AGENDA

Special Council Meeting

Thursday, 17 August 2023

I hereby give notice that a Special Meeting of Council will be held on:

Date: **Thursday, 17 August 2023**

Time: **4:30 PM**

Location: **Council Chambers**
Clarendon Street
Derby

Amanda Dexter **Chief Executive Officer**

Our Guiding Values

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

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

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

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

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

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

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

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

Disclaimer

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

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

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

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

Notes for Members of the Public

PUBLIC QUESTION TIME

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

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

MEETING FORMALITIES

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

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

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Notes for Elected Members

NATURE OF COUNCIL'S ROLE IN DECISION MAKING

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

ALTERNATIVE MOTIONS

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

DECLARATIONS OF INTERESTS

Elected Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences. Section 5.60A of the *Local Government Act 1995 states*;

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

Section 5.60B states;

> *"a person has a proximity interest in a matter if the matter concerns –*
>
> *(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or*
>
> *(b) a proposed change to the zoning or use of land that adjoins the person's land; or*
>
> *(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."*

MEETING DATES

At its Ordinary Meeting of Council on 27 October 2022, Council adopted the following meeting dates for 2023:

January			Council in Recess
Thursday	23 February 2023	5.30 pm	Council Chambers, Derby
Thursday	30 March 2023	5.30 pm	Fitzroy Crossing
Thursday	27 April 2023	5.30 pm	Council Chambers, Derby
Thursday	25 May 2023	5.30 pm	Fitzroy Crossing
Thursday	29 June 2023	5:30pm	Council Chambers, Derby
Thursday	27 July 2023	11.00am	Remote Aboriginal Community (Location to be advised)
Thursday	31 August 2023	5.30 pm	Council Chambers, Derby
Thursday	28 September 2023	5.30 pm	Fitzroy Crossing
Thursday	26 October 2023	5.30 pm	Council Chambers, Derby
Thursday	30 November 2023	5.30 pm	Fitzroy Crossing
Thursday	14 December 2023	5.30 pm	Council Chambers, Derby

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

APPLICATION FOR LEAVE OF ABSENCE

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

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

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1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

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

3 DISCLOSURE OF INTERESTS

3.1 Declaration of Financial Interests

3.2 Declaration of Proximity Interests

3.3 Declaration of Impartiality Interests

4 PUBLIC TIME

Due to the nature of this meeting, being a Special Council Meeting, questions relating to matter relating to this agenda may be addressed.

4.1 Public Question Time

4.2 Public Statements

5 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

6 RECOMMENDATIONS AND REPORTS OF COMMITTEES

6.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 20 JULY 2023

File Number: **4110**

Author: **Sarah Smith, Executive Services Coordinator**

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

Authority/Discretion: **Executive**

HEADING

For Council to receive the minutes of the Audit Committee Meeting held on 20 July 2023.

ATTACHMENTS

1. Minutes of the Audit Committee Meeting held on 20 July 2023

RECOMMENDATION

1. That the Minutes of the Audit Committee Meeting held on 20 July 2023 be received and the recommendations therein be adopted.

COMMITTEE RESOLUTIONS FOR AUDIT COMMITTEE MEETING – 20 JULY 2023:

COMMITTEE RESOLUTION AC66/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

1. **Receive the information contained in the report detailing outstanding rates and sundry debtors as at 30 June 2023**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

COMMITTEE RESOLUTION AC69/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

Receives the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 30 June 2023.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

COMMITTEE RESOLUTION AC70/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

1. **Notes the List of Accounts for June 2023 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling $3,531,196.91.**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

COMMITTEE RESOLUTION AC72/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends to Council that it, endorses the grant applications (State Regional Airports Development Scheme; and Federal Remote Airstrip Upgrade Program) for urgent capital works refurbishments on the Fitzroy Crossing Airstrip, and the Derby Airport, conditional on the Chief Executive Officer being suitably satisfied with costing estimates prior to the grant application being lodged.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

Monday

Shire of Derby / West Kimberley

UNCONFIRMED MINUTES

Audit Committee Meeting

Thursday, 20 July 2023

Date: **Thursday, 20 July 2023**

Time: **4:00pm**

Location: **Council Chambers**
Clarendon Street
Derby

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MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY
ON THURSDAY, 20 JULY 2023 AT 4:00PM

PRESENT: Cr Geoff Haerewa (Shire President), Cr Peter McCumstie (Deputy Shire President and, Cr Andrew Twaddle.

IN ATTENDANCE: Wayne Neate (Director Technical and Development Services), Neil Hartley (Director of Strategic Business) (MS Teams), Tamara Clarkson (Acting Director of Corporate Services (MS Teams), Christie Mildenhall (Acting Director Community Services)(MS Teams), Maria O'Connell (Media Officer).

VISITORS: Cr Paul White and Cr Rowena Mouda (*entered the meeting at 4:18pm*).

GALLERY: Nil

APOLOGIES: Nil

APPROVED LEAVE OF ABSENCE: Cr Pat Riley.

ABSENT: Cr Keith Bedford.

1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 4:00pm by Cr Andrew Twaddle – Chair.

2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

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

3 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

- Nil

4 DISCLOSURE OF INTERESTS

4.1 Declaration of Financial Interests

- Nil

4.2 Declaration of Proximity Interests

- Nil

4.3 Declaration of Impartiality Interests

- Nil

5 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

- Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RESOLUTION AC65/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Minutes of the Audit Committee Meeting held at the Council Chambers, Clarendon Street, Derby, on 22 June 2023 be CONFIRMED.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

7 REPORTS

7.1 OUTSTANDING DEBT JUNE 2023

File Number: **5174**

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

Responsible Officer: **Tamara Clarkson, Acting Director of Corporate Services**

Authority/Discretion: **Information**

SUMMARY

For the Committee to receive the outstanding rates and outstanding sundry debtors reports and provide strategic direction as required.

Reportable Financial Year: 2022/2023

Reportable Month: June 2023

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Committee will ensure compliance in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems to meet statutory requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

Subdivision 4 — Payment of rates and service charges
6.43. Rates and service charges are a charge on land
6.44. Liability for rates or service charges
6.50. Rates or service charges due and payable
6.53. Land becoming or ceasing to be rateable land

Subdivision 5 — Recovery of unpaid rates and service charges
6.55. Recovery of rates and service charges
6.56. Rates or service charges recoverable in court
6.16 Imposition of fees and charges

POLICY IMPLICATIONS

F4 – SUNDRY DEBTORS COLLECTION POLICY
F5 – OUTSTANDING RATES COLLECTION POLICY
F6 – FINANCIAL HARDSHIP POLICY

FINANCIAL IMPLICATIONS

Outstanding Rates and Service Charges totalling $1,261,662.90 in cash flow impacts.

Outstanding Sundry debtors totalling $1,400,147.83 in cash flow impacts.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	4.3 Sustainability	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Non recovery of debts will impact the type and level of services provided to the town.	Almost Certain	Severe	Extreme	Be proactive with collection process and recovering outstanding debt

CONSULTATION

The finance department has followed both Council policies relating to collection of rates and service charges (this includes a customer contact process) and have consulted with CS Legal with regard to use of services to recover outstanding debts.

COMMENT

Attached to this report is an aged breakdown of outstanding rates and service charges by rating category as well a depiction of rates debt by month. The report also contains a breakdown of outstanding sundry debtor charges by age as well as the movement of this debt over a rolling five-month period

There were no write-offs approved and processed in June 2023.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Rates Debt Summary Report**
2. **Sundry Debtors Comparison Graph**
3. **Report to Council - Accounts Receivable**
4. **Report to Audit Committee - Rates Debt Graphs**

COMMITTEE RESOLUTION AC66/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

1. **Receive the information contained in the report detailing outstanding rates and sundry debtors as at 30 June 2023**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

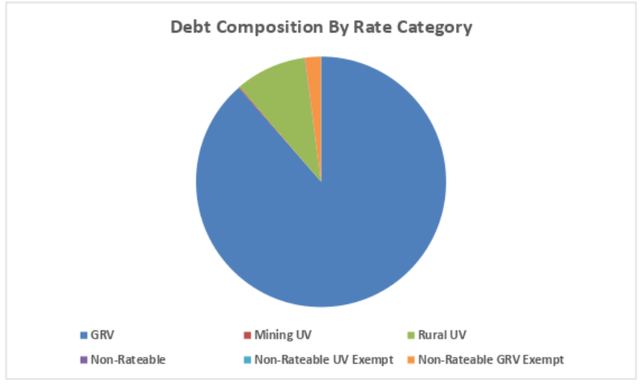
Against: Nil

CARRIED 3/0

Shire of Derby / West Kimberley

Total Rates & Service Charges Outstanding as at 11th August 2022 $12,379,654.69
Total Rates & Service Charges Outstanding as at 30 June 2023 $1,261,662.90
Total Collected YTD From Outstanding Rates & Service charges **$11,117,991.79**

	Net Debt					
	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Change (May - June)
GRV	$ 1,701,861.33	$ 1,400,417.28	$ 1,386,603.99	$ 1,248,958.14	$ 1,118,704.85	-$ 130,253.29
Mining UV	$ 22,769.95	$ 3,768.71	$ 2,286.66	$ 2,725.58	$ 1,919.16	-$ 806.42
Rural UV	$ 242,897.51	$ 131,570.64	$ 113,715.46	$ 115,056.69	$ 115,771.17	$ 714.48
Non-Rateable	$ 4,012.88	-$ 864.51	-$ 840.49	-$ 812.46	-$ 790.64	$ 21.82
Non-Rateable UV Exempt	$ 1,735.18	$ 1,745.41	$ -	$ -	$ -	$ -
Non-Rateable GRV Exempt	$ 32,379.61	$ 29,909.49	$ 30,116.92	$ 25,870.37	$ 26,058.36	$ 187.99
	$ 2,005,656.46	$ 1,566,547.02	$ 1,531,882.54	$ 1,391,798.32	$ 1,261,662.90	-$ 130,135.42



% of Levied outstanding
10.19%

Total Overdue From Instalment Payers
$63,709.87

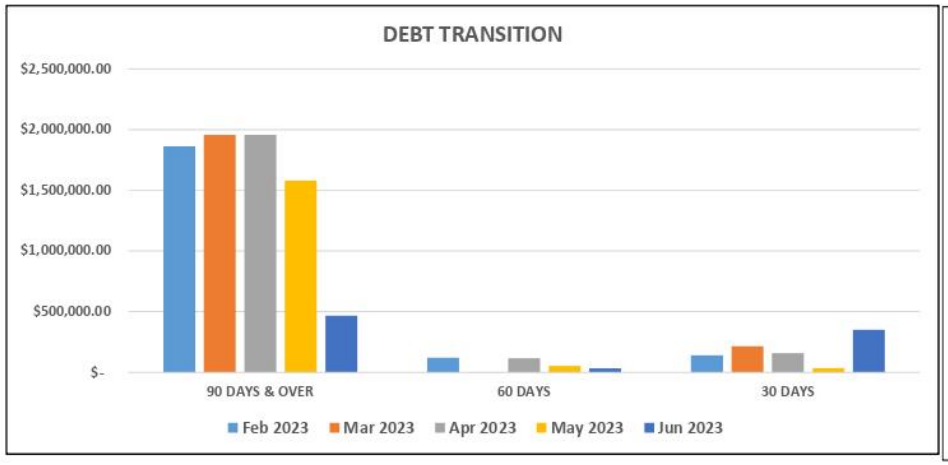
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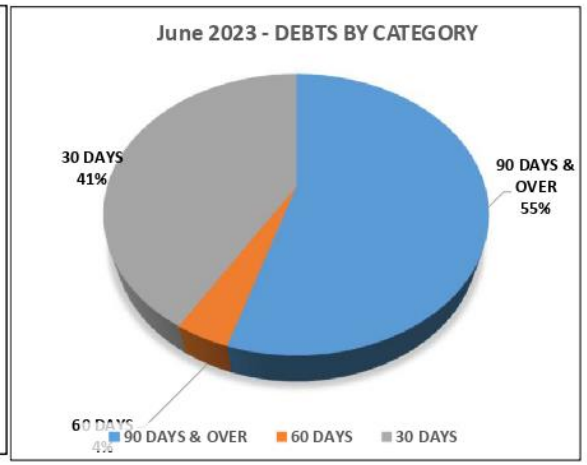
	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Total Credits	Total
COMMERCIAL - GRV	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 37,754.38	$ 164,402.75	$ 1,752.20	-$ 36,118.85	$ 167,790.48
INDUSTRIAL - GRV	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,106.82	$ 39,600.62	$ 202.45	-$ 25,518.83	$ 27,391.06
MINING - UV	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 629.77	$ 2,383.63	$ 32.68	-$ 1,126.92	$ 1,919.16
NON-RATEABLE	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 111.70	$ 1,745.76	$ 2,636.89	$ 49.85	-$ 5,334.84	-$ 790.64
NON-RATEABLE/EXEMPT - GRV	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,375.79	$ 5,275.35	$ 5,606.06	$ 8,703.98	$ 11,970.94	$ 396.52	-$ 8,270.28	$ 26,058.36
OTHER LOCATIONS - GRV	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11.87	$ 3,385.01	$ 37.90	$ -	$ 3,434.78
RESIDENTIAL - GRV	$ 1,103.41	$ 2,648.50	$ 5,252.56	$ 12,449.04	$ 13,003.73	$ 15,080.36	$ 20,759.38	$ 55,647.83	$ 40,106.72	$ 48,929.13	$ 74,899.75	$ 84,575.06	$104,878.04	$ 146,642.68	$ 331,896.03	$ 10,127.98	-$ 63,058.80	$ 904,941.40
RURAL - UV	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 34.03	$ 7,763.01	$ 12,137.74	$ 116,189.63	$ 1,433.74	-$ 21,786.98	$ 115,771.17
URBAN FARMLAND - GRV	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 299.68	$ 1,785.16	$ 1,780.54	$ 4,940.33	$ 6,479.58	$ 92.99	-$ 231.15	$ 15,147.13
Total	**$ 1,103.41**	**$ 2,648.50**	**$ 5,252.56**	**$ 12,449.04**	**$ 13,003.73**	**$ 15,080.36**	**$ 20,759.38**	**$ 55,647.83**	**$ 40,106.72**	**$ 48,929.13**	**$ 77,575.22**	**$ 91,669.60**	**$ 120,139.35**	**$ 225,673.33**	**$ 678,945.08**	**$ 14,126.31**	**-$ 161,446.65**	**$ 1,261,662.90**

Shire of Derby / West Kimberley

TOTAL DEBTORS OUTSTANDING COMPARISON GRAPHS (A) - 2022/2023

	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Changes (May-June)
90 DAYS & OVER	$ 1,862,382.88	$ 1,958,785.63	$ 1,955,696.00	$ 1,579,518.90	$ 466,266.17	-$ 1,113,252.73
60 DAYS	$ 121,400.15	$ 875.02	$ 117,401.28	$ 52,827.18	$ 32,696.39	-$ 20,130.79
30 DAYS	$ 140,287.63	$ 215,379.98	$ 158,201.43	$ 33,998.81	$ 351,905.37	$ 317,906.56
OUTSTANDING DEBT	$ 2,124,070.66	$ 2,175,040.63	$ 2,231,298.71	$ 1,666,344.89	$ 850,867.93	-$ 815,476.96

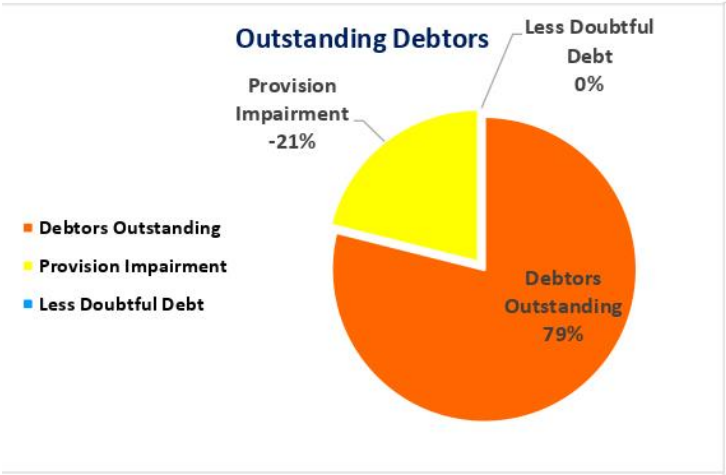




Shire of Derby / West Kimberley

Report to Council Accounts Receivable
June 2023

30/06/2023 $ 1,025,985.58





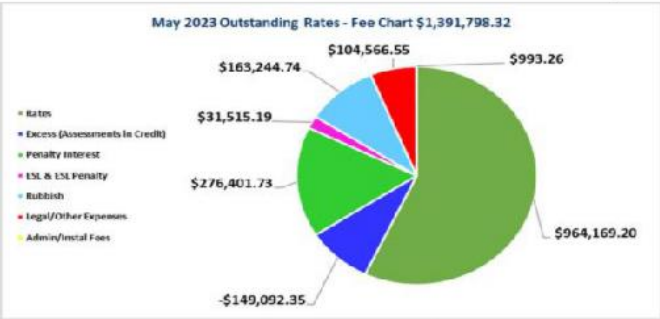
The Finance Department is continuing Debt collection to recover outstanding amounts owed by Sundry Debtors in accordance with F4 - ***Sundry Debtors Collection Policy.*** The Finance Dept has made contact by telephone, email and letter to outstanding debtors requesting payments.

