234)	(259,897)	(283,600)	77%	40,700
Mechanical	-	(36,014)	(39,400)	-	36,000
Technical	(201,519)	(95,865)	(104,900)	192%	(105,700)
Professional	(491,926)	(509,948)	(538,500)	91%	-
Memberships and Subscriptions	(221,488)	(214,104)	(228,600)	97%	-
Hire and Lease	(118,095)	(93,005)	(101,500)	116%	-
Insurance	(903,126)	(755,090)	(788,800)	114%	(148,000)
Power and Water	(629,767)	(874,170)	(954,100)	66%	244,400
Other					
Interest	(88,467)	(81,052)	(121,900)	73%	-
Other	(1,068,224)	(895,684)	(985,900)	108%	(172,500)
Write-offs, Concessions and Contributions	(139,152)	(273,768)	(298,700)	47%	134,600
Total Direct Expenditure	(16,252,858)	(17,368,001)	(19,043,900)	85%	1,115,100
Indirect Expenses					
Works Crew Wages	(577,131)	(692,593)	(749,700)	77%	115,500
Works Crew Overhead	(1,071,747)	(1,207,822)	(1,304,000)	82%	136,100
Works Crew Plant	(313,923)	(337,095)	(358,500)	88%	-
Materials Allocated from Stock	(88,676)	(101,849)	(111,200)	80%	-
Executive Services ABC Allocation	(507,375)	(507,353)	(553,500)	92%	-
Corporate Services ABC Allocation	(1,976,656)	(1,956,370)	(2,156,200)	92%	-
Housing Allocation	(387,567)	(387,530)	(422,800)	92%	-
Project and Tech. Services ABC Allocation	(76,554)	(79,101)	(86,300)	89%	-
Depreciation and Nett Book Disposal	(8,316,666)	(6,768,918)	(7,229,600)	115%	(1,547,700)
Total Indirect Expenditure	(13,316,295)	(12,038,631)	(12,971,800)	103%	(1,277,700)
Less Allocations Outward	4,617,569	4,833,972	5,273,400	88%	(216,400)
General Funding provided/(required) for operations	(7,419,177)	(6,094,696)	(7,668,800)	97%	(1,324,500)
Asset Renewal and Financing					
Goods and services	(3,486,318)	(5,037,918)	(12,916,600)	27%	1,551,600
Works Crew wages	(33,985)	-	-	-	(34,000)
Works Crew overhead	(44,182)	-	-	-	(44,200)
Works Crew plant	(21,612)	-	-	-	-
Project and Tech. Services ABC allocation	(145,523)	(360,318)	(392,300)	37%	214,800
Transfer to Reserves	(44,734)	(42,493)	(196,400)	23%	-
Principal on loan debt	(97,565)	(135,377)	(147,700)	66%	37,800
Total Assets and Financing	(3,873,920)	(5,576,106)	(13,653,000)	28%	1,702,200
Capital Funding					
Grants and Contributions	2,627,538	2,614,090	2,810,300	93%	-
New Loans	-	-	7,000,000	-	-
Sale of Assets	-	62,000	212,000	-	(62,000)
Transfer from Reserves	200,000	735,966	1,230,600	16%	(536,000)
Total Capital Funding	2,827,538	3,412,056	11,252,900	25%	(584,500)
General Funding provided/(required) for Capital	(1,046,382)	(2,164,050)	(2,400,100)	48%	1,117,700
Write Back Depreciation and Nett Book Disposal	8,316,666	6,768,918	7,229,600	115%	1,547,700
Surplus/(deficit)	2,307,272	1,109,472	(240,000)		1,197,800

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

Total All Divisions	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Revenue					
Core Program Income	14,143,624	14,508,632	14,689,800	96%	(365,000)
Strategic Program Income	1,501,257	2,372,965	2,544,800	59%	(871,700)
Project Income	1,572,035	1,419,716	1,627,900	97%	152,300
Contributions	-	29,601	32,300	-	-
Buildings Income	184,116	211,662	231,000	80%	-
Profit on Sale of Assets	6,364	-	-	-	-
Total Recurrent Revenue	17,407,395	18,542,576	19,125,800	91%	(1,135,200)
Expenditure					
Core Service Provision	(10,510,497)	(10,705,219)	(11,655,400)	90%	194,700
Strategic Service Provision	(2,699,727)	(2,751,384)	(3,019,000)	89%	51,700
Training and Development	(140,214)	(118,419)	(136,700)	103%	-
Strategic Planning	(49,574)	(142,076)	(155,000)	32%	92,500
Buildings	(1,189,164)	(1,502,626)	(1,656,000)	72%	313,500
Plant and Vehicles	(569,854)	(582,120)	(635,600)	90%	-
Operational Projects	(1,090,802)	(1,174,983)	(1,528,500)	71%	84,200
Development Projects	(1,918,754)	(1,840,159)	(1,865,200)	103%	(78,600)
Transport Infrastructure	(1,658,035)	(2,043,004)	(2,207,900)	75%	385,000
Other Infrastructure	(1,232,077)	(1,633,305)	(1,779,100)	69%	401,200
Depreciation	(8,311,655)	(6,775,918)	(7,386,600)	113%	(1,535,700)
Loss on Sale of Assets	(11,375)	-	-	-	-
Total Direct Expenditure	(29,381,728)	(29,269,213)	(32,025,000)	92%	(112,500)
Less Allocations Outward	4,617,569	4,833,972	5,273,400	88%	(216,400)
General Purpose Funding required/(provided)	-7,356,764	-5,892,665	-7,625,800	96%	(1,464,100)
Capital Projects					
Buildings - New	(337,440)	(363,926)	(375,200)	90%	-
Buildings - Renewal	(729,174)	(680,526)	(682,100)	107%	(48,600)
Plant and Machinery	(69,015)	(109,989)	(120,000)	58%	41,000
Vehicles	-	-	-	-	-
Furniture and Equipment	(16,513)	(24,000)	(32,000)	52%	-
Infrastructure - New	(170,575)	(216,250)	(1,381,000)	12%	45,700
Infrastructure - Renewal	(2,353,923)	(3,837,995)	(10,538,000)	22%	1,484,100
Infrastructure - Other	(54,980)	(165,550)	(180,600)	30%	110,600
Total Direct Expenditure	(3,731,620)	(5,398,236)	(13,308,900)	28%	1,666,600
Financing Costs					
Transfer to Reserves	(44,734)	(42,493)	(46,400)	96%	-
Principal on Loan Debt	(97,565)	(135,377)	(147,700)	66%	37,800
Total Financing Costs	(142,300)	(177,870)	(194,100)	73%	35,600
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	2,577,538	2,414,090	2,610,300	99%	163,400
New Loans	-	-	7,000,000	-	-
Sale of Assets	-	62,000	62,000	-	(62,000)
Transfer from Reserves	200,000	735,966	1,230,600	16%	(536,000)
Depreciation charges to Operating	8,311,655	6,775,918	7,386,600	113%	1,535,700
Deficit/Surplus Brought Forward	2,456,164	2,599,300	2,599,300	94%	(143,100)
Total Capital Funding	13,545,357	12,587,274	20,888,800	65%	958,100
General Funding required/(provided) for/(from) Capital	9,671,437	7,011,168	7,385,800	131%	2,660,300
Write Back Nett Book Disposal	5,011	-	-	-	-
Funding Required/Provided (Deficit/Surplus)	2,319,684	1,118,503	(240,000)		1,201,200

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

General Purpose Income	General Purpose Income				
	Year to Date	Budget Estimate	Budget	92 % of	Variance on
	31/05/2017	31/05/2017	2016-2017	year gone % spent or raised	estimate <> \$30,000
Surplus/(deficit) brought forward	(980,961)	(866,600)	(866,600)	113%	(114,400)
Revenue					
Amount Raised from Rates	6,788,871	6,914,000	6,916,500	98%	(125,100)
Fees and Charges	17,120	11,913	13,000	132%	-
Lease and Rental	-	-	-	-	-
Contributions and Reimbursements	32,714	7,326	8,000	409%	-
Other Revenue	-	-	-	-	-
Interest Earnings	263,380	276,771	302,000	87%	-
Grants	4,292,262	4,302,000	4,302,000	100%	-
Total Unrestricted Revenue	11,394,347	11,512,010	11,541,500	99%	(117,700)
Direct Expenses					
Employee Costs					
Remuneration	-	-	-	-	-
Other	-	-	-	-	-
Goods					
Food and Refreshments	-	-	-	-	-
Stationery and Cleaning Products	-	-	-	-	-
Minor Assets and Equipment	-	-	-	-	-
Hardware and General Materials	-	-	-	-	-
Services					
General	(9,992)	(9,163)	(10,000)	100%	-
Cleaning	-	-	-	-	-
Mechanical	-	-	-	-	-
Technical	(2,166)	(4,576)	(5,000)	43%	-
Professional	(36,058)	(451)	(500)	7212%	(35,600)
Memberships and Subscriptions	-	-	-	-	-
Hire and Lease	-	-	-	-	-
Insurance	-	-	-	-	-
Power and Water	-	-	-	-	-
Other					
Interest	-	-	-	-	-
Other	(553,597)	(375,564)	(387,900)	143%	(178,000)
Write-offs, Concessions and Contributions	-	-	-	-	-
Total Direct Expenditure	(601,813)	(389,754)	(403,400)	149%	(212,100)
Indirect Expenses					
Works Crew Wages	-	-	-	-	-
Works Crew Overhead	-	-	-	-	-
Works Crew Plant	-	-	-	-	-
Materials Allocated from Stock	-	-	-	-	-
Executive Services ABC Allocation	-	-	-	-	-
Corporate Services ABC Allocation	(67,283)	(67,276)	(73,400)	92%	-
Housing Allocation	-	-	-	-	-
Project and Tech. Services ABC Allocation	-	-	-	-	-
Depreciation and Nett Book Disposal	-	-	-	-	-
Total Indirect Expenditure	(67,283)	(67,276)	(73,400)	92%	-
Less Allocations Outward	-	-	-	-	-
General Funding provided/(required) for operations	10,725,250	11,054,980	11,064,700	97%	(329,700)
Asset Renewal and Financing					
Goods and services	-	-	-	-	-
Works Crew wages	-	-	-	-	-
Works Crew overhead	-	-	-	-	-
Works Crew plant	-	-	-	-	-
Project and Tech. Services ABC allocation	-	-	-	-	-
Transfer to Reserves	(44,734)	(42,493)	(46,400)	96%	-
Principal on loan debt	-	-	-	-	-
Total Assets and Financing	(44,734)	(42,493)	(46,400)	96%	-
Capital Funding					
Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Total Capital Funding	-	-	-	-	-
General Funding provided/(required) for Capital	(44,734)	(42,493)	(46,400)	105%	-
Write Back Depreciation and Nett Book Disposal	-	-	-	-	-
Total General Purpose Funding provided/(required)	9,699,555	10,145,887	10,151,700	96%	(446,300)