The Finance Department and the Acting Director Corporate are working together to ensure that the debt owing will be recovered and to reduce amounts owed to the Shire.

Shire of Derby / West Kimberley

Report to Audit Committee
June 2023

Total Rates Outstanding as at EOM June 2023 $ 1,261,662.90



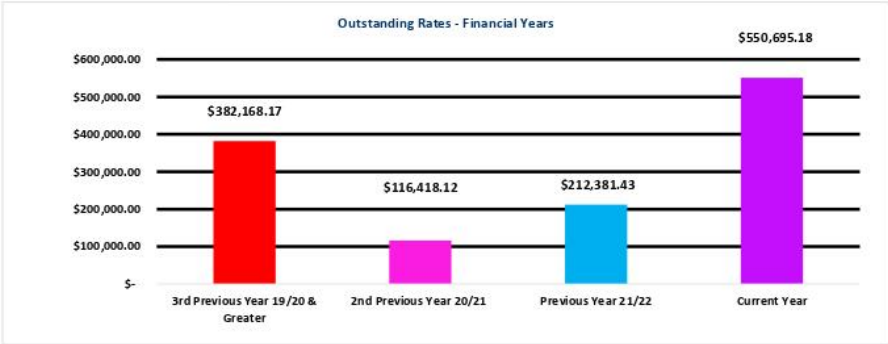


Rates and Service Charges Levied 2022/2023
Issued 11th August 2022

Rates	8,660,698.59
Waste	2,195,514.00
Pool Fee	1,344.12
ESL	269,853.68
SUB TOTAL	**$ 11,127,410.39**

Prior FY Debt O/S

Rates	864,460.72
Waste	362,347.25
Pool Fee	115.63
ESL	25,320.70
SUB TOTAL	**1,252,244.30**
TOTAL TO COLLECT	**$ 12,379,654.69**



Debt Comparison for Same Month Last Year			
EOM June 2022	$1,746,627.05	EOM June 2023	$ 1,261,662.90
Difference	-$ 484,964.15		

7.2 COMPLIANCE REPORTS - COUNCIL MINUTE MANAGEMENT

File Number: **4262 - Status Reports**

Author: **Sarah Smith, Executive Services Coordinator**

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

Authority/Discretion: **Information**

SUMMARY

The Council Minute Management Report provides Council with an update on all actions required to be undertaken by the Administration once a resolution has been adopted by Council at the Ordinary Council and Audit Committee Meetings.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Officers are required to provide an accurate update on items to inform the Council on the progress, or any delays or the completion of each recommendation adopted by Council at the Ordinary Council and Audit Committee Meetings.

The report assists the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.41(a) of the Act requires CEOs to advise councils in relation to the functions of a local government under both the *Local Government Act 1995*, and other legislation.

The CEO's function under section 5.41(b) is to ensure the availability of unbiased, professional and relevant advice and information to elected members for their decision making purposes.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

CONSULTATION

Internal consultation has been undertaken with relevant areas to collate information.

COMMENT

Most items are up to date within reasonable parameters.

Staff leave, recent resignations and flood recovery impacts have had some impact on progress, and however the delays at this point are not concerning.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Actions - July 2023

COMMITTEE RESOLUTION AC67/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee:

1. **RECEIVES the information contained in the report detailing Council Minute Management.**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

	Division:	**Date From:**
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Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Clarkson, Tamara Dexter, Amanda	Reports	Long Term Financial Plan - 2022-23 to 2036-37

COMMITTEE RESOLUTION AC24/22

Moved: Cr Peter McCumstie
Seconded: Cr Keith Bedford

That the Audit Committee recommend that Council:

1. **Endorse the Long Term Financial Plan 2022/23 – 2036/37 per attachment to this report for Council's on going consideration.**

In Favour: Crs Keith Bedford, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

12 Aug 2022 11:17am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 7 Apr 2022 To: 30 Sep 2022, Reason: Formal Presentation of the Long Term Financial Plan will occur at the OCM Setember 29 2022
13 Feb 2023 3:34pm Smith, Sarah - Reallocation
Action reassigned to Clarkson, Tamara by: Smith, Sarah for the reason: Alan Thornton no longer at SDWK
13 Jun 2023 3:13pm Clarkson, Tamara - Target Date Revision
Target date changed by Clarkson, Tamara from 30 September 2022 to 30 September 2023 - Engaged Moore Australia to update

Meeting	Officer/Director	Section	Subject
Audit Committee 23/03/2023	Clarkson, Tamara Dexter, Amanda	Reports	Audit Committee - Modifications to Role, Membership, Title and Meeting Cycle.

COMMITTEE RESOLUTION AC28/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That Audit Committee recommends that Council by Absolute Majority:

1. **endorse the Audit & Risk Committee's Terms of Reference (as provided in the attachment); and**

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2. requires that the Terms of Reference be reviewed as part of the appointment process for the new Audit & Risk Committee (which will occur at a October or November 2023 Council Meeting, following the October 2023 Council Elections).

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

Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

08 May 2023 11:22am Smith, Sarah - Reallocation
Action reassigned to Clarkson, Tamara by: Smith, Sarah for the reason: To be driven by Tamara, Jill and Amanda

13 Jun 2023 3:14pm Clarkson, Tamara - Target Date Revision
Target date changed by Clarkson, Tamara from 06 April 2023 to 26 October 2023 - To be reviewed in October following LG Elections

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Clarkson, Tamara Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Kimberley Mineral Sands - Debt Write-Off

COMMITTEE RESOLUTION AC28/22

Moved: Cr Peter McCumstie
Seconded: Cr Keith Bedford

That the Audit Committee recommends that Council, conditional on a new sub-lease being executed by the Shire and the Kimberley Mineral Sands group:

1. Writes off the insurance contribution claim made upon the Derby Port lessee's, Thunderbird Operations Pty Ltd and Sheffield Resources Limited (of $172,958.16); and

2. Notes that insurance contributions by the lessee will apply (as per the lease's new position) from 1 January 2022 .

In Favour: Crs Keith Bedford, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0 BY ABSOLUTE MAJORITY

03 May 2022 2:11pm Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 7 Apr 2022 To: 26 May 2022, Reason: Lease negotiations ongoing, with report hoped to be presented to the 26 May 2022 Council Meeting.

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03 Jun 2022 10:29am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 26 May 2022 To: 30 Jun 2022, Reason: Updated decision as per 26 May Council Meeting. Debt can be written off on execution of revised lease documentation.

04 Jul 2022 9:31am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Jun 2022 To: 30 Sep 2022, Reason: Subject to new 28 July Council Meeting decision and lease being executied.

07 Sep 2022 8:39am Hartley, Neil - Reallocation
Action reassigned to Thornton, Alan by: Hartley, Neil for the reason: New lease agreement execution progressing. Debt to be written off through the normal accounting process once executed lease documents finalised.

13 Feb 2023 3:34pm Smith, Sarah - Reallocation
Action reassigned to Clarkson, Tamara by: Smith, Sarah for the reason: Alan Thornton no longer at SDWK

Meeting	Officer/Director	Section	Subject
Council 30/03/2023	Delvin, Ron Neate, Wayne	Technical Services	Award of Tender T9-2022 for Camballin Road reshaping and Re-sheeting

RESOLUTION 24/23

Moved: Cr Andrew Twaddle
Seconded: Cr Pat Riley

That Council:

1. Award Tender T9-2022 Camballin Road Reshape and Re-sheet works to Buckley's Earthmoving and Paving (BEP); and

2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount.

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

Against: Nil

CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Council 30/03/2023	Delvin, Ron Neate, Wayne	Technical Services	Award of Tender T10-2022 for Fairfield Leopold Road Reshaping and Re-Sheeting

RESOLUTION 25/23

	Division:	Date From:
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Moved: Cr Andrew Twaddle
Seconded: Cr Pat Riley

That Council;

1. Award Tender T10-2021 Fairfield –Leopold Road Reshape and Re-sheet works to Buckley's Earthmoving and Paving (BEP); and

2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount.

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

Against: Nil

CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Council 30/03/2023	Delvin, Ron Neate, Wayne	Technical Services	Award of Tender T11-2022 for the Calwynyardah-Noonkanbah Road Reshaping and Re-sheeting

RESOLUTION 26/23

Moved: Cr Andrew Twaddle
Seconded: Cr Geoff Davis

That Council;

1. Award Tender T11-2022 Calwynyardah-Noonkanbah Road Reshape and Re-sheet works to Buckley's Earthmoving and Paving (BEP); and

2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount.

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

Against: Nil

CARRIED 5/0

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Meeting	Officer/Director	Section	Subject
Council 30/03/2023	Delvin, Ron Neate, Wayne	Technical Services	Award of Tender T8-2022 for the reconstruction of Alfonsas Street, Derby

RESOLUTION 22/23

Moved: Cr Andrew Twaddle
Seconded: Cr Geoff Davis

That Council;

1. **Award Tender T8-2022 Alfonsas Street, Derby Reconstruction and Drainage improvements to Buckley's Earthmoving and Paving (BEP); and**
2. **Reallocate $150,000 from Road Maintenance – Gravel outside BUA 121202130 to allow the work to be completed.**

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

Against: Nil

CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Council 26/08/2021	Dexter, Amanda Dexter, Amanda	Executive Services	Aboriginal Empowerment Strategy

RESOLUTION 84/21

Moved: Cr Geoff Davis
Seconded: Cr Rowena Mouda

That Council:

1. **Endorses the Workshop Report – 22 July 2021 – Shire of Derby/West Kimberley Aboriginal Empowerment Strategy;**
2. **Authorise the CEO to commence a Request for Quote process, to seek out an external consultancy with expertise to support Councillors and the Executive with strategic direction setting and policy development to the Aboriginal Empowerment Strategy; and**

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3. Endorse the scoping and development of a senior Aboriginal identified position within the SDWK to operationalise empowerment strategies including economic development and communications.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

CARRIED 8/0

10 Sep 2021 4:12pm Smith, Sarah - Reallocation
Action reassigned to O'Halloran, Amanda by: Smith, Sarah for the reason: Sarah Tobias is an external consultant

16 Mar 2022 11:30am Dexter, Amanda
Amanda will arrange advertising to progress the appointment of a Organisation/ Consultant to assist with the Development of a Strategy and/ or high level prioirities in order to get this program up and running over the next few months.

16 Mar 2022 11:34am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 9 Sep 2021 To: 31 May 2022, Reason: This item has not been resourced adequartely and higher priioritisation has been allocated to ensure that it progresses over the next few months

09 Jun 2022 4:02pm Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 31 May 2022 To: 30 Jul 2022, Reason: This project has unfortunately not progressed due to resoucing issues, it has been reallocated in the 2022/23 Budget and the CEO's Exec Team will progress the project once the once the budget is approved.

12 Aug 2022 11:09am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 30 Jul 2022 To: 30 Sep 2022, Reason: This Item is a high priority for the first quarter of the 2022/23 FY.

12 Aug 2022 11:10am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 30 Sep 2022 To: 30 Sep 2022, Reason: This Item is a high priority of the 2022/23 FY. A detailed report will be provided to Council by the 30 September 2022

Meeting	Officer/Director	Section	Subject
Council 24/11/2022	Dexter, Amanda Dexter, Amanda	Amendment	Amendment - FITZROY CROSSING ADMINISTRATION CENTRE - UNSAFE WORK ENVIRONMENT

RESOLUTION 150/22

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

This recommendation was changed and workshopped by Council at the 24 November 2022 Ordinary Council Meeting and is now put for consideration.

That Council:

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1. Express its appreciation to the Shire's Fitzroy Crossing staff for endeavouring to maintain a workable service to the Fitzroy Crossing community, notwithstanding the extremely difficult circumstances that presently prevails in that location, and express its empathy to staff and their families for any physical and psychological violence or stress suffered by them as a direct consequence of elevated violence within the Fitzroy Crossing community; Council accepts that it needs to take appropriate actions to protect its employees;
2. The actions of the Chief Executive Officer to immediately close the Fitzroy Crossing Administration & Visitors Centre to the public are to remain in place, until such time that a safe work environment consistent with the expectations of the Work Health and Safety Act 2020 can be provided for the Shire's staff;
3. Notes that in regard to (2), the Shire's customer services will be provided by appointment, other arrangement or via remote access where that is available;
4. Notes that the WA State Government has a direct responsibility through the WA Police force's Policing Pillars to maintain a safe environment in Fitzroy Crossing, the Shire considers the situation in Fitzroy Crossing to be akin to an "Emergency Situation" and therefore requires WA Police to more satisfactorily meet those responsibilities, particularly the following key pillars not being maintained to date:
   (a) Pillar #1 - Enforce the Law; and
   (b) Pillar #2 - Prevent Crime;
   (c) Pillar #3 - Manage and Coordinate Emergencies - Coordinate multi-agency approaches to manage emergencies.
5. Authorises an immediate emergency 2022/23 budget allocation for the purpose of improving security and community/employee safety at the Shire's Fitzroy Crossing Administration, Library and Visitors Centre Building and its surrounds, and at Shire owned employee homes in Fitzroy Crossing in the immediate term as per the CEO's delegated authority. Funds to be allocated at the Chief Executive Officer's discretion so as to maximise safety but in a suitably cost conscious manner, reported monthly to council;
6. Requires the President and CEO to immediately and actively engage with the WA State Government Agencies to:
   (a) secure additional Police and other government resources for Fitzroy Crossing;
   (b) secure State Government grant funds to meet the costs outlined in (5); and
   (c) secure the necessary State (and Federal) Government services to address the existing issues within Fitzroy Crossing and to have those services remain until community concerns are addressed to meet community expectations;
7. Requires that the President and the CEO actively engage the media in all of its forms and across the widest practical levels, to draw to the attention of Fitzroy Crossing stakeholders that the Council is actively engaging in strategic discussions, taking direct action where it can, and redirecting its

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limited resource capacities to addressing the situation. Also, to highlight the Shire is actively engaging with the WA State Government to directly assist with addressing the issues within Fitzroy Crossing; and

8. Requires that the President and CEO arrange for suitable public consultation to occur in the district, to invite contributions from relevant stakeholders, particularly the local community and government agencies.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 6/0

RESOLUTION 150/22

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

This recommendation was changed and workshopped by Council at the 24 November 2022 Ordinary Council Meeting and is now put for consideration.

That Council:

1. Express its appreciation to the Shire's Fitzroy Crossing staff for endeavouring to maintain a workable service to the Fitzroy Crossing community, notwithstanding the extremely difficult circumstances that presently prevails in that location, and express its empathy to staff and their families for any physical and psychological violence or stress suffered by them as a direct consequence of elevated violence within the Fitzroy Crossing community; Council accepts that it needs to take appropriate actions to protect its employees;

2. The actions of the Chief Executive Officer to immediately close the Fitzroy Crossing Administration & Visitors Centre to the public are to remain in place, until such time that a safe work environment consistent with the expectations of the Work Health and Safety Act 2020 can be provided for the Shire's staff;

3. Notes that in regard to (2), the Shire's customer services will be provided by appointment, other arrangement or via remote access where that is available;

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4. Notes that the WA State Government has a direct responsibility through the WA Police force's Policing Pillars to maintain a safe environment in Fitzroy Crossing, the Shire considers the situation in Fitzroy Crossing to be akin to an "Emergency Situation" and therefore requires WA Police to more satisfactorily meet those responsibilities, particularly the following key pillars not being maintained to date:

(a) Pillar #1 - Enforce the Law; and

(b) Pillar #2 - Prevent Crime;

(c) Pillar #3 - Manage and Coordinate Emergencies - Coordinate multi-agency approaches to manage emergencies.

5. Authorises an immediate emergency 2022/23 budget allocation for the purpose of improving security and community/employee safety at the Shire's Fitzroy Crossing Administration, Library and Visitors Centre Building and its surrounds, and at Shire owned employee homes in Fitzroy Crossing in the immediate term as per the CEO's delegated authority. Funds to be allocated at the Chief Executive Officer's discretion so as to maximise safety but in a suitably cost conscious manner, reported monthly to council;

6. Requires the President and CEO to immediately and actively engage with the WA State Government Agencies to:

(a) secure additional Police and other government resources for Fitzroy Crossing;

(b) secure State Government grant funds to meet the costs outlined in (5); and

(c) secure the necessary State (and Federal) Government services to address the existing issues within Fitzroy Crossing and to have those services remain until community concerns are addressed to meet community expectations;

7. Requires that the President and the CEO actively engage the media in all of its forms and across the widest practical levels, to draw to the attention of Fitzroy Crossing stakeholders that the Council is actively engaging in strategic discussions, taking direct action where it can, and redirecting its limited resource capacities to addressing the situation. Also, to highlight the Shire is actively engaging with the WA State Government to directly assist with addressing the issues within Fitzroy Crossing; and

8. Requires that the President and CEO arrange for suitable public consultation to occur in the district, to invite contributions from relevant stakeholders, particularly the local community and government agencies.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 6/0

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14 Apr 2023 8:50am Smith, Sarah
Continuing to progress

Meeting	Officer/Director	Section	Subject
Council 24/11/2022	Edwards, Shane Martin, Stuart	Matters for which the Meeting May Be Closed (Confi	Nominations - Community Citizen of the Year Awards 2023

RESOLUTION 155/22

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

That Council

1. **Determines Nominee B as the recipient of the 2023 Community Citizen of the Year for the Shire of Derby / West Kimberley.**
2. **Determines Nominee C as the recipient of the 2023 Senior Community Citizen of the Year for the Shire of Derby / West Kimberley.**
3. **Determines Nominee B as the recipient of the 2023 Youth Community Citizen of the Year for the Shire of Derby / West Kimberley.**
4. **Determines the Nominee A as the recipient of the 2023 Active Citizenship Award for the Shire of Derby / West Kimberley.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 6/0

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Edwards, Shane Martin, Stuart	Community and Recreation Services	MOU between SDWK and ENAC regarding Youth Activities under the Intensive Family Support Program

RESOLUTION 42/23

Moved: Cr Paul White

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Seconded: Cr Andrew Twaddle

That Council:

1. **Endorse the proposed Memorandum of Understanding – Intensive Family Support Program between the Shire of Derby/West Kimberley and Emama Nguda Aboriginal Corporation; and**
2. **Authorise the CEO to extend the Memorandum of Understanding in its endorsed form for a period of twelve (12) months following the original three (3) month trial if the program is deemed to be successful.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Council 24/11/2022	Edwards, Shane Martin, Stuart	Community and Recreation Services	Garnduwa User Agreement - Fitzroy Crossing Gym

RESOLUTION 154/22

Moved: Cr Paul White
Seconded: Cr Peter McCumstie

That Council

1. **Endorses the 2022/23 Garnduwa Amboorny Wirnan Aboriginal Corporation User Agreement as provided in Attachment 1;**
2. **Approves the user agreement fees for the gymnasium area of the Fitzroy Crossing Recreation Centre to be included into the Schedule of Fees and Charges;**
3. **Require Garnduwa Amboorny Wirnan Aboriginal Corporation to undertake a deep clean of the space prior to installing new equipment; and**
4. **Approves the advertisement of the intention to impose the fee as required in Section 6.19 to the *Local Government Act 1995*.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

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Against: Nil

CARRIED 6/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 25/05/2023	Edwards, Shane Martin, Stuart	Community and Recreation Services	Memorandum of understanding between the Shire of Derby/West Kimberley and Nindilingarri Cultural Health Services regarding youth collaboration Girl's Program

RESOLUTION 64/23

Moved: Cr Geoff Davis
Seconded: Cr Paul White

That Council:

1. **Endorse the proposed Memorandum of Understanding – Youth Girl's Program between the Shire of Derby/West Kimberley and Nindilingarri Cultural Health Services.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

CARRIED 7/0

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Edwards, Shane Martin, Stuart	Community and Recreation Services	MOU between SDWK and ENAC Regarding Hoops After Dark Program

RESOLUTION 41/23

Moved: Cr Peter McCumstie
Seconded: Cr Andrew Twaddle

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	Officer:	
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That Council:

Endorse the proposed Memorandum of Understanding – Hoops After Dark between the Shire of Derby/West Kimberley and Emama Nguda Aboriginal Corporation.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Audit Committee 16/02/2023	Gloor, Aaron Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Looma Community - Rates Write-off and Refund

COMMITTEE RESOLUTION AC22/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommend that Council

1. Impairs the ESL, Rates & interest charges outstanding on the community of $18,440.36.

2. Declines the request to refund rates and ESL charges ($44,683.01) already paid prior to the 12/13 FY.

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

Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Audit Committee 16/02/2023	Gloor, Aaron	Matters for which the Meeting May Be Closed (Confi	Local Government Act (LGA) Sales - Rates Debt 3+ Years

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Dexter, Amanda

COMMITTEE RESOLUTION AC21/23

Moved: Cr Geoff Haerewa
Seconded: Cr Keith Bedford

That the Audit Committee recommends that Council:

1. **Approve the commencement of LGA sale proceedings against the following properties;**

   A100000, A100760, A101040, A103320, A103950, A105880, A900275, A108150, A108151, A108152, A108153

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

Against: Nil

CARRIED 4/0

Meeting	Officer/Director	Section	Subject
Audit Committee 16/02/2023	Gloor, Aaron Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Aboriginal Communities - Rates Write-off and exemption

COMMITTEE RESOLUTION AC20/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommend that Council

1. **Impairs the ESL, legal, Rates & interest charges on A600276, A900616, A600153 & A300605 totalling $198,524.44**
2. **Approves the conversion of A600276, A600153 & A300605 to Non-Rateble/Exempt – UV**
3. **Upholds and re-endorses Councils decision 059/2017 to convert A900616 to Non-Rateble/Exempt – UV**

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

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Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Audit Committee 17/11/2022	Gloor, Aaron Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Aboriginal Communities - Waste & ESL Debt Write-Off

COMMITTEE RESOLUTION AC116/22

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee Recommends to Council:

1. **Writes off the waste, ESL, legal and interest charges on each assessment totalling $68,597.76.**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Audit Committee 16/02/2023	Gloor, Aaron Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Dead Tenements Debt Write-Off

COMMITTEE RESOLUTION AC19/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee Recommends that Council

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1. Writes off the balance of rates, charges and penalty interest levied and accrued on dead mining tenements;

Assess No	Total Balance	Lot No
A900350	$20,548.83	E80/4066
A900298	$8,110.83	E04/1771
A900800	$7,423.36	E04/2177
A900297	$1,994.26	PEP04/464
A803630	$1,399.58	M04/202
A900431	$614.61	E04/1937
	$40,091.47	

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

Against: Nil

CARRIED 4/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Hartley, Neil Dexter, Amanda	Executive Services	Derby Airport - X-Ray and Security Equipment

RESOLUTION 35/23

Moved: Cr Andrew Twaddle
Seconded: Cr Paul White

That Council requires that the Chief Executive Officer:

1. Secure a professional assessment of the existing x-ray equipment stored at Derby Airport and dispose of any equipment than cannot reasonably be recalibrated/refurbished;

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2. Deposit any funds received from the sale(s) into a *Airport Equipment Reserve Account* (the purposed of the account to be used for the provision of airport equipment); and

3. Report back to Council following the professional assessment concluding, on the practicality and cost to refurbish existing, or alternatively procure new compliant equipment should it be required again in the future to service passengers utilising the Derby or Curtin Airports.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

03 Jul 2023 3:48pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 11 May 2023 to 30 September 2023 - Having difficulty securing infromation on usefulness of x-ray equipment.

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Hartley, Neil Dexter, Amanda	Executive Services	Derby Port Masterplan

RESOLUTION 34/23

Moved: Cr Paul White
Seconded: Cr Peter McCumstie

That Council:

1. Express its appreciation to Derby Port stakeholders for their contributions towards the Masterplan;

2. Endorse the attached draft Derby Port Masterplan (noting in incorporates the recommendation changes highlighted in the "Consultation" section above);

3. Requires that the Chief Executive Officer (CEO) prepare for Council's 2023/24 budget consideration, a timetable for the Masterplan recommendations, incorporating the required funding and resources allocations to meet those timelines (with the view to progressing as many of them as is reasonably possible to do so within the 2023/24 financial year);

4. Requires that the CEO provide an annual progress/status report on the implementation of the Masterplan's recommendations (at a Councillors' Forum in March/April of each year); and

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5. Requires that the Masterplan be formally reviewed in 2025, and then again in 2030 and 2035 (noting that the current Head Lease expires in 2040).

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

03 Jul 2023 3:47pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 11 May 2023 to 30 June 2024 - Masterplan funding sought in 2023/24 budget to progress numerous recommendations. Regular reports logged into Attain as reminders for action.

Meeting	Officer/Director	Section	Subject
Council 30/03/2023	Hartley, Neil Dexter, Amanda	Executive Services	DERBY PORT - LEASING OF JETTY AREAS 2 AND 3 TO MPA FISH FARMS PTY LTD

RESOLUTION 19/23

Moved: Cr Geoff Davis
Seconded: Cr Pat Riley

That Council:

1. Notes that no submissions were received in response to the recent local public notice of Council's intention to lease Areas 2 and 3 of the Derby Jetty Goods Shed at the Derby Port, to MPA Fish Farms Pty Ltd;

2. Notes the new ownership arrangements of MPA Fish Farms Pty Ltd and endorses the CEO's and President's recent actions in regard to the current lease's assignment. Also, notes that a formal Deed of Assignment will be executed between the Shire and MPA Fish Farms Pty Ltd for the remainder of the current lease (expiring 30 June 2023);

3. Requires the CEO to negotiate a new Lease with MPA Fish Farms Pty Ltd, to commence on 1 July 2023, and for it to be generally consistent with Council's resolution of 24 November 2022; and

4. Notes that the lease will be executed and the common seal affixed in accordance with Delegation 1.1.33 (Applying Common Seal).

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

Against: Nil

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CARRIED 5/0

01 May 2023 7:58am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 13 Apr 2023 To: 30 Jun 2023, Reason: Lease Assignment and new Lease documentation forwarded to MPA for consideration Requested MPA changes submitted to Kimberley Ports Authority for consideration. Any changes need to be negotiated before lease can be executed.

03 Jul 2023 3:42pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 30 June 2023 to 30 September 2023 - MPA now under Administration, with view to finding new owners. Shire is monitoring the situation buit lease agreement is now "stalled" until new owners can be located.

Meeting	Officer/Director	Section	Subject
Council 27/10/2022	Hartley, Neil Dexter, Amanda	Executive Services	Fitzroy Crossing Swimming Pool - Lease Extension

RESOLUTION 134/22

Moved: Cr Linda Evans
Seconded: Cr Rowena Mouda

That Council:

1. **Notes that the current lease to the WA State Government is in "holding over" and that the Fitzroy Crossing Swimming Pool provides a valuable service to the Fitzroy Crossing community at an affordable cost to the Shire; and**
2. **Instructs the CEO to provide a letter of extension of the existing lease to the WA State Government on the same terms and conditions, for up to 10+10 years.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 7/0

17 Nov 2022 12:12pm Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 10 Nov 2022 To: 31 Dec 2022, Reason: Draft letter of extension for the existing lease has been forwarded to the State Government. Awaiting a response.

06 Feb 2023 8:06am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 31 Dec 2022 To: 31 Mar 2023, Reason: Department of Education has informally agreed to the extension. Awaiting its advice as to how best to formalise that matter.

07 Mar 2023 2:48pm Hartley, Neil - Target Date Revision

	Division:	**Date From:**
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Revised Target Date changed by: Hartley, Neil From: 31 Mar 2023 To: 30 Apr 2023, Reason: Original Lease did not have Minister's Endorsement so cannot be extended. Likely we will need to initiate an entirely new lease. Awaiting a position from the Department of Housing.

03 Apr 2023 8:43am Hartley, Neil - Target Date Revision

Revised Target Date changed by: Hartley, Neil From: 30 Apr 2023 To: 31 Jul 2023, Reason: Department of Housing liaising with State Crown Solicitor's Office, with the view to develping a new lease.

03 Jul 2023 4:11pm Hartley, Neil - Target Date Revision

Target date changed by Hartley, Neil from 31 July 2023 to 31 August 2023 - Document is in an agreed format, but requires exection by the parties to be finalised.

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Hartley, Neil Dexter, Amanda	Executive Services	Fitzroy Crossing Airport - Proposal for State Government Funding Plan

RESOLUTION 160/21

Moved: Cr Peter McCumstie
Seconded: Cr Keith Bedford

That Council:

1. **Endorse the principle and thrust of the Fitzroy Crossing Airport Funding Plan and request the CEO to coordinate its finalisation at the earliest opportunity;**
2. **Authorise the President and the Chief Executive Officer to facilitate discussions with the State Government for a contribution towards the long term asset management funding of the Fitzroy Crossing Airport; and**
3. **Notes that a separate report on Curtin and Derby airports, including asset and operational cost considerations at those sites, will be forthcoming.**

In Favour: Crs Geoff Haerewa, Paul White, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 8/0

15 Dec 2021 9:53am Hartley, Neil - Target Date Revision

Revised Target Date changed by: Hartley, Neil From: 23 Dec 2021 To: 31 Mar 2022, Reason: Letter forwarded to State Minister for Health. Awaiting meeting opportunity. Still need to finalise Funding Proposal with accurate asset management estimates (awaiting consultant engineering report).

07 Feb 2022 7:28am Hartley, Neil - Target Date Revision

Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Jun 2022, Reason: Minister for Health has passed on to Minister for Transport. Requires ongoing lobbying of state government.

03 Jun 2022 10:35am Hartley, Neil - Target Date Revision

Revised Target Date changed by: Hartley, Neil From: 30 Jun 2022 To: 30 Sep 2022, Reason: In ongoing discussions with Department of Transport. Asset Management Plans being prepared for DoT consideration to justify ongoing state support. $1.5m(State - approved) + $1.5m(Federal - awaiting confirmation) grants applied for to fund runway and apron area upgrade.

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07 Sep 2022 8:36am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Sep 2022 To: 30 Apr 2024, Reason: $1.5m (State) + $1.5m (Federal) grants secured. Project Manager appointed. Works to now be schedued and tendered for construction to occur in 2023. Discussions continue with State Department of Transport on the longer term management/funding of FX Airport.

17 Nov 2022 4:32pm Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Apr 2024 To: 30 Apr 2024, Reason: Project is progressing. For example, the Funding Agreements have been executed by the parties; the Project Manager has been appointed. One of the grant pre-conditions, a Geotechnical Assessment has been organised and will be commenced on 28 November 2022. An independent assessment/peer review is also a grant pre-condition and the RFQ for for that service has now closed but the successful contractor has not as yet been selected.

06 Feb 2023 8:35am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Apr 2024 To: 30 Apr 2024, Reason: Independent Reviewer appointed (grant pre-condition) (AMS Australia) and protocols settled for review to be undertaken; Geo Technical survey undertaken (grant pre-condition); Specifications and Tender Documents being prepared. Delays and logistical difficulties expected in light of Cyclone Ellie but no change to final completion date expected at this point in time.

07 Mar 2023 2:47pm Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Apr 2024 To: 30 Apr 2025, Reason: Project now delayed by Cyclone Ellie and application for 12 months deferral submitted. Project will progress to Full Tender Specification stage, with the view to clalling tenders at the earliest reasonable opportunity.

Meeting	Officer/Director	Section	Subject
Council 25/11/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Derby Jetty - Insurance and Related Considerations

RESOLUTION 159/21

Moved: Cr Paul White
Seconded: Cr Geoff Davis

That Council:

1. **Accepts the position offered by Kimberley Ports Authority that the Derby Jetty can be insured for $5.6m on the basis that in the event of a catastrophic event which destroyed the jetty, the jetty would not be reinstated or replaced utilising the existing design and specifications, and the intent would be to clear the site and reinstate a small recreational jetty (due to the change in demand and utilisation since the Jetty was first built);**
2. **Understands that any costs above the insured level would be the responsibility of the Shire to bear, and asks that the Chief Executive Officer arrange for engineering studies to be sought to confirm the most prudent level of insurance that should be set, such that removal of debris/clean-up can be undertaken, and construction/reinstatement of a small recreational jetty to replace the existing structure can be achieved, without there being any undue risk of excess costs resulting.**

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3. **Confirms the need to maintain current levels of insurance levels (until 2023 when the MPA Fish Farms Lease is due to expire) unless legal advice is obtained that reasonably allows the changes to be brought in earlier;**
4. **Notes that the eventual lease renegotiations with Kimberley Mineral Sands will need to accommodate a mutually agreed position on jetty insurance;**
5. **Requires the Chief Executive Officer to pursue the implementation of a Deed to suitably modify the insurance clauses of the Head Lease (from "replacement", to a "removal of debris/clean up only" clause);**
6. **Requires that any future Derby Port/Jetty Leases provide clarity on the Shire's capacity going forward to undertake Jetty maintenance or replacement, and that the Shire's position be suitably protected;**
7. **Requires that a Derby Port Masterplan workshop be scheduled with Councillors, to outline options available for the sustainable operation of the Derby Port; and**
8. **Requires that a review of Derby Jetty fees/charges be undertaken and a report be presented to Council on the options available to it.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 9/0

31 Mar 2022 2:37pm Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 9 Dec 2021 To: 30 Jun 2023, Reason: Insurance changes can be accommodated by LGIS, but can generally only occur once each year, on policy renewal (end fo financial year). Insurance change is also subject to Kimberley Mineral Sands and MPA Fish Farms lease clauses and commitments. It is hoped that a change to Removal of Debris Only insurance can be arranged to occur from 1 July 2023.

05 Dec 2022 2:26pm Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Jun 2023 To: 30 Jun 2023, Reason: KMS has agreed to fund the Replacement Value Insurance Premiums for the time being. Can revert to Removal of Debris Insurance once KMS ceases paying the premium.

03 Apr 2023 8:40am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Jun 2023 To: 30 Jun 2024, Reason: KMS has agreed to fund the Replacement Value Insurance Premiums for the time being, with no change to that position anticipated until its Broome Road Train (Gubinge Road) application has been decided. Shire can revert to Removal of Debris Insurance once KMS ceases paying the premium.