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

General Purpose Funding	Total General Purpose Income				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Revenue					
Core Program Income	11,241,162	11,376,622	11,393,800	99%	(135,500)
Strategic Program Income	-	-	-	-	-
Project Income	-	-	-	-	-
Contributions	-	-	-	-	-
Buildings Income	-	-	-	-	-
Profit on Sale of Assets	-	-	-	-	-
Total Recurrent Revenue	11,241,162	11,376,622	11,393,800	99%	(135,500)
Expenditure					
Core Service Provision	(515,912)	(321,642)	(329,100)	157%	(194,300)
Strategic Service Provision	-	-	-	-	-
Training and Development	-	-	-	-	-
Strategic Planning	-	-	-	-	-
Buildings	-	-	-	-	-
Plant and Vehicles	-	-	-	-	-
Operational Projects	-	-	-	-	-
Development Projects	-	-	-	-	-
Transport Infrastructure	-	-	-	-	-
Other Infrastructure	-	-	-	-	-
Depreciation	-	-	-	-	-
Loss on Sale of Assets	-	-	-	-	-
Total Direct Expenditure	(515,912)	(321,642)	(329,100)	157%	(194,300)
Less Allocations Outward	-	-	-	-	-
General Purpose Funding required/(provided)	10,725,250	11,054,980	11,064,700	97%	(329,700)
Capital Projects					
Buildings - New	-	-	-	-	-
Buildings - Renewal	-	-	-	-	-
Plant and Machinery	-	-	-	-	-
Vehicles	-	-	-	-	-
Furniture and Equipment	-	-	-	-	-
Infrastructure - New	-	-	-	-	-
Infrastructure - Renewal	-	-	-	-	-
Infrastructure - Other	-	-	-	-	-
Total Direct Expenditure	-	-	-	-	-
Financing Costs					
Transfer to Reserves	(44,734)	(42,493)	(46,400)	96%	-
Principal on Loan Debt	-	-	-	-	-
Total Financing Costs	(44,734)	(42,493)	(46,400)	96%	-
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Depreciation charges to Operating	-	-	-	-	-
Deficit/Surplus Brought Forward	(980,961)	(866,600)	(866,600)	113%	(114,400)
Total Capital Funding	(980,961)	(866,600)	(866,600)	113%	(114,400)
General Funding required/(provided) for/(from) Capital	(1,025,695)	(909,093)	(913,000)	112%	(116,600)
Write Back Nett Book Disposal	-	-	-	-	-
Total General Purpose Funding Required/(Provided)	9,699,555	10,145,887	10,151,700	96%	(446,300)

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

Executive Services	Total Executive Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Surplus/(deficit) brought forward	222,730	246,900	246,900	90%	-
Revenue					
Amount Raised from Rates	-	-	-	-	-
Fees and Charges	16,856	27,489	30,000	56%	-
Lease and Rental	91	88	100	91%	-
Contributions and Reimbursements	279,712	345,928	357,400	78%	(66,200)
Other Revenue	196,478	189,838	207,100	95%	-
Interest Earnings	-	9,163	10,000	-	-
Grants	2,025	5,588	151,100	1%	-
Total Unrestricted Revenue	495,162	578,094	755,700	66%	(82,900)
Direct Expenses					
Employee Costs					
Remuneration	(874,252)	(877,030)	(956,800)	91%	-
Other	(64,735)	(88,572)	(107,500)	60%	-
Goods					
Food and Refreshments	(22,859)	(25,531)	(27,900)	82%	-
Stationery and Cleaning Products	(1,937)	(1,089)	(1,200)	161%	-
Minor Assets and Equipment	(3,410)	(15,576)	(17,000)	20%	-
Hardware and General Materials	(35,870)	(63,195)	(69,000)	52%	-
Services					
General	(259,504)	(295,252)	(576,600)	45%	35,700
Cleaning	(17,642)	(12,100)	(13,200)	134%	-
Mechanical	-	(1,826)	(2,000)	-	-
Technical	(108,832)	(17,292)	(18,900)	576%	(91,500)
Professional	(286,902)	(273,426)	(280,400)	102%	-
Memberships and Subscriptions	(169,863)	(166,089)	(176,200)	96%	-
Hire and Lease	(51,138)	(44,539)	(48,600)	105%	-
Insurance	(100,612)	(105,315)	(106,500)	94%	-
Power and Water	(46,588)	(52,041)	(56,800)	82%	-
Other					
Interest	(9,700)	(17,875)	(19,500)	50%	-
Other	(366,218)	(423,561)	(495,100)	74%	57,300
Write-offs, Concessions and Contributions	(55,836)	(50,413)	(55,000)	102%	-
Total Direct Expenditure	(2,475,895)	(2,530,722)	(3,028,200)	82%	54,800
Indirect Expenses					
Works Crew Wages	(211)	-	-	-	-
Works Crew Overhead	(275)	-	-	-	-
Works Crew Plant	(13)	-	-	-	-
Materials Allocated from Stock	(2,569)	(5,500)	(6,000)	43%	-
Executive Services ABC Allocation	(310,750)	(310,739)	(339,000)	92%	-
Corporate Services ABC Allocation	(220,183)	(220,165)	(240,200)	92%	-
Housing Allocation	(117,792)	(117,788)	(128,500)	92%	-
Project and Tech. Services ABC Allocation	-	-	-	-	-
Depreciation and Nett Book Disposal	(130,894)	(115,588)	(126,100)	104%	-
Total Indirect Expenditure	(782,687)	(769,780)	(839,800)	93%	-
Less Allocations Outward	786,958	786,973	858,500	92%	-
General Funding provided/(required) for operations	(1,976,462)	(1,935,435)	(2,253,800)	88%	(41,000)
Asset Renewal and Financing					
Goods and services	(55,613)	(24,000)	(32,000)	174%	(31,600)
Works Crew wages	-	-	-	-	-
Works Crew overhead	-	-	-	-	-
Works Crew plant	-	-	-	-	-
Project and Tech. Services ABC allocation	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Principal on loan debt	(9,373)	(17,413)	(19,000)	49%	-
Total Financing Costs	(64,985)	(41,413)	(51,000)	127%	-
Capital Funding					
Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	29,326	32,000	-	-
Total Funding	-	29,326	32,000	-	-
General Funding provided/(required) for Capital	(64,985)	(12,087)	(19,000)	538%	(52,900)
Write Back Depreciation and Nett Book Disposal	130,894	115,588	126,100	104%	-
Total General Purpose Funding provided/(required)	(1,687,823)	(1,585,034)	(1,899,800)	106%	(102,800)