Meeting	Officer/Director	Section	Subject
Council 29/06/2022	Hartley, Neil Dexter, Amanda	Executive Services	WA Grants Commission Submission - Change of Distribution Methodology

	Division:	Date From:
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	Officer:	
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RESOLUTION 75/22

Moved: Cr Paul White
Seconded: Cr Peter McCumstie

That Council:

1. **Endorse the draft WA Grants Commission submission;**
2. **Supports the principal that the Shire and the Kimberley Region would benefit from other Kimberley local governments also having input and lodging complimentary submissions to the Grants Commission, and requires that the CEO refer the submission to the Kimberley Regional Group for its input and support; and**
3. **Authorises the CEO to modify the report following any feedback from the Kimberley Regional Group's members, and subsequent to that, forward the finalised submission to the Grants Commission for its consideration.**

In Favour: Crs Geoff Haerewa, Paul White, Andrew Twaddle, Keith Bedford and Peter McCumstie

Against: Nil

CARRIED 5/0

12 Aug 2022 11:20am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 13 Jul 2022 To: 30 Sep 2022, Reason: The Submission has been circulated to the KRG CEO's and Councils for their review and any recommendation and ultimate endorsement, prior to sending through to the Commission.

07 Sep 2022 8:29am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Sep 2022 To: 30 Jun 2023, Reason: Submission forwarded to Grants Commission. Assessment by Commission is expected to be concluded prior to the notification of the 2023/24 grant allocations.

06 Feb 2023 8:28am Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Jun 2023 To: 30 Jun 2023, Reason: Awaiting communications with Grants Commission. Assessment by Commission is expected to be concluded prior to the notification of the 2023/24 grant allocations.

07 Mar 2023 2:45pm Hartley, Neil - Target Date Revision
Revised Target Date changed by: Hartley, Neil From: 30 Jun 2023 To: 30 Jun 2024, Reason: State Government has delayed appointment of Grants Commission members, so still awaiting fromal communications. Assessment by Commission is not now expected until after 2023/24 grant allocations have been announced. Minor possibility of some "financial acknowledgement" in 2023/24 grants.

Meeting	Officer/Director	Section	Subject
Council 29/06/2023	Hartley, Neil Dexter, Amanda	New Business Of An Urgent Nature	RESIGNATION - COUNCILLOR EVANS, AND DEFERRAL OF RE-ELECTION

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RESOLUTION 76/23

Moved: Cr Paul White
Seconded: Cr Peter McCumstie

That Council by Absolute Majority:

1. acknowledges and accepts Cr Linda Evans' resignation, effective 26 June 2023, thanks her for her valuable contribution to the Council over her period as an elected member, and wishes her and her family well for the future; and

2. requests that the Western Australia Electoral Commissioner permits this elected member vacancy to remain vacant until the October 2023 election day.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

03 Jul 2023 4:08pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 13 July 2023 to 31 July 2023 - Information provided to WA Electoral Commissioner for consideration.

Meeting	Officer/Director	Section	Subject
Audit Committee 23/06/2022	Mildenhall, Christie Dexter, Amanda	Reports	LGIS / Royal Life-saving WA Safety Assessment and Improvement Audit

COMMITTEE RESOLUTION AC54/22

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee;

1. Receives the information contained in the report detailing the Royal Life-Saving Safety Assessment and Improvement Plan.

2. Notes the proposed Action Plan as outlined in Attachment 2 to address the issues identified in the Royal Life-Saving WA Safety Assessment and Improvement Plan.

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

Against: Nil

CARRIED 5/0

18 Aug 2022 8:12am Mildenhall, Christie
Feedback provided to Royal Lifesaving on some aspects of the report as per process. Final report has been provided with our total audit score increasing from 88.04% to 90.22% (90% is target mark).

18 Aug 2022 3:22pm Mildenhall, Christie
15 of 32 identified actions now completed.

01 Nov 2022 10:42am Mildenhall, Christie
26/32 items completed.

16 Mar 2023 11:28am Mildenhall, Christie
Four actions remain outstanding, two of which are underway. , Since last update major risk identified relating to the chlorine gas system has been addressed and rectified. The other significant risk relating to the equipotential bonding has been addressed, with the certification required scheduled for next week.

03 May 2023 7:52pm Mildenhall, Christie
3 actions remain outstanding. 1 underway, 2 not yet commenced.

08 Jun 2023 1:56pm Mildenhall, Christie
3 actions remain outstanding. 2 underway, 1 not yet commenced.

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Millar, Paris Dexter, Amanda	Community and Recreation Services	Request for Sponsorship - Mowanjum Festival 2023

RESOLUTION 38/23

Moved: Cr Peter McCumstie
Seconded: Cr Andrew Twaddle

That Council:

1. Approves a $10,000 (ex GST) contribution to the Mowanjum Art and Cultural Centre to support the delivery of the 2023 Mowanjum Festival subject to:

(a) Relevant event approvals being obtained;

(b) Submission of an acquittal at the conclusion of the event;

(c) Suitable promotional recognition of the Shire's contribution (in line with being a second tier sponsor); and

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(d) Access to the event by a Shire provided photographer with permission to use the images for promotional purposes by the Shire.

2. Notes that Mowanjum Arts and Cultural Centre is to be advised that the additional funding for the 2023 event is not indicative of future funding.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Millar, Paris Dexter, Amanda	Community and Recreation Services	Community Grants Program - Round 2 - Application Assessment

RESOLUTION 40/23

Moved: Cr Peter McCumstie
Seconded: Cr Paul White

That Council:

1. Approves in full funding of the Country Women's Association - Derby/West Kimberley Air Branch (CWA) funding request of $5,000 (ex GST) for the Craft Show and the Flower and Produce Show; and

2. Approves partial funding of the Little Things for Tiny Tots Inc.'s Connecting Community Program to the value of $4,584 (ex GST).

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Millar, Paris Dexter, Amanda	Community and Recreation Services	Request for Fee Waiver - Derby Aboriginal Health Service

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RESOLUTION 39/23

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

That Council BY ABSOLUTE MAJORITY:

Approve an in-kind donation to the Derby Aboriginal Health Service for the hire of the Derby Community Room valued at total of $150.00 (incl GST) for the Youth Girls Afterschool Self-Care and Gym Program.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 25/05/2023	Neate, Wayne Dexter, Amanda	Technical Services	Awarding of Tender T6-2023 Flood Damage Reinstatement AGRN 1044

RESOLUTION 59/23

Moved: Cr Paul White
Seconded: Cr Geoff Davis

That Council;

1. **Award tender T6-2023 Flood Damage Re-instatement work for event AGRN 1044 to RE Group Australia, Buckley's Earthworks and Paving and Young's Earthmoving Pty Ltd; and**
2. **Authorise the Chief Executive Officer to negotiate with each contractor in point 1 in regards to the roads required under each contract to ensure that the best outcome for the Shire of Derby/West Kimberley and the work is performed in a timely manner.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

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CARRIED 7/0

Meeting	Officer/Director	Section	Subject
Council 29/06/2023	Neate, Wayne Dexter, Amanda	Technical Services	Award of Tender T7-2023 Project Management of Flood Damage Emergency Works AGRN 1044

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_11129)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: \\SDWK-APP02\INFOCOUNCIL\DOCUMENTS\COUNCIL\MINUTES\CO_20230629_MIN_2267_AT.DOCX
Resolution not found

Meeting	Officer/Director	Section	Subject
Council 29/06/2023	Neate, Wayne Dexter, Amanda	Technical Services	MOU with Department of Biodiversity, Conservation and Attractions 2023-2028

RESOLUTION 72/23

Moved: Cr Paul White
Seconded: Cr Geoff Davis

That Council directs the Chief Executive Officer to sign the Memorandum of Understanding with the Department of Biodiversity, Conservation and Attractions (DBCA) as presented noting the agreement to only use DBCA funds to maintain and upgrade the internal roads to Mount Hart Station.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Council 25/08/2022	Neate, Wayne Dexter, Amanda	Technical Services	REQUEST TO CLOSE HOLLAND STREET, DERBY AND TO AMALGAMATE WITH ADJOINING LAND

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RESOLUTION 110/22

Moved: Cr Andrew Twaddle
Seconded: Cr Rowena Mouda

That with respect to request to close Holland Street, Derby and to amalgamate with adjoining land, Council:

1. **Pursuant to Section 58 of the Land Administration Act 1997, support the permanent closure of Holland Street, Derby as outlined in this Report and expresses its preference that the closed portion be offered to adjoining land owners to acquire those portions of the closed road that abut their land;**
2. **Give notice of the proposed road closure in accordance with *Land Administration Act 1978* allowing a minimum period of 35 days for people to lodge submissions from the date of the notice;**
3. **At the conclusion of the submission period, that the Chief Executive Officer be requested to provide a further report addressing whether to proceed or not to proceed with the proposed road closure in light of any submissions; and**
4. **Instruct the Chief Executive Officer to write to all of the owners requesting that they indemnify the Shire and the State of Western Australia of any and all third party costs that may be triggered by this process and only proceed with points 1, 2 and 3 when all letters are received from all property owners that adjoin the Holland Street road reserve.**

In Favour: Crs Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 6/0

03 Nov 2022 4:38pm Neate, Wayne - Target Date Revision
Revised Target Date changed by: Neate, Wayne From: 8 Sep 2022 To: 30 Jan 2023, Reason: All letters agreeing to indemnify Shire have been recieved from all property Owners. Currently advertising proposal and will await outcome of advertising.

Meeting	Officer/Director	Section	Subject
Council 8/12/2022	Neate, Wayne Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Awarding of Tender 6-2022 Kerbside Collection of Waste and Management of Landfill sites

RESOLUTION 163/22

	Division:	Date From:
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	Officer:	
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Moved: Cr Geoff Davis
Seconded: Cr Andrew Twaddle

That Council:

1. **Awards the of Tender 6-2022 to Cleanaway Industrial solutions "Alternative proposal" for the Kerbside Collection of waste and Landfill Management subject to the negotiations with the Chief Executive Officer;**
2. **Notes the legal advice received on the contract as submitted by Civic Legal;**
3. **Delegate Authority the Chief Executive Officer to;**
   - **(a) Negotiate the best possible position for the Shire relative to the proposed contract and in light of the legal advice received; and**
   - **(b) Explore with Cleanaway any modifications that might be possible within the proposed "alternative" tender submitted, with the view to locating any cost reductions achievable (even if those reductions result in service level reductions);**
4. **Instruct the Chief Executive Officer to provide advice to Council no later than the February 2024 Ordinary Council Meeting, inclusive of:**
   - **(a) Any modifications to the service levels outlined in Tender 6-2022 with any significant changes bought before Council as soon as practicable;**
   - **(b) Any modifications to the proposed contract as submitted by Cleanaway; and**
   - **(c) Budgeting options to accommodate any added costs beyond the existing 2022/23 contract rate (which would be considered as part of the Councillor workshop program for the 2023/24 budget).**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford and Peter McCumstie.

Against: Nil

CARRIED 8/0

01 May 2023 2:33pm Neate, Wayne - Target Date Revision
Revised Target Date changed by: Neate, Wayne From: 22 Dec 2022 To: 31 May 2023, Reason: Continuing negotiations with Cleanaway

Meeting	Officer/Director	Section	Subject
Council 25/03/2021	Neate, Wayne Dexter, Amanda	Development Services	Policy H2 - Traders and Stall Holders Permits (revised)

RESOLUTION 24/21

	Division:	Date From:
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Moved: Cr Rowena Mouda
Seconded: Cr Paul White

That Council:

1. **Pursuant to Section 2.7(2)(b) of the Local Government Act, 1995 adopt Policy H2 – Traders and Stall Holders Permits (revised) as presented in Attachment 1 of this report for a period of three months whilst it seeks community consultation on the matter.**
2. **Request the Chief Executive Officer to undertake a consultation process as addressed in the Shire Report and refer the matter back to Council for consideration.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

CARRIED 8/0

17 May 2021 3:49pm Paull, Robert
Further report to Council on outcome of advertising

10 Sep 2021 4:14pm Paull, Robert
Report to be prepared for the 28 October 2021 Council meeting.

10 Aug 2022 11:04am Smith, Sarah - Reallocation
Action reassigned to Neate, Wayne by: Smith, Sarah for the reason: Rob Paull has left the organisation

12 Aug 2022 10:49am Neate, Wayne - Target Date Revision
Revised Target Date changed by: Neate, Wayne From: 8 Apr 2021 To: 01 Sep 2022, Reason: With resignation of MDS the DTDS will need to investigate what has occurred

Meeting	Officer/Director	Section	Subject
Council 27/04/2023	Neate, Wayne Dexter, Amanda	Technical Services	Shire of Derby/West Kimberley - Road Management Upgrade Strategy 2023 - 2028 - Sealed Roads

RESOLUTION 37/23

Moved: Cr Andrew Twaddle
Seconded: Cr Paul White

That Council:

1. **Endorse the Road Management Upgrade Strategy 2023-28 – Sealed Roads;**

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 14 July 2023 3:25 PM

2. Endorse the following roads as grant funded roads for 2024/25 financial year:

- **Wodehouse Street;**
- **Nevill Street;**
- **Johnston Street;**
- **Rodgers Street;**
- **Derby Airport Road; and**
- **Various Road Reseals.**

3. Undertake an ongoing commitment to review the strategy on an annual basis.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

Meeting	Officer/Director	Section	Subject
Council 30/03/2023	Neate, Wayne Dexter, Amanda	New Business Of An Urgent Nature	Additional Requirements to Parking Local Law

RESOLUTION 30/23

Moved: Cr Andrew Twaddle
Seconded: Cr Pat Riley

That Council;

1. **Provide a copy of the Australian Standard 1742: Manual of Uniform Traffic Control Devices: as 11-1989: Parking Control available to view, free of charge, at the front counter of Derby Administration Office, Loch Street, Derby and on the Shire website; and**
2. **Authorise the Shire President, to provide a copy of the Council Resolution to the Joint Standing Committee on Delegated Legislation advising of the action taken under dot point one.**

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 14 July 2023 3:25 PM

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

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

01 May 2023 2:32pm Neate, Wayne - Target Date Revision
Revised Target Date changed by: Neate, Wayne From: 13 Apr 2023 To: 31 May 2023, Reason: Awaiting Response from Joint Standing Committee on legislation to repond stating all actions have been completed

Meeting	Officer/Director	Section	Subject
Council 23/02/2023	Neshoda, Megan Dexter, Amanda	Community and Recreation Services	User Agreement - Garnduwa Amboorny Wirnan Aboriginal Corporation - Fitzroy Crossing undercover courts and canteen

RESOLUTION 09/23

Moved: Cr Peter McCumstie
Seconded: Cr Keith Bedford

That Council

1. **Authorises the CEO to enter into a User Agreement with Garnduwa Amboorny Wirnan Aboriginal Corporation for the use of the Fitzroy Crossing undercover courts, kiosk and one (1) storage cage for two hours per day, five (5) days per week, noting the standard facility User Agreement is currently under review and may be an amended version of the agreement provided as Attachment 1.**
2. **Endorses a fee of $937.50 be charged to Garnduwa Amboorny Wirnan Aboriginal Corporation for the use of the undercover courts, kiosk and one (1) storage cage for a twelve month period.**

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

Against: Nil

CARRIED 6/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 23/02/2023	Neshoda, Megan	Community and Recreation Services	Community Development Grants Assessment

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 14 July 2023 3:25 PM

Dexter, Amanda

RESOLUTION 10/23

Moved: Cr Peter McCumstie
Seconded: Cr Andrew Twaddle

That Council:

1. **APPROVES Derby Media Aboriginal Corporation (6DBY) funding request of $5,000 (ex GST) for the Larrkardi Session project.**
2. **APPROVES Guruama Yani U Inc. funding request of $3,682.94 (ex GST) for the Preseason Training project.**
3. **DECLINES Pandanus Park Aboriginal Corporation funding request of $5,000 (ex GST) for the Prevention project.**

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

Against: Nil

CARRIED 6/0

Meeting	Officer/Director	Section	Subject
Council 25/05/2023	Ross, Steve Neate, Wayne	Corporate Services	AWARDING OF TENDER T2-2023 CLEANING OF VARIOUS SHIRE OFFICE BUILDINGS IN DERBY

COUNCIL RESOLUTION 57/23

Moved: Cr Peter McCumstie
Seconded: Cr Rowena Mouda

That Council:

1. **Award Tender T2-2023 Cleaning of various Shire Office buildings to Skippers Cleaning; or**

   ~~**Not award T2-2023 Cleaning of various Shire Office buildings to any party;**~~

2. **Authorise the Chief Executive Officer to sign the contract.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 14 July 2023 3:25 PM

CARRIED 7/0

Meeting	Officer/Director	Section	Subject
Council 25/05/2023	Ross, Steve Neate, Wayne	Corporate Services	AWARDING OF TENDER T1-2023 CLEANING OF VARIOUS SHIRE OFFICE BUILDINGS AND FACILITIES IN FITZROY CROSSING

RESOLUTION 56/23

Moved: Cr Andrew Twaddle
Seconded: Cr Paul White

That Council:

1. **Award Tender T1-2023 Cleaning of various facilities in Fitzroy Crossing to Cleaning Gardening and Tree Services; or**

   ~~**Not award T1-2023 Cleaning of various facilities in Fitzroy Crossing to any party**~~**;**

2. **Authorise the Chief Executive Officer to sign the contract.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

CARRIED 7/0

Meeting	Officer/Director	Section	Subject
Council 30/03/2023	Ross, Steve Neate, Wayne	Technical Services	Proposed Purchase of Light Vehicles

RESOLUTION 23/23

Moved: Cr Geoff Davis
Seconded: Cr Andrew Twaddle

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 14 July 2023 3:25 PM

That Council;

1. **Approves an amendment to the 2022/23 budget with an increase of $225,000 for the replacement of light vehicles;**
2. **Agrees to include $290,000 in the 2023/24 budget for the replacement of light vehicles; and**
3. **Instructs the Chief Executive Officer to immediately order the replacement of vehicles due in 2023/24, and for those vehicle due for replacement in 2024/25, to order those in July/August 2023 as per the attached "Proposed Plant Replacement".**

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

Against: Nil

CARRIED 5/0 ABSOLUTE MAJORITY

14 Apr 2023 12:08pm Ross, Steve - Target Date Revision
Revised Target Date changed by: Ross, Steve From: 13 Apr 2023 To: 31 Jul 2023, Reason: Item 1 completed.