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

Executive Services	Total Executive Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Recurrent Revenue					
Core Program Income	16,690	27,115	29,600	56%	-
Strategic Program Income	209,143	233,915	255,200	82%	-
Project Income	269,329	317,064	470,900	57%	(47,700)
Contributions	-	-	-	-	-
Buildings Income	-	-	-	-	-
Profit on Sale of Assets	-	-	-	-	-
Total Recurrent Revenue	495,162	578,094	755,700	66%	(82,900)
Expenditure					
Core Service Provision	(1,493,010)	(1,280,373)	(1,423,700)	105%	(212,600)
Strategic Service Provision	(473,829)	(508,695)	(550,000)	86%	34,900
Training and Development	(61,383)	(48,855)	(60,700)	101%	-
Strategic Planning	(49,574)	(142,076)	(155,000)	32%	92,500
Buildings	(104,246)	(167,543)	(181,500)	57%	63,300
Plant and Vehicles	(6,113)	(14,179)	(15,500)	39%	-
Operational Projects	(939,532)	(1,014,162)	(1,355,500)	69%	74,600
Development Projects	-	-	-	-	-
Transport Infrastructure	-	-	-	-	-
Other Infrastructure	-	-	-	-	-
Depreciation	(130,894)	(115,588)	(126,100)	104%	-
Loss on Sale of Assets	-	-	-	-	-
Total Direct Expenditure	(3,258,582)	(3,291,471)	(3,868,000)	84%	32,900
Less Allocations Outward	786,958	786,973	858,500	92%	-
General Purpose Funding required/(provided)	-1,976,462	-1,926,404	-2,253,800	88%	(50,100)
Capital Projects					
Buildings - New	(39,100)	-	-	-	(39,100)
Buildings - Renewal	-	-	-	-	-
Plant and Machinery	-	-	-	-	-
Vehicles	-	-	-	-	-
Furniture and Equipment	(16,513)	(24,000)	(32,000)	52%	-
Infrastructure - New	-	-	-	-	-
Infrastructure - Renewal	-	-	-	-	-
Infrastructure - Other	-	-	-	-	-
Total Direct Expenditure	(55,613)	(24,000)	(32,000)	174%	(31,600)
Financing Costs					
Transfer to Reserves	-	-	-	-	-
Principal on Loan Debt	(9,373)	(17,413)	(19,000)	49%	-
Total Financing Costs	(9,373)	(17,413)	(19,000)	49%	-
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	29,326	32,000	-	-
Depreciation charges to Operating	130,894	115,588	126,100	104%	-
Deficit/Surplus Brought Forward	222,730	246,900	246,900	90%	-
Total Capital Funding	353,624	391,814	405,000	87%	(38,200)
General Funding required/(provided) for/(from) Capital	288,639	350,401	354,000	82%	(61,800)
Write Back Nett Book Disposal	-	-	-	-	-
Total General Purpose Funding Required/(Provided)	(1,687,823)	(1,576,003)	(1,899,800)	89%	(111,800)

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

Corporate Services	Total Corporate Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Surplus/(deficit) brought forward	198,750	321,300	321,300	62%	(122,600)
Revenue					
Amount Raised from Rates	(550)	-	-	-	-
Fees and Charges	4,427	3,927	4,300	103%	-
Lease and Rental	93,376	106,216	115,900	81%	-
Contributions and Reimbursements	125,319	159,015	214,400	58%	(33,700)
Other Revenue	4,652	3,190	3,500	133%	-
Interest Earnings	-	-	-	-	-
Grants	-	-	-	-	-
Total Unrestricted Revenue	227,224	272,348	338,100	67%	(45,100)
Direct Expenses					
Employee Costs					
Remuneration	(1,054,287)	(1,070,014)	(1,167,300)	90%	-
Other	(81,400)	(112,266)	(122,500)	66%	30,900
Goods					
Food and Refreshments	(1,283)	(1,375)	(1,500)	86%	-
Stationery and Cleaning Products	(10,417)	(19,514)	(21,300)	49%	-
Minor Assets and Equipment	(13,511)	(50,402)	(55,000)	25%	36,900
Hardware and General Materials	(13,371)	(22,385)	(24,500)	55%	-
Services					
General	(339,297)	(352,297)	(384,500)	88%	-
Cleaning	(26,007)	(31,713)	(34,600)	75%	-
Mechanical	-	(1,452)	(1,600)	-	-
Technical	(14,102)	(20,328)	(22,200)	64%	-
Professional	(55,071)	(101,915)	(111,200)	50%	46,800
Memberships and Subscriptions	(30,568)	(24,475)	(26,700)	114%	-
Hire and Lease	605	-	-	-	-
Insurance	(97,898)	(93,764)	(101,900)	96%	-
Power and Water	(92,014)	(99,517)	(108,700)	85%	-
Other					
Interest	(37,743)	(40,000)	(77,100)	49%	-
Other	(27,717)	(21,318)	(23,300)	119%	-
Write-offs, Concessions and Contributions	-	-	-	-	-
Total Direct Expenditure	(1,894,080)	(2,062,735)	(2,283,900)	83%	168,700
Indirect Expenses					
Works Crew Wages	(471)	(363)	(400)	118%	-
Works Crew Overhead	(612)	(638)	(700)	87%	-
Works Crew Plant	(54)	(88)	(100)	54%	-
Materials Allocated from Stock	(2,638)	(4,576)	(5,000)	53%	-
Executive Services ABC Allocation	(51,792)	(51,788)	(56,500)	92%	-
Corporate Services ABC Allocation	(167,383)	(167,376)	(182,600)	92%	-
Housing Allocation	(77,275)	(77,275)	(84,300)	92%	-
Project and Tech. Services ABC Allocation	-	-	-	-	-
Depreciation and Nett Book Disposal	(284,923)	(258,264)	(126,300)	226%	-
Total Indirect Expenditure	(585,149)	(560,368)	(455,900)	128%	-
Less Allocations Outward	2,084,500	2,084,511	2,274,000	92%	-
General Purpose Funding Required/(Provided)	(167,504)	(266,244)	(127,700)	131%	98,700
Asset Renewal and Financing					
Goods and services	(80,345)	(123,926)	(135,200)	59%	43,600
Works Crew wages	-	-	-	-	-
Works Crew overhead	-	-	-	-	-
Works Crew plant	-	-	-	-	-
Project and Tech. Services ABC allocation	-	-	-	-	-
Transfer to Reserves	-	-	(150,000)	-	-
Principal on loan debt	(33,271)	(59,125)	(64,500)	52%	-
Total Financing Costs	(113,617)	(183,051)	(349,700)	32%	69,400
Capital Funding					
Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	150,000	-	-
Transfer from Reserves	-	-	127,300	-	-
Total Funding	-	-	277,300	-	-
General Funding Required/(Provided) for Capital	(113,617)	(183,051)	(72,400)	62%	69,400
Write Back Depreciation and Nett Book Disposal	284,923	258,264	126,300	226%	-
Total General Purpose Funding Required/(Provided)	202,552	130,269	247,500	155%	72,300

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

Corporate Services	Total Corporate Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Revenue					
Core Program Income	38,966	51,578	52,200	75%	-
Strategic Program Income	46,246	110,000	120,000	39%	(63,800)
Project Income	8,879	-	45,000	20%	-
Contributions	-	-	-	-	-
Buildings Income	104,941	110,770	120,900	87%	-
Profit on Sale of Assets	-	-	-	-	-
Total Recurrent Revenue	199,033	272,348	338,100	59%	(73,300)
Expenditure					
Core Service Provision	(1,581,344)	(1,666,808)	(1,818,500)	87%	85,500
Strategic Service Provision	(47,320)	(48,378)	(52,800)	90%	-
Training and Development	(16,456)	(2,739)	(3,000)	549%	-
Strategic Planning	-	-	-	-	-
Buildings	(516,462)	(634,869)	(726,000)	71%	118,400
Plant and Vehicles	(5,119)	(12,045)	(13,200)	39%	-
Operational Projects	-	-	-	-	-
Development Projects	-	-	-	-	-
Transport Infrastructure	-	-	-	-	-
Other Infrastructure	-	-	-	-	-
Depreciation	(284,923)	(258,264)	(276,300)	103%	-
Loss on Sale of Assets	-	-	-	-	-
Total Direct Expenditure	(2,451,624)	(2,623,103)	(2,889,800)	85%	171,500
Less Allocations Outward	2,084,500	2,084,511	2,274,000	92%	-
General Purpose Funding required/(provided)	-168,091	-266,244	-277,700	61%	98,200
Capital Projects					
Buildings - New	(80,345)	(123,926)	(135,200)	59%	43,600
Buildings - Renewal	-	-	-	-	-
Plant and Machinery	-	-	-	-	-
Vehicles	-	-	-	-	-
Furniture and Equipment	-	-	-	-	-
Infrastructure - New	-	-	-	-	-
Infrastructure - Renewal	-	-	-	-	-
Infrastructure - Other	-	-	-	-	-
Total Direct Expenditure	(80,345)	(123,926)	(135,200)	59%	43,600
Financing Costs					
Transfer to Reserves	-	-	-	-	-
Principal on Loan Debt	(33,271)	(59,125)	(64,500)	52%	-
Total Financing Costs	(33,271)	(59,125)	(64,500)	52%	-
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	-	127,300	-	-
Depreciation charges to Operating	284,923	258,264	276,300	103%	-
Deficit/Surplus Brought Forward	198,750	321,300	321,300	62%	(122,600)
Total Capital Funding	483,673	579,564	724,900	67%	(95,900)
General Funding required/(provided) for/(from) Capital	370,056	396,513	525,200	70%	-
Write Back Nett Book Disposal	-	-	-	-	-
Total General Purpose Funding Required/(Provided)	201,965	130,269	247,500	82%	71,700

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

Community Services	Total Community Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Surplus/(deficit) brought forward	994,132	998,700	998,700	100%	-
Revenue					
Amount Raised from Rates	-	-	-	-	-
Fees and Charges	106,049	135,659	149,700	71%	-
Lease and Rental	5,939	-	-	-	-
Contributions and Reimbursements	181,923	176,935	193,100	94%	-
Other Revenue	28,548	36,641	40,000	71%	-
Interest Earnings	-	-	-	-	-
Grants	704,218	453,178	494,400	142%	251,000
Total Unrestricted Revenue	1,026,677	802,413	877,200	117%	224,300
Direct Expenses					
Employee Costs					
Remuneration	(1,121,251)	(1,027,246)	(1,120,700)	100%	(94,000)
Other	(55,173)	(102,333)	(111,700)	49%	47,200
Goods					
Food and Refreshments	(13,920)	(31,922)	(34,900)	40%	-
Stationery and Cleaning Products	(3,538)	(3,454)	(3,800)	93%	-
Minor Assets and Equipment	(32,716)	(32,527)	(35,500)	92%	-
Hardware and General Materials	(170,640)	(144,452)	(157,800)	108%	-
Services					
General	(337,017)	(478,588)	(507,400)	66%	141,600
Cleaning	(95,747)	(130,779)	(142,700)	67%	35,000
Mechanical	-	(3,289)	(3,600)	-	-
Technical	(14,769)	(11,319)	(12,400)	119%	-
Professional	(55,464)	(82,489)	(90,000)	62%	-
Memberships and Subscriptions	(5,641)	(8,602)	(9,400)	60%	-
Hire and Lease	(39,034)	(30,140)	(32,900)	119%	-
Insurance	(177,604)	(166,846)	(177,100)	100%	-
Power and Water	(238,735)	(345,015)	(376,600)	63%	106,300
Other					
Interest	(6,881)	(3,476)	(3,800)	181%	-
Other	(107,163)	(66,309)	(69,800)	154%	(40,900)
Write-offs, Concessions and Contributions	(51,163)	(167,453)	(182,700)	28%	116,300
Total Direct Expenditure	(2,526,456)	(2,836,239)	(3,072,800)	82%	309,800
Indirect Expenses					
Works Crew Wages	(312,930)	(371,107)	(398,900)	78%	58,200
Works Crew Overhead	(408,156)	(596,156)	(636,600)	64%	188,000
Works Crew Plant	(174,037)	(185,867)	(193,400)	90%	-
Materials Allocated from Stock	(5,587)	(3,927)	(4,300)	130%	-
Executive Services ABC Allocation	(41,250)	(41,250)	(45,000)	92%	-
Corporate Services ABC Allocation	(396,324)	(396,143)	(432,200)	92%	-
Housing Allocation	(121,092)	(121,066)	(132,100)	92%	-
Project and Tech. Services ABC Allocation	(260)	-	-	-	-
Depreciation and Nett Book Disposal	(744,131)	(576,532)	(629,000)	118%	(167,600)
Total Indirect Expenditure	(2,203,767)	(2,292,048)	(2,471,500)	89%	88,300
Less Allocations Outward	-	-	-	-	-
General Purpose Funding Required/(Provided)	(3,703,546)	(4,325,874)	(4,667,100)	79%	622,300
Asset Renewal and Financing					
Goods and services	(54,980)	(210,276)	(229,400)	24%	155,300
Works Crew wages	-	-	-	-	-
Works Crew overhead	-	-	-	-	-
Works Crew plant	-	-	-	-	-
Project and Tech. Services ABC allocation	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Principal on loan debt	(27,482)	(24,750)	(27,000)	102%	-
Total Financing Costs	(82,462)	(235,026)	(256,400)	32%	152,600
Capital Funding					
Grants and Contributions	50,000	55,000	60,000	83%	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	73,326	110,400	-	(73,300)
Total Funding	50,000	128,326	170,400	29%	(78,300)
General Funding Required/(Provided) for Capital	(32,462)	(106,700)	(86,000)	30%	74,200
Write Back Depreciation and Nett Book Disposal	744,131	576,532	629,000	118%	167,600
Total General Purpose Funding Required/(Provided)	(1,997,744)	(2,857,342)	(3,125,400)	70%	859,600

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

Community Services	Total Community Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Recurrent Revenue					
Core Program Income	206,163	201,989	222,100	93%	-
Strategic Program Income	373,986	410,630	448,000	83%	(36,600)
Project Income	370,190	88,902	97,000	382%	281,300
Contributions	-	-	-	-	-
Buildings Income	76,338	100,892	110,100	69%	-
Profit on Sale of Assets	-	-	-	-	-
Total Recurrent Revenue	1,026,677	802,413	877,200	117%	224,300
Expenditure					
Core Service Provision	(2,632,980)	(2,827,902)	(3,056,000)	86%	194,900
Strategic Service Provision	(575,841)	(700,150)	(764,000)	75%	124,300
Training and Development	(10,311)	(11,517)	(12,600)	82%	-
Strategic Planning	-	-	-	-	-
Buildings	(342,756)	(416,139)	(438,400)	78%	73,400
Plant and Vehicles	(5,625)	(12,606)	(13,800)	41%	-
Operational Projects	(81,993)	(89,618)	(95,300)	86%	-
Development Projects	(151,401)	(201,594)	(219,200)	69%	50,200
Transport Infrastructure	-	-	-	-	-
Other Infrastructure	(185,185)	(292,229)	(316,000)	59%	107,000
Depreciation	(744,131)	(576,532)	(629,000)	118%	(167,600)
Loss on Sale of Assets	-	-	-	-	-
Total Direct Expenditure	(4,730,223)	(5,128,287)	(5,544,300)	85%	398,100
Less Allocations Outward	-	-	-	-	-
General Purpose Funding required/(provided)	-3,703,546	-4,325,874	-4,667,100	79%	622,300
Capital Projects					
Buildings - New	-	-	-	-	-
Buildings - Renewal	-	(17,226)	(18,800)	-	-
Plant and Machinery	-	-	-	-	-
Vehicles	-	-	-	-	-
Furniture and Equipment	-	-	-	-	-
Infrastructure - New	-	-	-	-	-
Infrastructure - Renewal	-	(27,500)	(30,000)	-	-
Infrastructure - Other	(54,980)	(165,550)	(180,600)	30%	110,600
Total Direct Expenditure	(54,980)	(210,276)	(229,400)	24%	155,300
Financing Costs					
Transfer to Reserves	-	-	-	-	-
Principal on Loan Debt	(27,482)	(24,750)	(27,000)	102%	-
Total Financing Costs	(27,482)	(24,750)	(27,000)	102%	-
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	50,000	55,000	60,000	83%	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	73,326	110,400	-	(73,300)
Depreciation charges to Operating	744,131	576,532	629,000	118%	167,600
Deficit/Surplus Brought Forward	994,132	998,700	998,700	100%	-
Total Capital Funding	1,788,263	1,703,558	1,798,100	99%	84,700
General Funding required/(provided) for/(from) Capital	1,705,801	1,468,532	1,541,700	111%	237,300
Write Back Nett Book Disposal	-	-	-	-	-
Total General Purpose Funding Required/(Provided)	(1,997,744)	(2,857,342)	(3,125,400)	64%	859,600

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

Development Services	Total Development Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Surplus/(deficit) brought forward	381,034	104,500	104,500	365%	276,500
Revenue					
Amount Raised from Rates	-	-	-	-	-
Fees and Charges	1,711,777	1,848,392	1,897,900	90%	(136,600)
Lease and Rental	-	-	-	-	-
Contributions and Reimbursements	43,081	26,081	28,500	151%	-
Other Revenue	52,131	67,353	73,500	71%	-
Interest Earnings	-	-	-	-	-
Grants	490,094	497,850	499,100	98%	-
Total Unrestricted Revenue	2,297,083	2,439,676	2,499,000	92%	(142,600)
Direct Expenses					
Employee Costs					
Remuneration	(617,090)	(680,119)	(742,000)	83%	63,000
Other	(52,596)	(98,846)	(107,900)	49%	46,300
Goods					
Food and Refreshments	(246)	-	-	-	-
Stationery and Cleaning Products	(192)	(1,364)	(1,500)	13%	-
Minor Assets and Equipment	-	(3,663)	(4,000)	-	-
Hardware and General Materials	(62,337)	(85,690)	(93,600)	67%	-
Services					
General	(1,816,435)	(2,316,105)	(2,526,800)	72%	499,700
Cleaning	(31,959)	(29,502)	(32,200)	99%	-
Mechanical	-	(7,227)	(7,900)	-	-
Technical	(24,773)	(18,337)	(20,100)	123%	-
Professional	(4,763)	(9,614)	(10,500)	45%	-
Memberships and Subscriptions	(15,231)	(14,113)	(15,400)	99%	-
Hire and Lease	-	-	-	-	-
Insurance	(12,220)	(16,005)	(17,500)	70%	-
Power and Water	(4,130)	(8,052)	(8,800)	47%	-
Other					
Interest	-	-	-	-	-
Other	(3,916)	(6,468)	(7,100)	55%	-
Write-offs, Concessions and Contributions	(32,153)	(55,000)	(60,000)	54%	-
Total Direct Expenditure	(2,678,041)	(3,350,105)	(3,655,300)	73%	672,100
Indirect Expenses					
Works Crew Wages	(125,659)	(147,114)	(160,500)	78%	-
Works Crew Overhead	(163,978)	(217,756)	(237,600)	69%	53,800
Works Crew Plant	(47,797)	(40,128)	(43,800)	109%	-
Materials Allocated from Stock	(20,789)	(31,141)	(34,000)	61%	-
Executive Services ABC Allocation	-	-	-	-	-
Corporate Services ABC Allocation	(479,783)	(479,743)	(523,400)	92%	-
Housing Allocation	(12,925)	(12,925)	(14,100)	92%	-
Project and Tech. Services ABC Allocation	(26,583)	(26,576)	(29,000)	92%	-
Depreciation and Nett Book Disposal	(129,389)	(92,730)	(101,200)	128%	(36,700)
Total Indirect Expenditure	(1,006,904)	(1,048,113)	(1,143,600)	88%	41,200
Less Allocations Outward	-	-	-	-	-
General Purpose Funding Required/(Provided)	(1,387,861)	(1,958,542)	(2,299,900)	60%	570,700
Asset Renewal and Financing					
Goods and services	(217,995)	(240,000)	(240,000)	91%	-
Works Crew wages	-	-	-	-	-
Works Crew overhead	-	-	-	-	-
Works Crew plant	-	-	-	-	-
Project and Tech. Services ABC allocation	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Principal on loan debt	-	-	-	-	-
Total Financing Costs	(217,995)	(240,000)	(240,000)	91%	-
Capital Funding					
Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Total Funding	-	-	-	-	-
General Funding Required/(Provided) for Capital	(217,995)	(240,000)	(240,000)	91%	-
Write Back Depreciation and Nett Book Disposal	129,389	92,730	101,200	128%	36,700
Total General Purpose Funding Required/(Provided)	(1,095,433)	(2,001,312)	(2,334,200)	55%	905,900