14 Apr 2023 12:08pm Ross, Steve - Target Date Revision
Revised Target Date changed by: Ross, Steve From: 31 Jul 2023 To: 31 Jul 2023, Reason: Item 1 complete.

14 Apr 2023 12:11pm Ross, Steve - Target Date Revision
Revised Target Date changed by: Ross, Steve From: 31 Jul 2023 To: 31 Jul 2023, Reason: Item 2. Quotation issued for the vehicles for the 23/24 year closes on Vendor Panel 19/4/23 with orders being completed by the end of the month

14 Apr 2023 12:12pm Ross, Steve - Target Date Revision
Revised Target Date changed by: Ross, Steve From: 31 Jul 2023 To: 31 Jul 2023, Reason: Item 3 Quotation will be issued on Vendor Panel early July, and expect all purchases of vehicles be complete by the end of July

Meeting	Officer/Director	Section	Subject
Council 25/05/2023	Ross, Steve Neate, Wayne	Corporate Services	AWARDING OF TENDER T3-2023 CLEANING OF SHIRE FACILITIES IN DERBY

RESOLUTION 58/23

Moved: Cr Andrew Twaddle
Seconded: Cr Keith Bedford

That Council:

1. Award Tender T3-2023 Cleaning of Shire Facilities in Derby to Skippers Cleaning Services; or

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 14 July 2023 3:25 PM

~~**Not award Tender T3-2023 Cleaning of Shire Facilities in Derby to any party**~~**; and**

2. Authorise the Chief Executive Officer to sign the contract.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

CARRIED 7/0

Meeting	Officer/Director	Section	Subject
Council 29/06/2023	Smith, Janyce Dexter, Amanda	Corporate Services	Council Policies - 2023 Biannual Review

RESOLUTION 70/23

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

That Council by ABSOLUTE MAJORITY:

1. Adopts the policies in the attached Policy Review June 2023 document, inclusive of the policy revisions outlined therein; and

2. Notes that all policies will be updated on the Shire's website.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 29/06/2023	Smith, Janyce Dexter, Amanda	Corporate Services	Delegation of Authority Register - 2023 Annual Review

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 14 July 2023 3:25 PM

RESOLUTION 69/23

Moved: Cr Geoff Davis
Seconded: Cr Peter McCumstie

That Council by ABSOLUTE MAJORITY:

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

2. Notes that the next annual review of the Shire's delegations will be reported to Council by 30 June 2024.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

7.3 COMPLIANCE REPORTS - COUNCILLOR MEETING ATTENDANCE

File Number: **4262 - Status Reports**

Author: **Sarah Smith, Executive Services Coordinator**

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

Authority/Discretion: **Information**

SUMMARY

For the Committee to monitor councillor attendance at Ordinary Meetings of Council and Special Council Meetings to oversee compliance with the Local Government Act.

In accordance with regulation 14D of the Local Government (Administration) Regulations 1996 Council may approve the holding of any Ordinary or Special Council Meeting by electronic means (vis. telephone, video conference or other means of instantaneous communication).

Council cannot authorise more than half of its Council meetings, to be held electronically, in any rolling 12 months period.

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

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Councillor Meeting Attendance Reports provides Council with accurate meeting attendance register and allows the Administration to monitor attendance by Councillors to ensure compliance with the Local Government Act 1995 and Local Government (Administration) – Amendment Regulations 2022.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.25. Disqualification for failure to attend meetings

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.

(3A) Leave is not to be granted in respect of —

(a) a meeting that has concluded; or

(b) the part of a meeting before the granting of leave.

(3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.

(4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

(5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

(5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —

(a) if no meeting of the council at which a quorum is present is actually held on that day; or

(b) if the non-attendance occurs —

(i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or

(ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or

(iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or

(iiii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

(6) A member who before the commencement of the *Local Government Amendment Act 2009* section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

[Section 2.25 amended: No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5; No. 31 of 2018 s. 5.]

Local Government Act 1995 – Local Government (Administration) – Amendment Regulations 2022

Regulation 7 inserts additional provisions for meetings that are conducted entirely by electronic means under regulation 14D. Regulation 14D provides for a meeting of council or committee to be conducted by electronic means outside of a declared state of emergency. Regulation 14D(1) defines a relevant period in relation to the backward-looking test used to calculate how many electronic meetings a local government has conducted over the previous 12 months relative to the proposed meeting, and the 50% cap provided by regulation 14D(2A). Subsection 14D(2)(a)(ii) is amended to require the mayor, president or council to consider the requirements under subregulation 14D(2B) in deciding whether to conduct an electronic meeting. Regulation 14D(2B) requires the local government to consider the suitability of a person's location and their equipment with respect to effective communication and confidential matters during a meeting.

Regulation 14D(2A) applies the 50% cap to the number of electronic meetings that a local government (council) may authorise outside of an emergency situation under subregulation (2)(c) over a 12-month period. The backward-looking test used to determine how many meetings have

already been held by electronic means in the preceding 12 months applies in the same way it does for electronic attendance at in-person meetings.

Regulation 14D(2B) inserts the criteria that the authorising authority (the mayor, president or council) are required to consider before deciding to hold an electronic meeting. The authorising authority is required to consider each council or committee member's ability to maintain confidentiality during closed parts of the meeting and the suitability of each person's intended location and equipment to enable effective engagement in council deliberations. The authorising authority must have regard to these matters when deciding to hold and authorise electronic meetings. Electronic meetings held outside of emergency circumstances under subregulation 2(c) may only be approved by council.

Subregulations 14D(5)(a) and (b) insert subsections (6) to (8) that apply to closed parts of electronic meetings. Subsection (6) requires each member in attendance to make a declaration that they can maintain confidentiality during the closed part of the meeting. Subsection (7) requires that if a member makes a confidentiality declaration but is unable to maintain confidentiality subsequent to the declaration, they are required to leave prior to the closed part of the meeting. Subsection (8) requires a member's declaration to be recorded in the meeting minutes.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

CONSULTATION

Internal consultation has been undertaken with relevant areas to collate information.

COMMENT

There is no compliance concerns noted for this reporting period.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Council Meeting Attendance Table - 22-23**
2. **Council Meeting Attendance - Electronic Attendance Calculator**

COMMITTEE RESOLUTION AC68/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee:

1. **RECEIVES the information contained in the reports detailing Councillor meeting attendance (including via electronic means).**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

Shire of Derby / West Kimberley

MEETING ATTENDANCE

The following table provides information on attendance at the 2022/23 Financial Year Ordinary and Special Council Meetings:

Councillor	28 Jul 2022 OCM	25 Aug 2022 OCM	29 Sep 2022 OCM	13 Oct 2022 Special	27 Oct 2022 OCM	24 Nov 2022 OCM	8 Dec 2022 OCM	23 Feb 2023 OCM	30 Mar 2023 OCM	27 Apr 2023 OCM	25 May 2023 OCM	29 June 2023 OCM
G Haerewa	✓ Phone	LOA	✓	✓	✓	✓	✓	✓	✓ Phone	✓	✓	✓
P McCumstie	LOA	✓	✓	✓	✓	✓	✓	✓ Phone	✓	✓	✓	✓
K Bedford	✓ Phone	LOA	LOA	LOA	LOA	LOA	✓	✓ Phone	A	LOA	✓	A
R Mouda	✓	✓	A	✓	✓ Phone	LOA	✓	LOA	LOA	LOA	✓	A
P Riley	A	✓ Phone	A	✓ Phone	A	✓	✓	✓ Phone	✓	LOA	LOA	LOA
P White	✓	LOA	LOA	A	✓	✓	✓	A	✓	✓	✓	✓
A Twaddle	✓	✓	✓	✓ Phone	✓	✓	✓	✓	✓	✓	✓	✓
G Davis	✓ Phone	✓	✓ Phone	✓ Phone	✓ Phone	✓	✓	✓ Phone	✓	✓ Phone	✓	✓
L Evans	A	✓	✓	A	✓	LOA	LOA	LOA	LOA	LOA	A	Resigned

Derby
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sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

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(08) 9191 5355 | Flynn Drive
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MONTH	Oct-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Oct-23
TYPE/LOCATION	SCM - DBY	OCM - DBY	OCM - FX	OCM - DBY	Special - DBY	OCM - DBY	OCM - FX	OCM - DBY	OCM - FX	OCM - DBY	OCM - Remote	OCM - DBY	OCM - FX	Special - DBY	OCM - DBY*
NAME															
G Haerewa	P	P	P	P	P	P	O	P	P	P					
P McCumstie	P	P	P	P	O	O	P	P	P	P					
K Bedford	LOA	LOA	LOA	P	O	O	A	LOA	P	A					
R Mouda	P	O	LOA	P	LOA	LOA	LOA	LOA	P	A					
P Riley	O	A	P	P	O	O	P	LOA	LOA	LOA					
P White	A	P	P	P	O	A	P	P	P	P					
A Twaddle	O	P	P	P	P	P	P	P	P	P					
G Davis	O	O	P	P	O	O	P	O	P	P					
L Evans	A	P	LOA	LOA	LOA	LOA	LOA	LOA	A	N/A					

P	: IN-PERSON
O	: ONLINE
A	: APOLOGY
LOA	: LEAVE OF ABSENCE

* Inclusion depends on date not conflicting with 12 months rolling period.

Physical Attendance	Online Attendance	Apology*	LOA*	Total Attendance	Physically In Attendance %*	
						NAME
9	1	0	0	10	90	G Haerewa
8	2	0	0	10	80	P McCumstie
2	2	2	4	4	50	K Bedford
3	1	1	5	4	75	R Mouda
3	3	1	3	6	50	P Riley
7	1	2	0	8	88	P White
9	1	0	0	10	90	A Twaddle
5	5	0	0	10	50	G Davis
1	0	2	6	1	100	L Evans

*Not counted in attendance %

*Measured using "rolling 12 months period".

7.4 STATEMENT OF FINANCIAL ACTIVITY - JUNE 2023

File Number: **5179**

Author: **Lavenia Ratabua, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Acting Director of Corporate Services**

Authority/Discretion: **Information**

SUMMARY

This report provides a summary of Council's financial position for the period ending 30 June 2023.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

Pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* (the Regulations), a Local Government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted/amended budget.

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

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

F3 – Significant Accounting Policies

F4 – Sundry Debtors Collection

F5 – Outstanding Rates Collection

F13 – Reserve Accounts

F16 – Cash Flow Management

F17 – Investments

FINANCIAL IMPLICATIONS

Expenditure for the period ending has been incurred in accordance with the 2022/23 Annual Budget as adopted by Council at its meeting held 28 July 2022 (Minute No. 94/22 refers) budget parameters, which have been structured on financial viability and sustainability principles.

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

CONSULTATION

Internal consultation within the Corporate Services Department.

External consultation with Moore Australia.

COMMENT

This is a monthly process advising Council of the current financial position of the Shire.

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

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

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

Attached to the Agenda is a copy of:

- Statement of Financial Activity by Nature and Type

Notes related to –

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

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

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Monthly Financial Report - June 2023

COMMITTEE RESOLUTION AC69/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

Receives the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 30 June 2023.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

MOORE

Moore Australia

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18 July 2023

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

Dear Amanda

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 30 JUNE 2023

We advise we have completed the compilation of your statutory monthly statement of financial activity (by nature or type) and monthly financial report for the month ended 30 June 2023 and enclose this with our compilation report.

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

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

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

COMMENTS/SUGGESTIONS

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

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the monthly financial report by completing Note 14 – Explanation of Material Variances by providing a comment for each item where the council's year to date budget and year to date actual are over the variance threshold. These items are indicated with a ▼ or ▲.

In the management information report which follows, we have raised matters we wish to draw to management's attention.

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

Yours sincerely

Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.

Shire of Derby/West Kimberley
Management Information Report

Period Ending
30 June 2023

Topic	Item	First Identified	Explanation	Action Required	Priority
Subsidiary ledgers	Outstanding	June 2023	Although we acknowledge a provision for impairment of $374,162 exists, the debtors aged trial balance includes invoices totalling $1,400,148 outstanding for over 90 days and debtors with credit balances totalling $48,407.	We recommend reviewing overdue debtors collection procedures to ensure debtors outstanding for over 30 days are subject to regular review and reminder notices are issued to improve the collection rate. We recommend long outstanding debtors be reviewed to ensure they are still collectible. We recommend debtors with credit balances be investigated and remedied.	Medium
Disposal of assets	Allocations	March 2023	Disposal of asset transactions have occurred without budget allocations.	We recommend raising the relevant journals for the disposal of assets where necessary.	Medium
Capital expenditure	Allocations	April 2023	Transactions have been allocated to capital expenditure accounts without budget allocations for 2022/23.	We recommend a review of expenditure to date, to determine expenditure is correctly recorded within the capital account and allocated to the correct asset class.	Medium
Capital Expenditure	Allocations	March 2023	Transactions that appear to be operating in nature have been allocated capital expenditure accounts.	We recommend allocations are reviewed and adjusted (where appropriate) to ensure correct capital acquisitions only relate to items costing more than $5,000 which will be utilised over multiple reporting years.	Medium
Liabilities	Contract liabilities	December 2022	Contract liabilities have not been adjusted in 2022/23.	We recommend recognising the revenue for unspent grants held as a liability when the performance obligations are met.	Medium

Approval: _____ Russell Barnes, Director

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Date of Issue: 18 July 2023

Shire of Derby/West Kimberley
Management Information Report

Period Ending
30 June 2023

Topic	Item	First Identified	Explanation	Action Required	Priority
General Ledger	Allocations	March 2023	Transactions have been allocated to incorrect IE codes for the applicable account type. For example: Operating expenditure has been allocated to a revenue and capital IE Codes The report has been adjusted on face value to correct the nature and type and account type.	We recommend allocations are reviewed and corrected to accurately report transactions by nature and type.	Medium
Balance Sheet	Allocations	February 2023	Clearing allocations from 2021/22 has incorrectly allocated $22,111 from plant and equipment to borrowings opening balance. We have amended this on the face of the statements.	We recommend reviewing clearing accounts and correcting allocations where applicable.	Medium
Operating Expenditure	Allocations	June 2023	Admin allocations have been under allocated by $23,887. Housing has been under allocated by $109,011.	We recommend the allocations be reviewed and adjusted (where appropriate) and ensure recoveries of administration and housing costs.	Medium
General Ledger	Allocations	June 2023	The withholding tax liability account has a balance of $3,666.	We recommend reviewing the balance sheet account and include the tax payable in BAS or reallocate amount if it does not relate to a tax liability.	Medium
Operating expenditure	Depreciation	March 2023	Depreciation has not been processed in 2022/23.	Depreciation needs to be processed on a monthly basis.	Low

Approval: _____ Russell Barnes, Director

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Date of Issue: 18 July 2023

MOORE

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18 July 2023

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

Dear Amanda

COMPILATION REPORT TO THE SHIRE OF DERBY/WEST KIMBERLEY

We have compiled the accompanying local government special purpose financial statements of the Shire of Derby/West Kimberley, which comprise the statement of financial activity (by nature or type), a summary of significant accounting policies and other explanatory notes for the period ending 30 June 2023. The monthly financial report has been compiled to meet compliance with the *Local Government Act 1995* and associated regulations.

THE RESPONSIBILITY OF THE SHIRE OF DERBY/WEST KIMBERLEY

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

OUR RESPONSIBILITY

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

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

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

Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.