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

Development Services	Total Development Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Recurrent Revenue					
Core Program Income	1,786,110	1,925,348	1,981,900	90%	(139,200)
Strategic Program Income	498,422	500,578	502,100	99%	-
Project Income	12,552	13,750	15,000	84%	-
Contributions	-	-	-	-	-
Buildings Income	-	-	-	-	-
Profit on Sale of Assets	-	-	-	-	-
Total Recurrent Revenue	2,297,083	2,439,676	2,499,000	92%	(142,600)
Expenditure					
Core Service Provision	(2,020,275)	(2,350,513)	(2,564,600)	79%	330,200
Strategic Service Provision	(466,042)	(498,795)	(544,300)	86%	32,800
Training and Development	(6,808)	(5,005)	(5,500)	124%	-
Strategic Planning	-	-	-	-	-
Buildings	(6,875)	(38,676)	(42,200)	16%	31,800
Plant and Vehicles	(21,418)	(59,202)	(64,700)	33%	37,800
Operational Projects	(69,278)	(71,203)	(77,700)	89%	-
Development Projects	(32,676)	(55,451)	(60,500)	54%	-
Transport Infrastructure	-	-	-	-	-
Other Infrastructure	(932,183)	(1,226,643)	(1,338,200)	70%	294,500
Depreciation	(129,389)	(92,730)	(101,200)	128%	(36,700)
Loss on Sale of Assets	-	-	-	-	-
Total Direct Expenditure	(3,684,945)	(4,398,218)	(4,798,900)	77%	713,300
Less Allocations Outward	-	-	-	-	-
General Purpose Funding required/(provided)	-1,387,861	-1,958,542	-2,299,900	60%	570,700
Capital Projects					
Buildings - New	(217,995)	(240,000)	(240,000)	91%	-
Buildings - Renewal	-	-	-	-	-
Plant and Machinery	-	-	-	-	-
Vehicles	-	-	-	-	-
Furniture and Equipment	-	-	-	-	-
Infrastructure - New	-	-	-	-	-
Infrastructure - Renewal	-	-	-	-	-
Infrastructure - Other	-	-	-	-	-
Total Direct Expenditure	(217,995)	(240,000)	(240,000)	91%	-
Financing Costs					
Transfer to Reserves	-	-	-	-	-
Principal on Loan Debt	-	-	-	-	-
Total Financing Costs	-	-	-	-	-
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	-	-	-	-	-
New Loans	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Transfer from Reserves	-	-	-	-	-
Depreciation charges to Operating	129,389	92,730	101,200	128%	36,700
Deficit/Surplus Brought Forward	381,034	104,500	104,500	365%	276,500
Total Capital Funding	510,423	197,230	205,700	248%	313,200
General Funding required/(provided) for/(from) Capital	292,428	(42,770)	(34,300)	-853%	335,200
Write Back Nett Book Disposal	-	-	-	-	-
Total General Purpose Funding Required/(Provided)	(1,095,433)	(2,001,312)	(2,334,200)	47%	905,900

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

Infrastructure Services	Total Infrastructure Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Surplus/(deficit) brought forward	2,081,598	2,241,100	2,241,100	93%	(159,500)
Revenue					
Amount Raised from Rates	-	-	-	-	-
Fees and Charges	6,505	5,676	6,200	105%	-
Lease and Rental	2,836	-	-	-	-
Contributions and Reimbursements	700	89,177	97,300	1%	(88,500)
Other Revenue	1,122,440	800,000	800,000	140%	322,400
Interest Earnings	-	-	-	-	-
Grants	585,974	860,728	939,000	62%	(274,800)
Total Unrestricted Revenue	1,718,454	1,755,581	1,842,500	93%	(37,100)
Direct Expenses					
Employee Costs					
Remuneration	(1,449,923)	(1,496,770)	(1,632,900)	89%	46,800
Other	(102,170)	(181,181)	(197,700)	52%	79,000
Goods					
Food and Refreshments	(1,274)	(1,364)	(1,500)	85%	-
Stationery and Cleaning Products	(2,058)	(3,938)	(4,300)	48%	-
Minor Assets and Equipment	(10,340)	(18,414)	(20,100)	51%	-
Hardware and General Materials	(210,062)	(168,740)	(184,200)	114%	(41,300)
Services					
General	(2,661,024)	(3,073,592)	(3,211,900)	83%	412,600
Cleaning	(32,551)	(38,401)	(41,900)	78%	-
Mechanical	-	(17,479)	(19,100)	-	-
Technical	(26,978)	(18,557)	(20,300)	133%	-
Professional	(1,182)	(4,026)	(4,400)	27%	-
Memberships and Subscriptions	(184)	-	-	-	-
Hire and Lease	(13,160)	-	-	-	-
Insurance	(117,705)	(52,305)	(57,100)	206%	(65,400)
Power and Water	(179,252)	(229,141)	(250,000)	72%	49,900
Other					
Interest	-	-	-	-	-
Other	(4,480)	(2,464)	(2,700)	166%	-
Write-offs, Concessions and Contributions	-	-	-	-	-
Total Direct Expenditure	(4,812,343)	(5,306,372)	(5,648,100)	85%	494,000
Indirect Expenses					
Works Crew Wages	(137,860)	(174,009)	(189,900)	73%	36,100
Works Crew Overhead	(447,121)	(318,571)	(347,600)	129%	(128,600)
Works Crew Plant	(82,487)	(87,098)	(95,100)	87%	-
Materials Allocated from Stock	(55,919)	(47,740)	(52,100)	107%	-
Executive Services ABC Allocation	(51,792)	(51,788)	(56,500)	92%	-
Corporate Services ABC Allocation	(242,917)	(242,902)	(265,000)	92%	-
Housing Allocation	(58,483)	(58,476)	(63,800)	92%	-
Project and Tech. Services ABC Allocation	(49,711)	(52,525)	(57,300)	87%	-
Depreciation and Nett Book Disposal	(6,001,948)	(4,633,152)	(5,055,000)	119%	(1,368,800)
Total Indirect Expenditure	(7,128,239)	(5,666,261)	(6,182,300)	115%	(1,462,000)
Less Allocations Outward	1,746,111	1,962,488	2,140,900	82%	(216,400)
General Purpose Funding Required/(Provided)	(8,476,017)	(7,254,564)	(7,847,000)	108%	(1,221,500)
Asset Renewal and Financing					
Goods and services	(2,860,696)	(4,264,716)	(4,584,000)	62%	1,404,000
Works Crew wages	(33,985)	-	-	-	(34,000)
Works Crew overhead	(44,182)	-	-	-	(44,200)
Works Crew plant	(21,612)	-	-	-	-
Project and Tech. Services ABC allocation	(145,523)	(360,318)	(392,300)	37%	214,800
Transfer to Reserves	-	-	-	-	-
Principal on loan debt	-	-	-	-	-
Total Financing Costs	(3,105,998)	(4,625,034)	(4,976,300)	62%	1,519,000
Capital Funding					
Grants and Contributions	2,527,538	2,103,090	2,294,300	110%	424,400
New Loans	-	-	-	-	-
Sale of Assets	13,000	7,000	7,000	186%	-
Transfer from Reserves	200,000	633,314	960,900	21%	(433,300)
Total Funding	2,740,538	2,743,404	3,262,200	84%	-
General Funding Required/(Provided) for Capital	(365,460)	(1,881,630)	(1,714,100)	19%	1,516,200
Write Back Depreciation and Nett Book Disposal	6,001,948	4,633,152	5,055,000	119%	1,368,800
Total General Purpose Funding Required/(Provided)	(757,931)	(2,261,942)	(2,265,000)	34%	1,504,000

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

Infrastructure Services	Total Infrastructure Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Recurrent Revenue					
Core Program Income	854,532	925,980	1,010,200	85%	(71,400)
Strategic Program Income	-	-	-	-	-
Project Income	861,086	800,000	800,000	108%	61,100
Contributions	-	29,601	32,300	-	-
Buildings Income	2,836	-	-	-	-
Profit on Sale of Assets	6,364	-	-	-	-
Total Recurrent Revenue	1,724,818	1,755,581	1,842,500	94%	(30,800)
Expenditure					
Core Service Provision	(2,266,977)	(2,257,981)	(2,463,500)	92%	-
Strategic Service Provision	(6,606)	-	-	-	-
Training and Development	(45,161)	(48,851)	(53,300)	85%	-
Strategic Planning	-	-	-	-	-
Buildings	(151,663)	(207,856)	(226,900)	67%	56,200
Plant and Vehicles	(447,703)	(378,048)	(412,600)	109%	(69,700)
Operational Projects	-	-	-	-	-
Development Projects	(1,567,815)	(1,562,951)	(1,563,500)	100%	-
Transport Infrastructure	(1,325,000)	(1,769,361)	(1,930,700)	69%	444,400
Other Infrastructure	(114,708)	(114,433)	(124,900)	92%	-
Depreciation	(6,008,312)	(4,640,152)	(5,062,000)	119%	(1,368,200)
Loss on Sale of Assets	-	-	-	-	-
Total Direct Expenditure	(11,933,946)	(10,979,633)	(11,837,400)	101%	(954,300)
Less Allocations Outward	1,746,111	1,962,488	2,140,900	82%	(216,400)
General Purpose Funding required/(provided)	-8,463,017	-7,261,564	-7,854,000	108%	(1,201,500)
Capital Projects					
Buildings - New	-	-	-	-	-
Buildings - Renewal	(729,174)	(663,300)	(663,300)	110%	(65,900)
Plant and Machinery	(69,015)	(109,989)	(120,000)	58%	41,000
Vehicles	-	-	-	-	-
Furniture and Equipment	-	-	-	-	-
Infrastructure - New	-	(41,250)	(45,000)	-	41,300
Infrastructure - Renewal	(2,307,809)	(3,810,495)	(4,148,000)	56%	1,502,700
Infrastructure - Other	-	-	-	-	-
Total Direct Expenditure	(3,105,998)	(4,625,034)	(4,976,300)	62%	1,519,000
Financing Costs					
Transfer to Reserves	-	-	-	-	-
Principal on Loan Debt	-	-	-	-	-
Total Financing Costs	-	-	-	-	-
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	2,527,538	2,103,090	2,294,300	110%	424,400
New Loans	-	-	-	-	-
Sale of Assets	-	7,000	7,000	-	-
Transfer from Reserves	200,000	633,314	960,900	21%	(433,300)
Depreciation charges to Operating	6,008,312	4,640,152	5,062,000	119%	1,368,200
Deficit/Surplus Brought Forward	2,081,598	2,241,100	2,241,100	93%	(159,500)
Total Capital Funding	10,817,447	9,624,656	10,565,300	102%	1,192,800
General Funding required/(provided) for/(from) Capital	7,711,450	4,999,622	5,589,000	138%	2,711,800
Write Back Nett Book Disposal	(6,364)	-	-	-	-
Total General Purpose Funding Required/(Provided)	(757,931)	(2,261,942)	(2,265,000)	33%	1,504,000

Shire of Derby West Kimberley

Monthly Financial Statements by Nature and Type

Port Services	Total Port Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Surplus/(deficit) brought forward	(441,119)	(446,600)	(446,600)	99%	-
Revenue					
Amount Raised from Rates	-	-	-	-	-
Fees and Charges	235,846	759,902	829,000	28%	(524,100)
Lease and Rental	119,240	276,826	302,000	39%	(157,600)
Contributions and Reimbursements	18,374	81,114	88,500	21%	(62,700)
Other Revenue	-	-	-	-	-
Interest Earnings	-	-	-	-	-
Grants	-	-	-	-	-
Total Unrestricted Revenue	373,461	1,117,842	1,219,500	31%	(744,400)
Direct Expenses					
Employee Costs					
Remuneration	(330,393)	(208,780)	(227,800)	145%	(121,600)
Other	(18,692)	(11,583)	(12,700)	147%	-
Goods					
Food and Refreshments	(108)	-	-	-	-
Stationery and Cleaning Products	-	-	-	-	-
Minor Assets and Equipment	-	-	-	-	-
Hardware and General Materials	(60,513)	(18,205)	(19,900)	304%	(42,300)
Services					
General	(256,031)	(86,867)	(94,800)	270%	(169,200)
Cleaning	(15,328)	(17,402)	(19,000)	81%	-
Mechanical	-	(4,741)	(5,200)	-	-
Technical	(9,900)	(5,456)	(6,000)	165%	-
Professional	(52,486)	(38,027)	(41,500)	126%	-
Memberships and Subscriptions	-	(825)	(900)	-	-
Hire and Lease	(15,368)	(18,326)	(20,000)	77%	-
Insurance	(397,087)	(320,855)	(328,700)	121%	(76,200)
Power and Water	(69,048)	(140,404)	(153,200)	45%	71,400
Other					
Interest	(34,144)	(19,701)	(21,500)	159%	-
Other	(5,132)	-	-	-	-
Write-offs, Concessions and Contributions	-	(902)	(1,000)	-	-
Total Direct Expenditure	(1,264,231)	(892,074)	(952,200)	133%	(372,200)
Indirect Expenses					
Works Crew Wages	-	-	-	-	-
Works Crew Overhead	(51,604)	(74,701)	(81,500)	63%	-
Works Crew Plant	(9,534)	(23,914)	(26,100)	37%	-
Materials Allocated from Stock	(1,173)	(8,965)	(9,800)	12%	-
Executive Services ABC Allocation	(51,792)	(51,788)	(56,500)	92%	-
Corporate Services ABC Allocation	(402,783)	(382,765)	(439,400)	92%	-
Housing Allocation	-	-	-	-	-
Project and Tech. Services ABC Allocation	-	-	-	-	-
Depreciation and Nett Book Disposal	(1,025,381)	(1,092,652)	(1,192,000)	86%	67,300
Total Indirect Expenditure	(1,542,267)	(1,634,785)	(1,805,300)	85%	92,500
Less Allocations Outward	-	-	-	-	-
General Purpose Funding Required/(Provided)	(2,433,037)	(1,409,017)	(1,538,000)	158%	(1,024,000)
Asset Renewal and Financing					
Goods and services	(216,690)	(175,000)	(7,696,000)	3%	(41,700)
Works Crew wages	-	-	-	-	-
Works Crew overhead	-	-	-	-	-
Works Crew plant	-	-	-	-	-
Project and Tech. Services ABC allocation	-	-	-	-	-
Transfer to Reserves	-	-	-	-	-
Principal on loan debt	(27,439)	(34,089)	(37,200)	74%	-
Total Financing Costs	(244,129)	(209,089)	(7,733,200)	3%	(35,000)
Capital Funding					
Grants and Contributions	50,000	456,000	456,000	11%	(406,000)
New Loans	-	-	7,000,000	-	-
Sale of Assets	-	55,000	55,000	-	(55,000)
Transfer from Reserves	-	-	-	-	-
Total Funding	50,000	511,000	7,511,000	1%	(461,000)
General Funding Required/(Provided) for Capital	(194,129)	301,911	(222,200)	-64%	(496,000)
Write Back Depreciation and Nett Book Disposal	1,025,381	1,092,652	1,192,000	86%	(67,300)
Total General Purpose Funding Required/(Provided)	(2,042,904)	(461,054)	(1,014,800)	443%	(1,581,800)