SHIRE OF DERBY-WEST KIMBERLEY

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 June 2023

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

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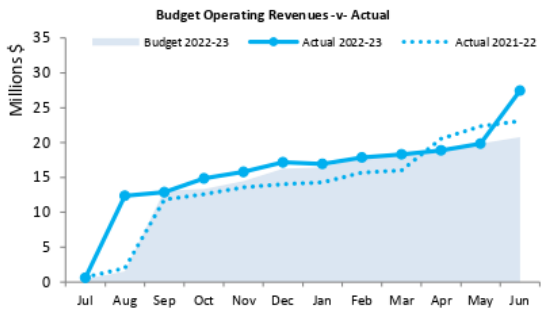
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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2023

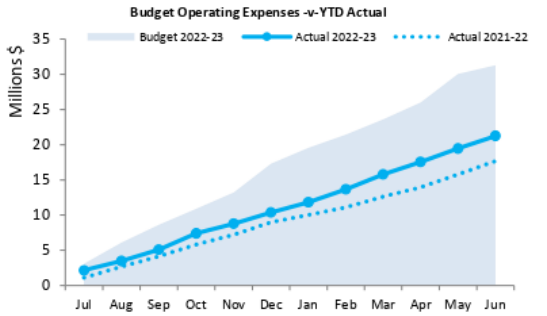
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

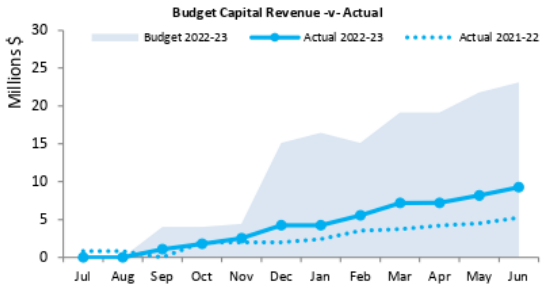


OPERATING EXPENSES

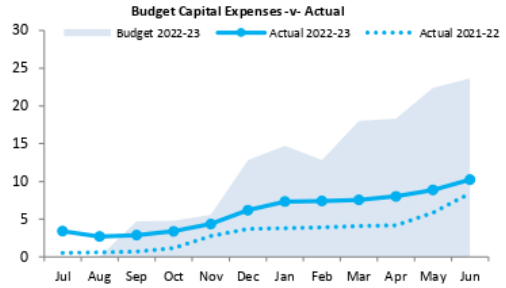


INVESTING ACTIVITIES

CAPITAL REVENUE

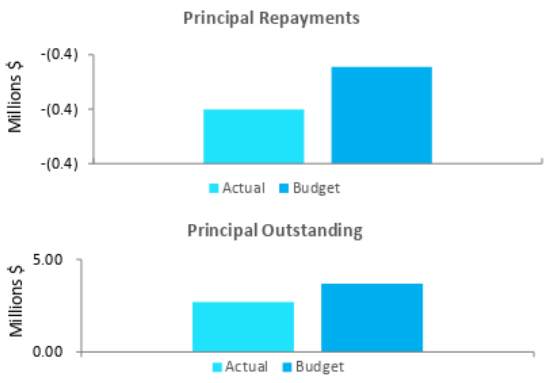


CAPITAL EXPENSES

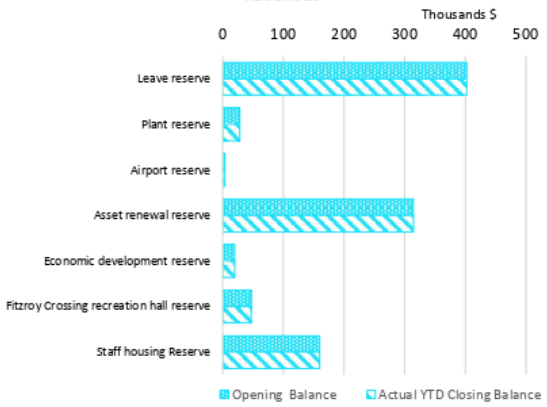


FINANCING ACTIVITIES

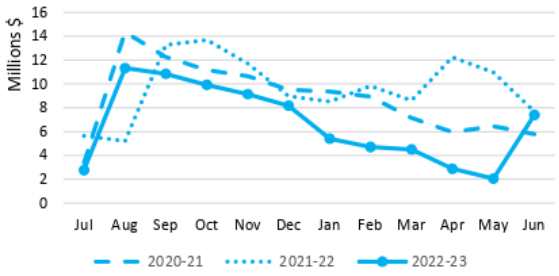
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2023

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$3.83 M	$3.83 M	$2.54 M	($1.29 M)
Closing	$0.00 M	($0.47 M)	$7.39 M	$7.86 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$12.21 M	% of total
Unrestricted Cash	$11.24 M	92.0%
Restricted Cash	$0.98 M	8.0%

Refer to Note 2 - Cash and Financial Assets

Payables

	$3.11 M	% Outstanding
Trade Payables	$2.20 M	
0 to 30 Days		52.7%
Over 30 Days		47.3%
Over 90 Days		2.7%

Refer to Note 5 - Payables

Receivables

	$1.41 M	% Collected
Rates Receivable	$0.83 M	86.8%
Trade Receivable	$1.41 M	% Outstanding
Over 30 Days		60.7%
Over 90 Days		33.3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($3.39 M)	($3.39 M)	$6.20 M	$9.59 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$8.67 M	% Variance
YTD Budget	$8.60 M	0.8%

Refer to Statement of Financial Activity

Operating Grants and Contributions

YTD Actual	$11.44 M	% Variance
YTD Budget	$5.56 M	105.6%

Refer to Note 10 - Operating Grants and Contributions

Fees and Charges

YTD Actual	$5.46 M	% Variance
YTD Budget	$5.14 M	6.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.53 M)	($0.53 M)	($0.97 M)	($0.44 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Amended Budget	$0.00 M	

Refer to Note 5 - Disposal of Assets

Asset Acquisition

YTD Actual	$10.23 M	% Spent
Amended Budget	$23.66 M	43.2%

Refer to Note 6 - Capital Acquisitions

Capital Grants

YTD Actual	$9.26 M	% Received
Amended Budget	$22.19 M	41.7%

Refer to Note 6 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.09 M	($0.38 M)	($0.38 M)	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.38 M
Interest expense	$0.10 M
Principal due	$2.69 M

Refer to Note 7 - Borrowings

Reserves

Reserves balance	$0.98 M
Interest earned	$0.00 M

Refer to Note 8 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

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

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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

SERVICE CHARGES
Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

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

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

EXPENSES

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

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

UTILITIES (GAS, ELECTRICITY, WATER)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets. Excluding Land.

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

BY NATURE OR TYPE

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance $ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	3,826,049	3,826,049	**2,538,157**	(1,287,892)	(33.66%)	▼
Revenue from operating activities							
Rates		8,598,322	8,598,322	**8,668,941**	70,619	0.82%	
Operating grants, subsidies and contributions	10	5,562,685	5,562,685	**11,436,141**	5,873,456	105.59%	▲
Fees and charges		5,136,913	5,136,913	**5,456,522**	319,609	6.22%	
Interest earnings		184,538	184,538	**228,233**	43,695	23.68%	▲
Other revenue		1,276,503	1,276,503	**1,665,378**	388,875	30.46%	▲
		20,758,961	**20,758,961**	**27,455,215**	6,696,254	32.26%	
Expenditure from operating activities							
Employee costs		(9,889,625)	(9,889,625)	**(10,005,394)**	(115,769)	(1.17%)	
Materials and contracts		(10,947,030)	(10,947,030)	**(8,174,578)**	2,772,452	25.33%	▲
Utility charges		(911,688)	(911,688)	**(790,360)**	121,328	13.31%	▲
Depreciation on non-current assets		(7,131,200)	(7,131,200)	**0**	7,131,200	100.00%	▲
Interest expenses		(102,989)	(102,989)	**(94,645)**	8,344	8.10%	
Insurance expenses		(1,482,254)	(1,482,254)	**(1,444,271)**	37,983	2.56%	
Other expenditure		(813,708)	(813,708)	**(745,244)**	68,464	8.41%	
		(31,278,494)	**(31,278,494)**	**(21,254,492)**	10,024,002	(32.05%)	
Non-cash amounts excluded from operating activities	1(a)	7,131,200	7,131,200	**0**	(7,131,200)	(100.00%)	▼
Amount attributable to operating activities		**(3,388,333)**	**(3,388,333)**	**6,200,723**	9,589,056	(283.00%)	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	11	23,134,525	23,134,525	**9,260,877**	(13,873,648)	(59.97%)	▼
Payments for property, plant and equipment and infrastructure	6	(23,664,938)	(23,664,938)	**(10,230,864)**	13,434,074	56.77%	▲
Amount attributable to investing activities		**(530,413)**	**(530,413)**	**(969,987)**	(439,574)	82.87%	
Financing Activities							
Proceeds from new debentures	7	1,000,000	0	**0**	0	0.00%	
Transfer from reserves	8	474,476	0	**0**	0	0.00%	
Repayment of debentures	7	(381,779)	(381,779)	**(380,993)**	786	0.21%	
Transfer to reserves	8	(1,000,000)	0	**0**	0	0.00%	
Amount attributable to financing activities		**92,697**	**(381,779)**	**(380,993)**	786	(0.21%)	
Closing funding surplus / (deficit)	1(c)	**0**	**(474,476)**	**7,387,900**	7,862,376	1657.07%	

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

Note: Operating grants, subsidies and contributions include $7,003,669 relating to the 2023/2024 Financial Assistance Grant allocation.

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2023

BASIS OF PREPARATION

BASIS OF PREPARATION

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

***Local Government Act 1995* requirements**

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 12 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 17 July 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

Non-cash items excluded from operating activities	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Add: Depreciation on assets		7,131,200	7,131,200	0
Total non-cash items excluded from operating activities		**7,131,200**	**7,131,200**	**0**

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.		Original Budget Closing 30 June 2023	Last Year Closing 30 June 2022	Year to Date 30 Jun 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	8	(501,325)	(975,801)	(975,801)
Add: Borrowings	7	618,221	381,779	786
Add: Provisions employee related provisions	8	402,441	402,441	402,441
Total adjustments to net current assets		**519,337**	**(191,581)**	**(572,574)**

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

Current assets				
Cash and cash equivalents	2	2,513,171	11,335,343	11,237,770
Financial assets at amortised cost	2	0	0	975,801
Rates receivables	3	1,372,036	1,290,181	825,451
Receivables	3	966,341	901,706	1,409,753
Other current assets	4	60,573	49,353	59,048
Less: Current liabilities				
Payables	5	(4,234,970)	(7,031,364)	(3,112,861)
Borrowings	7	(618,221)	(381,779)	(786)
Other liabilities	9	0	(2,611,951)	(2,611,951)
Provisions	9	(578,267)	(821,751)	(821,751)
Less: Total adjustments to net current assets	1(b)	519,337	(191,581)	(572,574)
Closing funding surplus / (deficit)		**0**	**2,538,157**	**7,387,900**

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITI
NOTE
CASH AND FINANCIAL ASSE

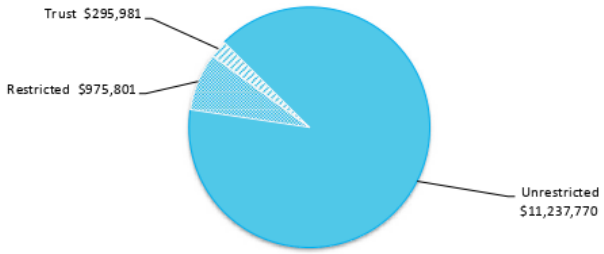
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash On Hand	Cash and cash equivalents	2,300	0	2,300	0	Cash on Hand	Nil	Nil
Municipal Bank Account	Cash and cash equivalents	9,064,522	0	9,064,522	0	ANZ	Variable	Nil
CBA Bank Acc - Fitzroy Deposits	Cash and cash equivalents	129,927	0	129,927	0	CBA	Nil	Nil
Municipal Investment Account	Cash and cash equivalents	2,041,021	0	2,041,021	0	ANZ	Variable	Nil
Reserve Bank Account	Financial assets at amortised cost	0	975,801	975,801	0	ANZ	2.98%	Jul-23
Trust Cash at Bank	Cash and cash equivalents	0	0	0	295,981	ANZ	Nil	Nil
Total		**11,237,770**	**975,801**	**12,213,571**	**295,981**			
Comprising								
Cash and cash equivalents		11,237,770	0	11,237,770	295,981			
Financial assets at amortised cost		0	975,801	975,801	0			
		11,237,770	**975,801**	**12,213,571**	**295,981**			

KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

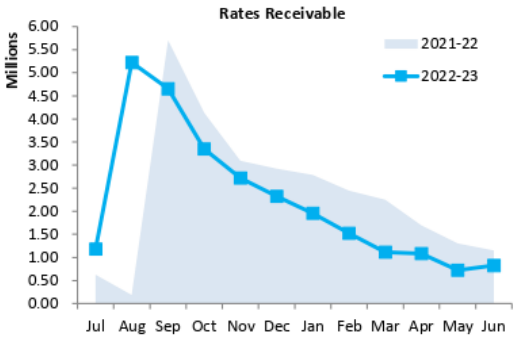
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIE
NOTE
RECEIVABLE

Rates receivable	30 June 2022	30 Jun 2023
	$	$
Opening rates arrears	2,274,863	1,290,181
Levied	7,626,940	8,668,941
Less - collections	(8,611,622)	(8,645,509)
Gross rates collectable	**1,290,181**	**1,313,613**
Allowance for impairment of rates receivable	(488,162)	(488,162)
Net rates collectable	**802,019**	**825,451**
% Collected	87%	86.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(48,407)	597,688	351,905	32,696	466,266	1,400,14
Percentage	(3.5%)	42.7%	25.1%	2.3%	33.3%	
Balance per trial balance						
Sundry receivable						1,400,14
GST receivable						383,08
Allowance for impairment of receivables from contracts with customers						(374,16
Rates pensioner rebates						68
Total receivables general outstanding						**1,409,75**

Amounts shown above include GST (where applicable)

KEY INFORMATION

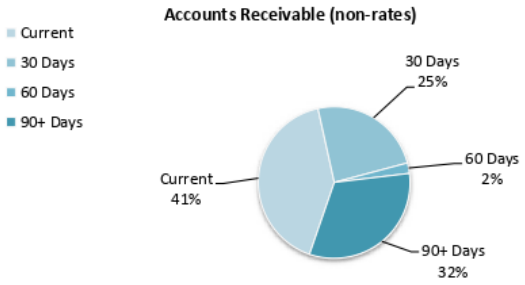
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 Jun 2023
	$	$	$	$
Inventory				
Fuel	23,017	131,184	(127,521)	26,680
Stock on hand	26,336	6,032	0	32,368
Total other current assets	**49,353**	**137,216**	**(127,521)**	**59,048**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

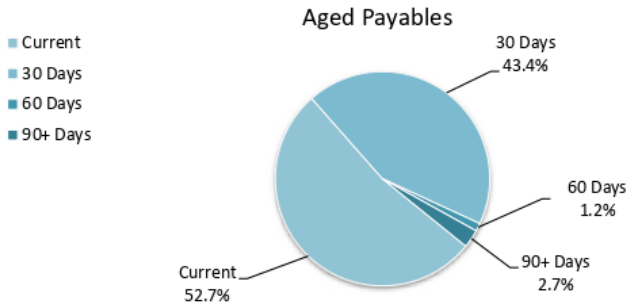
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	1,160,913	955,588	26,617	60,591	2,203,709
Percentage	0%	52.7%	43.4%	1.2%	2.7%	
Balance per trial balance						
Sundry creditors						2,203,709
ATO liabilities						155,346
Other payables						567,354
Payroll creditors						3,651
Prepaid rates						182,801
Total payables general outstanding						**3,112,861**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Buildings	**1,936,513**	**1,936,513**	**609,367**	(1,327,146)
Plant & Equipment	**763,761**	**763,761**	**530,412**	(233,349)
Infrastructure Roads	**16,942,964**	**16,942,964**	**8,575,038**	(8,367,926)
Infrastructure - Wharf	**100,000**	**100,000**	**0**	(100,000)
Infrastructure Other	**3,921,700**	**3,921,700**	**516,047**	(3,405,653)
Payments for Capital Acquisitions	**23,664,938**	**23,664,938**	**10,230,864**	**(13,434,074)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**22,190,462**	**22,190,462**	**9,260,877**	(12,929,585)
Borrowings	**1,000,000**	**1,000,000**	**0**	(1,000,000)
Cash backed reserves				
Asset renewal reserve	**314,511**	**314,511**	**0**	(314,511)
Staff housing Reserve	**159,965**	**159,965**	**0**	(159,965)
Contribution - operations	**0**	**0**	**969,987**	969,987
Capital funding total	**23,664,938**	**23,664,938**	**10,230,864**	**(13,434,074)**

SIGNIFICANT ACCOUNTING POLICIES

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

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

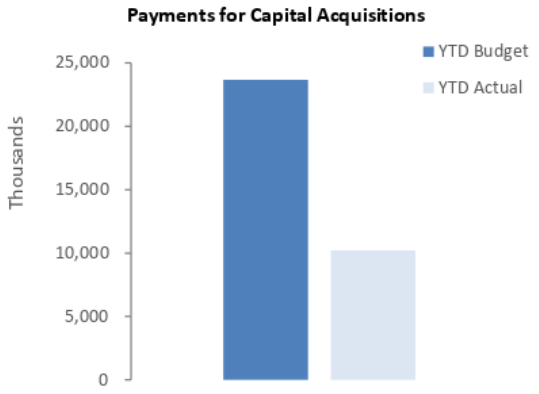
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total
Level of completion indicators