Shire of Derby West Kimberley

Monthly Financial Statements by Activity

Port Services	Total Port Services				
	Year to Date	Budget Estimate	Budget	92 % of year gone	Variance on estimate
	31/05/2017	31/05/2017	2016-2017	% spent or raised	<> \$30,000
Recurrent Revenue					
Core Program Income	-	-	-	-	-
Strategic Program Income	373,461	1,117,842	1,219,500	31%	(744,400)
Project Income	50,000	200,000	200,000	25%	(150,000)
Contributions	-	-	-	-	-
Buildings Income	-	-	-	-	-
Profit on Sale of Assets	-	-	-	-	-
Total Recurrent Revenue	423,461	1,317,842	1,419,500	30%	(894,400)
Expenditure					
Core Service Provision	-	-	-	-	-
Strategic Service Provision	(1,130,088)	(995,366)	(1,107,900)	102%	(134,700)
Training and Development	(95)	(1,452)	(1,600)	6%	-
Strategic Planning	-	-	-	-	-
Buildings	(67,161)	(37,543)	(41,000)	164%	-
Plant and Vehicles	(83,876)	(106,040)	(115,800)	72%	-
Operational Projects	-	-	-	-	-
Development Projects	(166,862)	(20,163)	(22,000)	758%	(146,700)
Transport Infrastructure	(333,035)	(273,643)	(277,200)	120%	(59,400)
Other Infrastructure	-	-	-	-	-
Depreciation	(1,014,006)	(1,092,652)	(1,192,000)	85%	78,600
Loss on Sale of Assets	(11,375)	-	-	-	-
Total Direct Expenditure	(2,806,498)	(2,526,859)	(2,757,500)	102%	(279,600)
Less Allocations Outward	-	-	-	-	-
General Purpose Funding required/(provided)	-2,383,037	-1,209,017	-1,338,000	178%	(1,174,000)
Capital Projects					
Buildings - New	-	-	-	-	-
Buildings - Renewal	-	-	-	-	-
Plant and Machinery	-	-	-	-	-
Vehicles	-	-	-	-	-
Furniture and Equipment	-	-	-	-	-
Infrastructure - New	(170,575)	(175,000)	(1,336,000)	13%	-
Infrastructure - Renewal	(46,115)	-	(6,360,000)	1%	(46,100)
Infrastructure - Other	-	-	-	-	-
Total Direct Expenditure	(216,690)	(175,000)	(7,696,000)	3%	(41,700)
Financing Costs					
Transfer to Reserves	-	-	-	-	-
Principal on Loan Debt	(27,439)	(34,089)	(37,200)	74%	-
Total Financing Costs	(27,439)	(34,089)	(37,200)	74%	-
Capital Funding					
Country Local Government Fund	-	-	-	-	-
Other Capital Grants and Contributions	-	256,000	256,000	-	(256,000)
New Loans	-	-	7,000,000	-	-
Sale of Assets	-	55,000	55,000	-	(55,000)
Transfer from Reserves	-	-	-	-	-
Depreciation charges to Operating	1,014,006	1,092,652	1,192,000	85%	(78,600)
Deficit/Surplus Brought Forward	(441,119)	(446,600)	(446,600)	99%	-
Total Capital Funding	572,887	957,052	8,056,400	7%	(384,200)
General Funding required/(provided) for/(from) Capital	328,758	747,963	323,200	102%	(419,200)
Write Back Nett Book Disposal	11,375	-	-	-	-
Total General Purpose Funding Required/(Provided)	(2,042,904)	(461,054)	(1,014,800)	201%	(1,581,800)

Shire of Derby West Kimberley

Schedule of Grants and Contributions Received and Restricted 2016-2017

Source of Funding	Council Program	Balance 1 July 2016	Actual Grant Income	Actual Expenditure	Agreed Contribution	Current Balance	Budget Grant Income	Budget Expenditure	Budget Bal 30/06/2017
Operating Revenue									
General Purpose Funding									
Local Govt Grants Commission	General Purpose Income	-	4,292,262	4,292,262	-	-	4,302,000	4,302,000	-
		-	4,292,262	4,292,262	-	-	4,302,000	4,302,000	-
Executive Services									
Landcorp	Planning and Development	21,400	-	36	-	21,364	-	21,400	-
Department of Planning	Planning and Development	16,200	2,025	6,639	-	11,586	6,100	30,400	-
Department of Planning	Planning and Development	20,900	-	-	-	20,900	-	26,600	-
Kimberley Zone Grant	Kimberley Zone	212,500	267,304	337,000	-	142,804	464,800	589,400	87,900
		271,000	269,329	343,675	-	196,654	470,900	667,800	87,900
Community Services									
Public Libraries Australia	Library Services	4,100	-	-	-	4,100	-	4,100	-
Heritage Advisory	Community Arts and Heritage	-	-	-	12,000	12,000	12,000	24,000	-
LotteryWest	Community Arts and Heritage	-	-	-	-	-	-	-	-
Child Protection and Family Services	Youth Services	-	-	125,000	-	-	125,000	125,000	-
Dept Corrective Services	Youth Services	-	334,353	352,489	-	-	260,400	310,100	-
Dept Local Government	Youth Services	7,400	-	29	-	7,371	-	7,400	-
Dept Corrective Services	Youth Services	8,800	-	74	-	8,726	-	3,700	5,100
Dept Sport and Recreation	Community Development	-	1,000	65,000	-	-	65,000	65,000	-
Fitzroy Valley Futures Regional Services Re	Healthy Communities	100,300	52,601	108,049	-	44,852	-	120,300	-
Remote Australian Strategy Program	Healthy Communities	-	154,280	5,025	-	149,255	-	-	-
Department of Sport and Recreation	Aquatic Centres	4,800	32,000	17,513	-	19,287	32,000	12,000	24,800
Kimberley Dev. Commission	Sport and Recreation	18,800	-	-	-	18,800	-	18,800	-
Dept Sport and Recreation	Sport and Recreation	50,700	-	31,125	-	19,575	-	50,700	-
		194,900	574,234	704,305	12,000	283,964	494,400	741,100	29,900
Development Services									
Office of Aboriginal Health	Aboriginal Community Health	242,200	477,542	381,181	15,000	353,561	484,100	463,900	1,205,200
Department of Health	Aboriginal Community Health	4,600	-	9,584	-	-	-	12,200	-
Department of Health	Health Services	14,900	12,552	12,931	-	14,521	15,000	29,900	-
		261,700	490,094	403,696	15,000	368,083	499,100	-421,800	1,205,200
Technical Services									
Local Govt Grants Commission	Roads	-	839,612	839,612	-	-	839,000	839,000	-
Department of Parks and Wildlife	Roads	106,100	-	28,173	75,000	152,927	75,000	263,600	-
Main Roads	Roads	-	-	-	-	-	17,000	17,000	-
	Plant and Depots	-	7,716	7,716	-	-	8,000	8,000	-
		106,100	847,328	875,501	75,000	152,927	939,000	1,127,600	0
	Total Recurrent Grants	833,700	6,473,246	6,619,438	102,000	1,001,629	6,705,400	6,416,700	1,323,000
Capital Grants and Contributions									
Corporate Services									
Country Local Govt Regional Fund	Staff housing	8,900	-	80,345	126,300	54,855	-	135,200	-
Country Local Govt Regional Fund	Staff housing	-	-	-	-	-	-	-	-
		8,900	-	80,345	126,300	54,855	-	135,200	-
Community Services									
Country Local Govt Fund	Community Arts and Heritage	96,600	-	54,980	24,000	65,620	60,000	180,600	-
Landcorp	Parks and Gardens	-	-	-	-	-	-	-	-
		96,600	0	54,980	24,000	65,620	60,000	180,600	0
Development Services									
Country Local Govt Regional Fund	Public Conveniences	100,000	-	217,995	-	-	-	240,000	-
		100,000	0	217,995	0	0	0	240,000	0
Technical Services									
Regional Road Group	Roads	-	-	-	-	-	-	-	-
Regional Road Group	Roads	115,200	772,773	970,036	-	-	612,800	879,500	-
Main Roads	Roads	-	1,158,874	422,624	-	736,250	1,133,200	1,266,400	-
Local Govt Grants Commission	Roads	444,200	225,000	159,803	-	509,397	231,300	569,600	107,000
Main Roads	Roads	170,100	145,300	79,904	-	235,496	115,700	285,700	100
Main Roads	Roads	-	209,461	-	-	209,461	201,300	190,000	11,300
Department of Parks and Wildlife	Roads	180,000	-	-	-	180,000	-	240,000	-
Main Roads	Roads	-	-	-	-	-	-	-	-
		909,500	2,511,408	1,632,368	0	1,870,604	2,294,300	3,431,200	118,400
Port Services									
Regional Airport Development Scheme	Derby Airport	-	-	-	-	-	256,000	560,000	-
		0	0	0	0	0	256,000	560,000	0
	Total Capital Grants	1,115,000	2,511,408	1,985,688	150,300	1,991,078	2,610,300	4,547,000	118,400
	Total Grants	1,948,700	8,984,654	8,605,126	252,300	2,992,707	9,315,700	10,963,700	1,441,400

Shire of Derby West Kimberley

Variance Report by Organisation Structure - Nature and Type

Amount	Description	Risk	Particulars
Variances above 10% and \$30,000 are reported on the total of each Division.			
A positive figure represents savings and a (-) represents an overspend on expenditure or reduced revenue			
Total Organisation			
(143,100)	Deficit/(Surplus) Brought Forward	Medium	The surplus brought forward is less than forecast in the 2016-2017 budget. Several factors contributed to this situation, however, it was largely caused by some late invoices for roadworks Capital Works programs.
General Purpose Income			
(125,100)	Amount Raised from Rates	High	Total rates raised was effected by reductions in mining tenement valuations after rate modelling was completed and prior to the final budget being adopted.
(35,600)	Professional	Medium	This overspend is for Debt Collection fees on outstanding mining tenements
(178,000)	Other	High	The number of mining tenement rates written off is greater than initially budgeted. Staff were aware of the Ellendale Diamond mine and allowed for this an other downward valuations of mining tenements, however the extent has been far more than predicted.
Executive Services			
(66,200)	Contributions and Reimbursements	Low	This has occurred in the Derby Visitor Centre reimbursements budget and the Kimberley Zone budget
35,700	General Contract Services	Medium	This over expenditure is due to payments for IT Contract services.
(91,500)	Technical Telecommunications	High	This overexpenditure is a result of Telstra charges for the Civica system.
57,300	Other	None	This variance is due to timing issues with invoices. Savings are not expected on this budget item.
(31,600)	Capital Works Goods and services	High	This overexpenditure is a result of the purchase of Solar Panels for the Derby Visitor Centre at a cost of \$39,100. This project was not included in the 2016-2017 budget. Although the expenditure is not comparatively high, this expenditure could represent non-compliance with Section 6.38 of the Local Government Act if taken in isolation.
Corporate Services			
(33,700)	Contributions and Reimbursements	Medium	This variance is due to timing issues with the Dept of Transport Commissions for collection of the ESL.
-	Remuneration	None	Corporate Services salaries should provide savings
30,900	Other Employee Costs	None	Corporate Services employee costs should provide savings
36,900	Minor Assets and Equipment	None	This variance is due to minor equipment not yet being purchased
46,800	Professional	None	There may be savings in the Professional Services budget for Corporate Services, however, there will be some invoices for Valuations Services and additional Auditing prior to June 2017..
43,600	Capital Goods and services	None	This variance is Budgeted capital works in Hanson Street not being completed and is funded from Reserves
Community Services			
251,000	Grants	None	This variance is due to grants received from Fitzroy Valley Futures and the Remote Australia Strategy not included in the 2016-2017 budget
(94,000)	Remuneration	Medium	Salaries and wages across Community Development are generally overspent by 3%.
47,200	Other Employee Costs	None	Other employee costs across Community Development are Underspent
141,600	General	None	This variance is due to timing issues with invoices. Savings are not expected on this budget item.
35,000	Cleaning	None	This variance is most likely due to timing issues with invoices. Savings are not expected on this budget item.
106,300	Power and Water	None	This variance is due to timing issues with invoices. Savings are not expected on this budget item.
(40,900)	Other	Medium	This item is over budget due to a payment returning a KidSport grant to the Department of Sport and Recreation
116,300	Write-offs, Concessions and Contributions	None	Contributions to organisations are yet to be made.
58,200	Works Crew Wages	None	There is currently savings in the Parks and Gardens Works Crew jobs, however, this could be caused by incorrect job links to general ledger accounts
188,000	Works Crew Overhead	None	This variance is due to Depreciation not occurring on some Parks and Gardens Assets causing the budget to be understated. This does not effect Council's surplus brought/fwd but does effect some financial ratios
(167,600)	Depreciation and Nett Book Disposal	Low	This variance represents The Hertiage Trail project which was late to commence. The Fitzroy Oval concreting and Fitzroy Recreation Centre projects have not occurred.
155,300	Goods and services	None	The Transfer from Reserve for the Community Development Grants is yet to be done.
(73,300)	Transfer from Reserves	None	

Shire of Derby West Kimberley
Variance Report by Organisation Structure - Nature and Type

Amount	Description	Risk	Particulars
Variations above 10% and \$30,000 are reported on the total of each Division.			
Development Services			
(136,600)	Fees and Charges	Medium	Fees and charges for the Waste Management Function are less than the 2016-2017 budget
63,000	Remuneration	None	Savings to date in Salaries and Wages
499,700	General	None	This variance is due to timing issues with payment of Rubbish Collections and Waset Site Management invoices. Savings are not expected on this budget item.
53,800	Works Crew Overhead	None	This variance is due to a reduction in Litter Collection by the Works Crew.
(36,700)	Depreciation and Nett Book Disposal		This variance is due to depreciation charges being higher than forecast. This does not effect Council's surplus brought/fwd but does effect some financial ratios
Infrastructure Services			
(88,500)	Contributions and Reimbursements	Low	Various reimbursements not received. In most instances there is a corresponding reduction on expenditure.
322,400	Other Revenue	None	This variance is for revenue reimbursements for the Coloustone Abottoir. There is a corresponding increase in Expenditure.
(274,800)	Grants	Low	Road Grants yet to be received
46,800	Remuneration	None	Savings to date in Salaries and Wages
79,000	Other Employee Costs	None	Savings to date in e,ployee costs such as training and recruitment.
412,600	General	None	This variance is due to timing issues with invoices. Savings are not expected on this budget item.
(41,300)	Hardware and General Materials	None	This variance is caused by increased exoenditure on materials.
(65,400)	Insurance	Low	This relates to insurance for the Plant and Depot Activity. Insurance costs need to be allocated to each separate item of plant where the budget was provided.
49,900	Power and Water	None	This variance is due to timing issues with invoices. Savings are not expected on this budget item.
36,100	Works Crew Wages	Medium	This variance represents the allocation of SDWK employees to the Clarendon Street Enhancement project. The budget included all contract works for road construction.
(128,600)	Works Crew Overhead	Medium	This variance represents an under allocation of Overheads to Jobs
(1,368,800)	Depreciation and Nett Book Disposal	None	This variance is due to depreciation not occurring on many Road Assets in 2014-2015 causing the budget to be understated. This does not effect Council's surplus brought/fwd but does effect some financial ratios
1,368,800	Write Back Depreciation and Nett Book Disposal		
(216,400)	Less Allocations Outward	Low	Allocations out for Works Crew Ovverhead are under budget.
1,404,000	Goods and services	None	This variance represents Capital Works projects that have yet to commence.
(34,000)	Works Crew wages	Medium	Caused by Works Crew allocations to Clarendon Street which were not included in the budget. Offset be savings in Contract expenses.
(44,200)	Works Crew overhead	Medium	This variance is created by Capital Works projects that have yet to commence. As these projects are funded not completing them will mean Technical Management costs cannot be charged to government grants.
214,800	Project and Tech. Services ABC allocation	High	This variance is for Capital Grants received for construction works to be undertaken.
424,400	Grants and Contributions	None	
(433,300)	Transfer from Reserves	None	This variance is for transfers from reserves which are yet to occur.

Shire of Derby West Kimberley
Variance Report by Organisation Structure - Nature and Type

Amount	Description	Risk	Particulars
Variances above 10% and \$30,000 are reported on the total of each Division.			
Port Services			
(524,100)	Fees and Charges	Extreme	This variance relates to berthing fees and charges at the Derby Wharf and is a significant revenue amount.
(157,600)	Lease and Rental	Extreme	This variance relates to Lease Income expected from Derby Airport not received.
(62,700)	Contributions and Reimbursements	High	The budgeted contributions for the Derby Airport operations have not been received
(121,600)	Remuneration	High	The Salaries and Wages budget for Ports has almost been entirely spent to 31 December - largely relating to salaries and wages charged to Curtin and Derby Airports
(42,300)	Hardware and General Materials	Medium	The 2015-2016 general materials budget for Ports has been spent.
(169,200)	General	High	The 2015-2016 General Contracts budget for Ports has been spent.
(76,200)	Insurance	Medium	This relates to insurance for the Curtin Airport not reducing as much as forecast in the budget..
71,400	Power and Water	None	Power and water expenses are currently less than budget expectations. This may provide some savings.
67,300	Depreciation and Nett Book Disposal	None	This variance is due to a change in the depreciation rates for the Derby Wharf. This does not effect Council's surplus brought/fwd but does effect some financial ratios.
(41,700)	Capital Goods and services	High	This budget item relates to the Curtin Airport Bus and Ford Ranger located at the Curtin Airport which were budgeted to be sold in 2016.
(55,000)	Sale of Assets	High	This budget item relates to the Curtin Airport Bus and Ford Ranger located at the Curtin Airport which were budgeted to be sold in 2016.



Shire of Derby/West Kimberley

ITEM 10.2.3

ATTACHMENT 11

MINUTES – ANNUAL MEETING OF ELECTORS



SHIRE OF DERBY/WEST KIMBERLEY

ANNUAL GENERAL MEETING OF ELECTORS

HELD AT THE COUNCIL CHAMBERS

LOCH STREET, DERBY

THURSDAY 25 MAY 2017

MINUTES

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SHIRE OF DERBY/WEST KIMBERLEY

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3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 ANNUAL GENERAL MEETING OF ELECTORS HELD 11 FEBRUARY 2016

DECISION AND OFFICER RECOMMENDATION:

Moved: Cr Paul White	Seconded: Cr Andrew Twaddle
That the Minutes of the Annual General Meeting of Electors of the Shire of Derby/West Kimberley held at Council Chambers, Derby on 11 February 2016 be confirmed.	
CARRIED	

4.0 PRESENTATION OF THE 2015/2016 ANNUAL REPORT

The 2015/2016 Annual Report is provided under separate cover.

DECISIONS AND OFFICER RECOMMENDATION:

Moved: Cr Iris Prouse	Seconded: Cr Chris Kloss
That the Annual Report for the period 1 July 2015 to 30 June 2016 as presented, be received.	
CARRIED	

5.0 PROGRESS REPORT FOR THE 2016/2017 YEAR

The Chief Executive Officer will give a presentation on progress of Shire activities for the 2016/2017 year.

DECISION AND OFFICER RECOMMENDATION:

Moved: Cr Peter McCumstie	Seconded: Cr Chris Kloss
That the Progress Report for the 2016/2017 year be received.	
CARRIED	

6.0 GENERAL BUSINESS

Nil

7.0 CLOSURE OF MEETING

The Presiding Member closed the meeting at 6.55pm.

These Minutes were confirmed at a meeting on

.....

Signed:

Presiding Person at the meeting at which these Minutes were confirmed.

Date:



Shire of Derby/West Kimberley

ITEM 10.2.4

ATTACHMENT 12

RATES MODELLING WORKSHEET

PROVIDED UNDER SEPARATE COVER



Shire of Derby/West Kimberley

ITEM 10.2.4

ATTACHMENT 13

STATEMENT OF OBJECTS AND REASONS

2017/2018

PROVIDED UNDER SEPARATE COVER