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

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

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

	Account Description		Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Ove
	Capital Expenditure					
	Buildings					
	4110110	HALLS - Building (Capital)	2,664	2,664	2,664	(
	4110210	SWIM AREAS - Building (Capital)	0	0	86,606	86,6(
	4110310	REC - Other Rec Facilities Building (Capital)	5,000	5,000	0	(5,00
	4080710	WELFARE - Building (Capital)	40,089	40,089	17,710	(22,37
	4090110	STF HOUSE - Building (Capital)	1,428,818	1,428,818	252,734	(1,176,08
	4090210	OTH HOUSE - Building (Capital)	6,300	6,300	0	(6,30
	4100710	COM AMEN - Building (Capital)	12,400	12,400	0	(12,40
	4120110	ROADC - Building (Capital)	393,060	393,060	211,470	(181,59
	4120610	AERO - Building (Capital)	35,424	35,424	25,182	(10,24
	4120710	WATER - Building (Capital)	0	0	0	
	4130210	TOUR - Building (Capital)	12,758	12,758	12,192	(56
	4140210	ADMIN - Building (Capital)	0	0	809	8(
	Buildings Total		**1,936,513**	**1,936,513**	**609,367**	**(1,327,14**
	Plant & Equipment					
	4110530	LIBRARY - Plant & Equipment (Capital)	0	0	6,083	6,08
	4050230	ANIMAL - Plant & Equipment (Capital)	0	0	22,060	22,0(
	4070730	OTH HEALTH - Plant & Equipment (Capital)	75,100	75,100	12,250	(62,85
	4080730	WELFARE - Plant & Equipment (Capital)	0	0	195,162	195,1(
	4120130	ROADC - Plant & Equipment (Capital)	297,992	297,992	80,217	(217,77
	4140230	ADMIN - Plant and Equipment (Capital)	143,342	143,342	3,707	(139,63
	4140330	PWO - Plant and Equipment (Capital)	247,326	247,326	210,933	(36,39
	Plant & Equipment Total		**763,761**	**763,761**	**530,412**	**(233,34**
	Infrastructure Roads					
	4120140	ROADC - Roads Built Up Area - Council Funded	1,557,960	1,557,960	1,855,201	297,2
	4120142	ROADC - Roads Outside BUA - Gravel - Council Funded	1,308,302	1,308,302	1,076,020	(232,28
	4120144	ROADC - Roads Built Up Area - Roads to Recovery	702,402	702,402	811,130	108,7
	4120146	ROADC - Roads Outside BUA - Gravel - Roads to Recovery	231,428	231,428	0	(231,42
	4120148	ROADC - Roads Built Up Area - Regional Road Group	372,016	372,016	371,826	(19
	4120150	ROADC - Roads Outside BUA - Gravel - Regional Road Group	462,856	462,856	0	(462,85
	4120156	ROADC - Roads Built Up Area - Flood Damage	467,387	467,387	233,040	(234,34
	4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	11,840,613	11,840,613	4,227,821	(7,612,79
	Infrastructure Roads Total		**16,942,964**	**16,942,964**	**8,575,038**	**(8,367,92**
	Infrastructure - Wharf					
	4120790	WATER - Infrastructure Other (Capital)	100,000	100,000	0	(100,00
	Infrastructure - Wharf Total		**100,000**	**100,000**	**0**	**(100,00**
	Infrastructure Other					
	4110290	SWIM AREAS - Infrastructure Other (Capital)	503,700	503,700	288,509	(215,19
	4110390	REC - Infrastructure Other (Capital)	7,000	7,000	0	(7,00
	4120190	ROADC - Infrastructure Other (Capital)	411,000	411,000	202,378	(208,62
	4120690	AERO - Infrastructure Other (Capital) - Aerodromes	3,000,000	3,000,000	25,160	(2,974,84
	Infrastructure Other Total		**3,921,700**	**3,921,700**	**516,047**	**(3,405,65**
	Grand Total		**23,664,938**	**23,664,938**	**10,230,864**	**(13,434,07**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

FINANCING ACTIVITIES
NOTE 7
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Housing										
Staff Housing	136	51,785	0	0	(25,057)	(25,057)	26,728	26,728	(2,947)	(2,947)
Staff Housing	146	516,591	0	0	(51,394)	(51,394)	465,197	465,197	(31,900)	(31,900)
Staff Housing	148	243,688	0	0	(19,574)	(19,794)	224,114	223,894	(10,942)	(10,722)
Staff Housing		0	0	1,000,000	0	0	0	1,000,000	0	0
Transport										
Wharf Fenders and boat ramp	145	166,351	0	0	(28,934)	(28,934)	137,417	137,417	(10,940)	(10,940)
Refinance Derby Airport and wharf	152	1,531,820	0	0	(192,991)	(192,991)	1,338,829	1,338,829	(25,669)	(25,669)
Derby wharf infrastructure	151	251,676	0	0	(38,575)	(38,867)	213,101	212,809	(7,601)	(7,309)
Economic services										
Derby visitors centre	149	304,610	0	0	(24,468)	(24,742)	280,142	279,868	(13,677)	(13,402)
Total		3,066,521	0	1,000,000	(380,993)	(381,779)	2,685,528	3,684,742	(103,676)	(102,889)
Current borrowings		381,779					786			
Non-current borrowings		2,684,742					2,684,742			
		3,066,521					2,685,528			

All debenture repayments were financed by general purpose revenue.
The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITI
NOTE
RESERVE ACCOUN

Reserve accounts

Reserve name	Opening Balance	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$
Restricted by Council							
Leave reserve	402,441	0	0	0	0	402,441	402,4
Plant reserve	28,456	0	0	0	0	28,456	28,4
Airport reserve	3,721	0	0	0	0	3,721	3,7
Asset renewal reserve	314,511	0	0	(314,511)	0	0	314,5
Economic development reserve	19,936	1,000,000	0	0	0	1,019,936	19,9
Fitzroy Crossing recreation hall reserve	46,771	0	0	0	0	46,771	46,7
Staff housing Reserve	159,965	0	0	(159,965)	0	0	159,9
	975,801	**1,000,000**	**0**	**(474,476)**	**0**	**1,501,325**	**975,8**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 9
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Jun 2023
		$		$	$	$
Other liabilities						
- Contract liabilities		124,860	0	0	0	124,860
- Capital grant/contribution liabilities		2,487,091	0	0	0	2,487,091
Total other liabilities		2,611,951	0	0	0	2,611,951
Employee Related Provisions						
Annual leave		364,110	0	0	0	364,110
Long service leave		327,404	0	0	0	327,404
Total Employee Related Provisions		691,514	0	0	0	691,514
Other Provisions						
- RAAF Curtain		130,237	0	0	0	130,237
Total Other Provisions		130,237	0	0	0	130,237
Total other current liabilities		**3,433,702**	**0**	**0**	**0**	**3,433,702**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 10 and 11

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIO

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Amended Budget Revenue	YTD Budget	YTD Revenu Actua
	$	$	$	$	$	$	$	$
Operating grants and subsidies								
General purpose funding								
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	1,787,278	1,787,278	8,790,
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	446,640	446,640	376,
GEN PUR - Financial Assistance Grant - Aboriginal Access Rc	0	0	0	0	0	286,667	286,667	286,
Law, order, public safety								
ANIMAL - Grants	0	0	0	0	0	50,000	50,000	50,
FIRE - Grants	0	0	0	0	0	0	0	83,
Health								
PEST - Grants	0	0	0	0	0	7,500	7,500	4,
OTH HEALTH - Grants	0	0	0	0	0	625,000	625,000	698,
Education and welfare								
WELFARE - Grants	37,707	0	0	37,707	37,707	970,000	970,000	329,
WELFARE - Other Income	0	0	0	0	0	310,000	310,000	
FAMILIES - Grant Funding	25,000	0	0	25,000	25,000	0	0	
Community amenities								
COM AMEN - Grants	10,000	0	0	10,000	10,000	0	0	
Recreation and culture								
REC - Grants	0	0	0	0	0	321,964	321,964	50,
LIBRARY - Other Grants	0	0	0	0	0	5,000	5,000	4,
LIBRARY - Grant - Regional Library Services	0	0	0	0	0	4,000	4,000	
OTH CUL - Grants - Other Culture	13,813	0	0	13,813	13,813	30,000	30,000	24,
OTH CUL - Sculptures on the Marsh - Grant	0	0	0	0	0	120,000	120,000	
HERITAGE - Grants	23,340	0	0	23,340	23,340	0	0	
State Wharfinger House	15,000	0	0	15,000	15,000	0	0	
Transport								
ROADC - Other Grants - Roads/Streets	0	0	0	0	0	0	0	7,
	124,860	**0**	**0**	**124,860**	**124,860**	**4,964,049**	**4,964,049**	**10,706,**
Operating contributions								
Governance								
MEMBERS - Reimbursements	0	0	0	0	0	1,000	1,000	7,
General purpose funding								
RATES - Reimbursement of Debt Collection Costs	0	0	0	0	0	45,000	45,000	50,
OTH GOV - Reimbursements	0	0	0	0	0	400	400	
Law, order, public safety								
FIRE - Reimbursements	0	0	0	0	0	0	0	9,
ANIMAL - Reimbursements	0	0	0	0	0	12,287	12,287	12,
OLOPS - Reimbursements	0	0	0	0	0	0	0	2,
Health								
HEALTH - Reimbursements	0	0	0	0	0	1,500	1,500	8,
OTH HEALTH - Reimbursements	0	0	0	0	0	2,260	2,260	2,
Education and welfare								
WELFARE - Reimbursements	0	0	0	0	0	0	0	5,
FAMILIES - Reimbursements	0	0	0	0	0	0	0	1,
Recreation and culture								
REC - Reimbursements - Other Recreation	0	0	0	0	0	138,000	138,000	169,
LIBRARY - Reimbursements Lost Books	0	0	0	0	0	200	200	
LIBRARY - Contributions & Donations	0	0	0	0	0	0	0	1,
HERITAGE - Contributions & Donations	0	0	0	0	0	1,999	1,999	
OTH CUL - Other Income	0	0	0	0	0	20,000	20,000	
OTH CUL - Contributions & Donations - Other Culture	0	0	0	0	0	55,000	55,000	52,
HALLS - Reimbursements	0	0	0	0	0	0	0	3,
SAN - Reimbursements				0		0	0	2,
Transport								
AERO - Reimbursements - Aerodromes	0	0	0	0	0	11,000	11,000	26,
AERO - Other Income Relating to Aerodromes	0	0	0	0	0	0	0	6,
WATER - Reimbursements	0	0	0	0	0	309,990	309,990	295,
TOUR - Project Other (Souvenir Sales)	0	0	0	0	0	0	0	
Other property and services								
PRIVATE - Private Works Income	0	0	0	0	0	0	0	14,
ADMIN - Reimbursements	0	0	0	0	0	0	0	5,
PWO - Other Reimbursements	0	0	0	0	0	0	0	12,
AGRN 1044 - Recovery - DRAFWA	0	0	0	0	0	0	0	30,
AGRN 1044 - Recovery - Contibutions and Donations	0	0	0	0	0	0	0	5,
	0	**0**	**0**	**0**	**0**	**598,636**	**598,636**	**729,**
TOTALS	**124,860**	**0**	**0**	**124,860**	**124,860**	**5,562,685**	**5,562,685**	**11,436,**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 1
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTION

	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
Provider	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Non-operating grants and subsidies								
General purpose funding								
ROADC - Financial Assistance Grants -- Roads	0	0	0	0	0	350,000	350,000	556,5
Law, order, public safety								
OLOPS - Grants	25,697	0	0	25,697	25,697	0	0	
Health								
OTH HEALTH - Capital Grants	0	0	0	0	0	75,100	75,100	
Education and welfare								
WELFARE - Grants	16,193	0	0	16,193	16,193	0	0	
Community amenities								
PLAN - Local Planning Strategy				0		0	0	150,0
Recreation and culture								
SWIM AREAS - Grant	0	0	0	0	0	503,700	503,700	
SWIM AREAS - Grants	238,802	0	0	238,802	238,802	0	0	
REC - Grants				0		0	0	250,0
Transport								
ROADC - Regional Road Group Grants (MR WA)	0	0	0	0	0	1,276,680	1,276,680	
ROADC - Roads to Recovery - Grants	449,349	0	0	449,349	449,349	1,389,716	1,389,716	
ROADC - Other Grants -- Roads/Streets	94,672	0	0	94,672	94,672	979,960	979,960	338,9
ROADC - Other Grants -- Footpaths	0	0	0	0	0	436,000	436,000	
ROADC - Other Grants -- Aboriginal Roads	0	0	0	0	0	611,600	611,600	174,3
ROADC - Other Grants - Flood Damage	1,098,279	0	0	1,098,279	1,098,279	0	0	
ROADC - Other Grants -- Flood Damage	0	0	0	0	0	14,511,769	14,511,769	7,057,0
AERO - Grants -- Aerodromes	19,785	0	0	19,785	19,785	3,000,000	3,000,000	100,5
WATER - Grants	54,334	0	0	54,334	54,334	0	0	
ROADC - Regional Road Group Grants (MRWA)				0		0	0	252,3
ROADM - Other Income				0		0	0	100,0
ROADC - Other Grants - Aboriginal Roads				0		0	0	281,0
Economic services								
TOUR - Grants	489,980	0	0	489,980	489,980	0	0	
	2,487,091	**0**	**0**	**2,487,091**	**2,487,091**	**23,134,525**	**23,134,525**	**9,260,8**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 12
TRUST FUND

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

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Jun 2023
	$	$	$	$
Public open spaces	295,981	0	0	**295,981**
	295,981	**0**	**0**	**295,981**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 13
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$
	Budget adoption					0
			Opening Surplus(Deficit)	0	(3,842,016)	(3,842,016)
3030130	RATES - Rates General	AC104/22	Operating Revenue	0	(495,000)	(4,337,016)
3030133	RATES - Rates Minimums	AC104/22	Operating Revenue	495,000	0	(3,842,016)
3050201	ANIMAL - Reimbursements	AC104/22	Operating Revenue	12,287	0	(3,829,729)
3050210	ANIMAL - Grants	AC104/22	Operating Revenue	50,000	0	(3,779,729)
3110301	REC - Reimbursements - Other Recreation	AC104/22	Operating Revenue	78,436	0	(3,701,293)
5110300	LRCI - Grant Funding 'Pool upgrades as part of LRCI Funding	AC104/22	Capital Revenue	67,200	0	(3,634,093)
4110290	LRCI - Grant Funding 'Pool upgrades as part of LRCI Funding	AC104/22	Capital Expenses	0	(67,200)	(3,701,293)
4120140	Footpath and broken kerb - deferred	AC104/22	Capital Expenses	180,000	0	(3,521,293)
5120212	Carry-Over Funding - Flood damage Reimbursement	AC104/22	Capital Revenue	2,511,769	0	(1,009,524)
5120202	Carry-Over Funding - Roads	AC104/22	Capital Revenue	49,337	0	(960,187)
5120204	Carry-Over Funding - Roads	AC104/22	Capital Revenue	150,000	0	(810,187)
5120202	Carry-Over Funding - Roads	AC104/22	Capital Revenue	76,663	0	(733,524)
5120204	Carry-Over Funding - Roads	AC104/22	Capital Revenue	142,331	0	(591,193)
5120202	Carry-Over Funding - Roads	AC104/22	Capital Revenue	120,492	0	(470,701)
5120210	Carry-Over Funding - Roads	AC104/22	Capital Revenue	52,000	0	(418,701)
5120210	Carry-Over Funding - Roads	AC104/22	Capital Revenue	22,000	0	(396,701)
5120210	Carry-Over Funding - Roads	AC104/22	Capital Revenue	12,600	0	(384,101)
5120210	Carry-Over Funding - Roads	AC104/22	Capital Revenue	50,000	0	(334,101)
5120210	Carry-Over Funding - Roads	AC104/22	Capital Revenue	15,000	0	(319,101)
5120210	Carry-Over Funding - Roads	AC104/22	Capital Revenue	20,000	0	(299,101)
5120210	Carry-Over Funding - Roads	AC104/22	Capital Revenue	10,000	0	(289,101)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(270,427)	(559,528)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(9,875)	(569,403)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(121,403)	(690,806)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(24,663)	(715,469)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(12,331)	(727,800)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(10,021)	(737,821)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(10,000)	(747,821)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(110,000)	(857,821)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(63,000)	(920,821)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(250,000)	(1,170,821)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(75,000)	(1,245,821)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(60,000)	(1,305,821)
4120158	Carry-Over Funding - Roads	AC104/22	Capital Expenses	0	(30,000)	(1,335,821)
5120206	Fitroy Crossing Carpark LCRI	AC104/22	Capital Revenue	279,960	0	(1,055,861)
4120140	Fitzroy Crossing - Carpark	AC104/22	Capital Expenses	0	(279,960)	(1,335,821)
3120701	WATER - Reimbursements	AC104/22	Capital Expenses	309,990	0	(1,025,831)
3120502	Department of Transport - additional income	AC104/22	Operating Revenue	85,000	0	(940,831)
2140202	Employee Costs	AC104/22	Operating Expenses	0	(281,033)	(1,221,864)
2140202	Employee Costs	AC104/22	Operating Expenses	0	(49,180)	(1,271,044)
2140202	Employee Costs	AC104/22	Operating Expenses	0	(2,300)	(1,273,344)
2140202	Employee Costs	AC104/22	Operating Expenses	0	(7,500)	(1,280,844)
2130200	Employee Costs	AC104/22	Operating Expenses	281,033	0	(999,811)
2130200	Employee Costs	AC104/22	Operating Expenses	49,180	0	(950,631)
2130200	Employee Costs	AC104/22	Operating Expenses	2,300	0	(948,331)
2130200	Employee Costs	AC104/22	Operating Expenses	7,500	0	(940,831)
4140330	Carry-Over Funding - Plant -Kubota F3690 72" Front Deck Mower x 2	AC104/22	Capital Expenses	0	(40,000)	(980,831)
4140330	Carry-Over Funding - Plant - Kubota B3150 HD Tractor & Impliments	AC104/22	Capital Expenses	0	(30,300)	(1,011,131)
4140330	Carry-Over Funding - Plant -Toyota Hilux Dual Cab Chassis as per Quote 35722	AC104/22	Capital Expenses	0	(33,376)	(1,044,507)
4140330	Carry-Over Funding - Plant -Toyota Hilux Dual Cab SR as per quote 35761	AC104/22	Capital Expenses	0	(43,096)	(1,087,603)
4140330	Carry-Over Funding - Plant -Toyota Landcruiser single cab tray back	AC104/22	Capital Expenses	0	(54,788)	(1,142,392)
4140330	Carry-Over Funding - Plant -Ranger Pod	AC104/22	Capital Expenses	0	(24,265)	(1,166,657)
2030114	RATES - Debt Collection Expenses	AC08/23	Operating Expenses	19,193	0	(1,147,464)
2030118	RATES - Rates Write Off	AC08/23	Operating Expenses	0	(180,000)	(1,327,464)
2040109	MEMBERS - Members Travel and Accommodation	AC08/23	Operating Expenses	0	(35,000)	(1,362,464)
2040211	Members check	AC08/23	Operating Expenses	0	(12,500)	(1,374,964)
2040221	OTH GOV - Information Systems	AC08/23	Operating Expenses	0	(5,000)	(1,379,964)
2040223	OTH GOV - LGIS Risk Expenditure	AC08/23	Operating Expenses	0	(15,000)	(1,394,964)
2040230	OTH GOV - Insurance	AC08/23	Operating Expenses	0	(5,328)	(1,400,292)
2050104	FIRE - Training & Development	AC08/23	Operating Expenses	0	(300)	(1,400,592)
2050105	FIRE - Recruitment	AC08/23	Operating Expenses	0	(7,000)	(1,407,592)
2050117	FIRE - Relief Ranger Services	AC08/23	Operating Expenses	0	(10,000)	(1,417,592)
2050203	ANIMAL - Uniforms	AC08/23	Operating Expenses	0	(2,100)	(1,419,692)
2050204	ANIMAL - Training & Development	AC08/23	Operating Expenses	8,000	0	(1,411,692)
2050205	ANIMAL - Recruitment	AC08/23	Operating Expenses	0	(14,000)	(1,425,692)
2050205	ANIMAL - Recruitment	AC08/23	Operating Expenses	0	(8,200)	(1,433,892)
2050209	ANIMAL - Travel & Accommodation	AC08/23	Operating Expenses	0	(3,000)	(1,436,892)
2050216	ANIMAL - Relief Ranger Services	AC08/23	Operating Expenses	0	(12,000)	(1,448,892)
2050220	ANIMAL - Communication Expenses	AC08/23	Operating Expenses	2,200	0	(1,446,692)
2050285	ANIMAL - Legal Expenses	AC08/23	Operating Expenses	9,000	0	(1,437,692)
2050286	ANIMAL - Expensed Minor Asset Purchases	AC08/23	Operating Expenses	0	(6,000)	(1,443,692)
2050287	ANIMAL - Other Expenditure	AC08/23	Operating Expenses	6,000	0	(1,437,692)
2050288	ANIMAL - Other Expenditure	AC08/23	Operating Expenses	0	(500)	(1,438,192)
2050298	ANIMAL - Staff Housing Costs Allocated	AC08/23	Operating Expenses	0	(5,678)	(1,443,870)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 13
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$
2050305	OLOPS - Recruitment	AC08/23	Operating Expenses	0	(3,000)	(1,446,870)
2050398	OLOPS - Staff Housing Costs Allocated	AC08/23	Operating Expenses	0	(1,000)	(1,447,870)
2050530	ESL BFB - Insurances	AC08/23	Operating Expenses	0	(3,954)	(1,451,824)
2050630	ESL SES - Insurances	AC08/23	Operating Expenses	0	(3,072)	(1,454,896)
2050687	ESL SES - Other Goods and Services	AC08/23	Operating Expenses	0	(5,000)	(1,459,896)
2050688	ESL SES - Other Goods and Services	AC08/23	Operating Expenses	0	(2,000)	(1,461,896)
2050688	ESL SES - Other Goods and Services	AC08/23	Operating Expenses	0	(1,000)	(1,462,896)
2070403	HEALTH - Uniforms	AC08/23	Operating Expenses	0	(1,000)	(1,463,896)
2070405	HEALTH - Recruitment	AC08/23	Operating Expenses	0	(15,000)	(1,478,896)
2070412	HEALTH - Analytical Expenses	AC08/23	Operating Expenses	0	(10,000)	(1,488,896)
2070703	OTH HEALTH - Uniforms	AC08/23	Operating Expenses	0	(2,000)	(1,490,896)
2070709	OTH HEALTH - Travel & Accommodation	AC08/23	Operating Expenses	0	(13,000)	(1,503,896)
2070740	OTH HEALTH - Advertising & Promotion	AC08/23	Operating Expenses	0	(4,000)	(1,507,896)
2070752	OTH HEALTH - Consultants	AC08/23	Operating Expenses	0	(50,000)	(1,557,896)
2080703	WELFARE - Uniforms	AC08/23	Operating Expenses	0	(3,000)	(1,560,896)
2080705	WELFARE - Recruitment	AC08/23	Operating Expenses	0	(2,000)	(1,562,896)
2080709	WELFARE - Travel & Accommodation	AC08/23	Operating Expenses	0	(10,000)	(1,572,896)
2080787	WELFARE - Other Expenses	AC08/23	Operating Expenses	0	(1,500)	(1,574,396)
2100616	PLAN - Postage and Freight	AC08/23	Operating Expenses	0	(5,000)	(1,579,396)
2100652	PLAN - Consultants	AC08/23	Operating Expenses	0	(25,000)	(1,604,396)
2110187	HALLS - Other Expenses	AC08/23	Operating Expenses	4,000	0	(1,600,396)
2110204	SWIM AREAS - Training & Conferences	AC08/23	Operating Expenses	5,000	0	(1,595,396)
2110287	SWIM AREAS - Other Expenses	AC08/23	Operating Expenses	4,000	0	(1,591,396)
2110221	SWIM AREAS - Information Technology	AC08/23	Operating Expenses	0	(9,000)	(1,600,396)
2110352	REC - Consultants	AC08/23	Operating Expenses	0	(8,500)	(1,608,896)
2120252	ROADM - Consultants	AC08/23	Operating Expenses	0	(20,000)	(1,628,896)
2120730	WATER - Insurance	AC08/23	Operating Expenses	0	(127,000)	(1,755,896)
2140710	SDWK - Flood Recovery Quick Grants	AC08/23	Operating Expenses	0	(4,500)	(1,760,396)
2140219	ADMIN - Information Technology Contract Services	AC08/23	Operating Expenses	0	(25,000)	(1,785,396)
3030121	RATES - Account Enquiry Charges	AC08/23	Operating Revenue	1,000	0	(1,784,396)
3030122	RATES - Reimbursement of Debt Collection Costs	AC08/23	Operating Revenue	0	(35,000)	(1,819,396)
3030123	RATES - Special Payment Arrangement	AC08/23	Operating Revenue	225	0	(1,819,171)
3030131	RATES - Rates Levied - Interim	AC08/23	Operating Revenue	12,300	0	(1,806,871)
3030132	RATES - Rates Levied - Back Rated	AC08/23	Operating Revenue	1,470	0	(1,805,401)
3030135	RATES - Other Income Relating To Rates	AC08/23	Operating Revenue	1,250	0	(1,804,151)
3030138	RATES - Discount on Rates Levied	AC08/23	Operating Revenue	0	(3,885)	(1,808,036)
3030145	RATES - Penalty Interest Received	AC08/23	Operating Revenue	0	(53,912)	(1,861,948)
3030147	RATES - Pensioner Deferred Interest Received	AC08/23	Operating Revenue	2,138	0	(1,859,810)
3030220	GEN PUR - Charges - Photocopying / Faxing	AC08/23	Operating Revenue	50	0	(1,859,760)
3030221	GEN PUR - Charges - Sale Of Electoral Rolls, Minutes, Local Laws	AC08/23	Operating Revenue	50	0	(1,859,710)
3030246	GEN PUR - Interest Earned - Municipal Funds	AC08/23	Operating Revenue	40,000	0	(1,819,710)
3030247	GEN PUR - Penalty Interest - Sundry Debtors	AC08/23	Operating Revenue	7,400	0	(1,812,310)
3030210	GEN PUR - Financial Assistance Grant - General	AC08/23	Operating Revenue	0	(510,607)	(2,322,917)
3030211	GEN PUR - Financial Assistance Grant - Roads	AC08/23	Operating Revenue	28,352	0	(2,294,565)
3030215	GEN PUR - Financial Assistance Grant - Aboriginal Access Roads	AC08/23	Operating Revenue	0	(7,919)	(2,302,484)
3040101	MEMBERS - Reimbursements	AC08/23	Operating Revenue	1,000	0	(2,301,484)
3040120	MEMBERS - Council Chamber Hire	AC08/23	Operating Revenue	550	0	(2,300,934)
3040135	MEMBERS - Other Income	AC08/23	Operating Revenue	730	0	(2,300,204)
3040201	OTH GOV - Reimbursements	AC08/23	Operating Revenue	400	0	(2,299,804)
3040220	OTH GOV - Fees & Charges	AC08/23	Operating Revenue	50	0	(2,299,754)
3100121	SAN - Domestic Services (Additional)	AC08/23	Operating Revenue	0	(33,000)	(2,332,754)
3110335	REC - Other Income	AC08/23	Operating Revenue	53,811	0	(2,278,943)
3110301	REC - Reimbursements - Other Recreation	AC08/23	Operating Revenue	59,564	0	(2,219,379)
3120601	AERO - Reimbursements - Aerodromes	AC08/23	Operating Revenue	11,000	0	(2,208,379)
3120620	AERO - Airport Landing Fees & Charges	AC08/23	Operating Revenue	164,000	0	(2,044,379)
3120735	WATER - Other Income	AC08/23	Operating Revenue	1,000,000	0	(1,044,379)
	Tranfer to reserve - Economic Development Reserve (Rec)	AC08/23	Capital Expenses	0	(1,000,000)	(2,044,379)
4080710	Derby Youth Centre - Kitchen Upgrade (Capital)	AC08/23	Capital Expenses	0	(8,655)	(2,053,034)
4080710	Derby Youth Centre - Kitchen Upgrade (Capital)	AC08/23	Capital Expenses	0	(11,434)	(2,064,468)
4090110	Woollybutt 19A (Staff Housing) - Building (Capital)	AC08/23	Capital Expenses	5,000	0	(2,059,468)
4090110	Bloodwood 14 (Staff Housing) - Building (Capital)	AC08/23	Capital Expenses	5,000	0	(2,054,468)
4090110	Bloodwood 16 (Staff Housing) - Building (Capital)	AC08/23	Capital Expenses	5,000	0	(2,049,468)
4090110	Holman Street 13A (Staff Housing) - Building (Capital)	AC08/23	Capital Expenses	55,000	0	(1,994,468)
4090110	Holman Street 13B (Staff Housing) - Building (Capital)	AC08/23	Capital Expenses	20,000	0	(1,974,468)
4090110	Rowell Street 4A (Staff Housing) - Building (Capital)	AC08/23	Capital Expenses	10,000	0	(1,964,468)
4090110	Ashley Street 9 (Common Groh) - Building (Capital)	AC08/23	Capital Expenses	0	(65,300)	(2,029,768)
4100710	Fitzroy Crossing Public Toilets - Building (Capital)	AC08/23	Capital Expenses	10,000	0	(2,019,768)
4110310	Derby Recreation Centre - Building (Capital)	AC08/23	Capital Expenses	10,000	0	(2,009,768)
4120110	Derby Depot - Building (Capital)	AC08/23	Capital Expenses	0	(5,000)	(2,014,768)
4120130	Trailer For Ride On	AC08/23	Capital Expenses	6,606	0	(2,008,162)
4120190	Wheel Stops	AC08/23	Capital Expenses	30,000	0	(1,978,162)
4120610	Fitzroy Airport Terminal - Building (Capital)	AC08/23	Capital Expenses	0	(35,424)	(2,013,586)
4120130	Construction - Streets, Roads, Bridges & Depots	AC08/23	Capital Expenses	140,279	0	(1,873,307)
4120130	Construction - Streets, Roads, Bridges & Depots	AC08/23	Capital Expenses	94,373	0	(1,778,934)
4120130	Construction - Streets, Roads, Bridges & Depots	AC08/23	Capital Expenses	37,749	0	(1,741,185)
4120140	Guildford Street (Capital)	AC08/23	Capital Expenses	178,000	0	(1,563,185)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 13
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$
4120140	Forrest Road (Capital)	AC08/23	Capital Expenses	180,000	0	(1,383,185)
2050100	FIRE - Employee Costs	AC08/23	Operating Expenses	0	(5,921)	(1,389,106)
2050100	FIRE - Employee Costs	AC08/23	Operating Expenses	3,611	0	(1,385,495)
2050200	ANIMAL - Employee Costs	AC08/23	Operating Expenses	0	(7,560)	(1,393,055)
2050200	ANIMAL - Employee Costs	AC08/23	Operating Expenses	4,516	0	(1,388,539)
2050300	OLOPS - Employee Costs	AC08/23	Operating Expenses	0	(1,322)	(1,389,861)
2050304	OLOPS - Training & Development	AC08/23	Operating Expenses	901	0	(1,388,960)
2070400	HEALTH - Employee Costs	AC08/23	Operating Expenses	51,918	0	(1,337,042)
2070400	HEALTH - Employee Costs	AC08/23	Operating Expenses	12,579	0	(1,324,463)
2070700	OTH HEALTH - Employee Costs	AC08/23	Operating Expenses	79,459	0	(1,245,004)
2070700	OTH HEALTH - Employee Costs	AC08/23	Operating Expenses	37,677	0	(1,207,327)
2080700	WELFARE - Employee Costs	AC08/23	Operating Expenses	0	(16,917)	(1,224,244)
2080700	WELFARE - Employee Costs	AC08/23	Operating Expenses	38,351	0	(1,185,893)
2110100	HALLS - Employee Costs	AC08/23	Operating Expenses	0	(1,740)	(1,187,633)
2110100	HALLS - Employee Costs	AC08/23	Operating Expenses	76	0	(1,187,557)
2110200	SWIM AREAS - Salaries	AC08/23	Operating Expenses	74,356	0	(1,113,201)
2110200	SWIM AREAS - Salaries	AC08/23	Operating Expenses	24,111	0	(1,089,090)
2110300	REC - Employee Costs	AC08/23	Operating Expenses	25,269	0	(1,063,821)
2110300	REC - Employee Costs	AC08/23	Operating Expenses	13,732	0	(1,050,089)
2110500	LIBRARY - Employee Costs	AC08/23	Operating Expenses	42,377	0	(1,007,712)
2110500	LIBRARY - Employee Costs	AC08/23	Operating Expenses	12,290	0	(995,422)
2110600	HERITAGE - Employee Costs	AC08/23	Operating Expenses	0	(1,740)	(997,162)
2110600	HERITAGE - Employee Costs	AC08/23	Operating Expenses	76	0	(997,086)
2110700	OTH CUL - Employee Costs	AC08/23	Operating Expenses	217,605	0	(779,481)
2110700	OTH CUL - Employee Costs	AC08/23	Operating Expenses	63,414	0	(716,067)
2130200	TOUR - Employee Costs	AC08/23	Operating Expenses	90,826	0	(625,241)
2130200	TOUR - Employee Costs	AC08/23	Operating Expenses	28,227	0	(597,014)
2140200	ADMIN - Employee Costs Executive Services	AC08/23	Operating Expenses	241,652	0	(355,362)
2140200	ADMIN - Employee Costs Executive Services	AC08/23	Operating Expenses	101,482	0	(253,880)
2140202	ADMIN - Employee Costs Corporate Services	AC08/23	Operating Expenses	214,060	0	(39,820)
2140202	ADMIN - Employee Costs Corporate Services	AC08/23	Operating Expenses	102,602	0	62,782
2140300	PWO - Employee Costs	AC08/23	Operating Expenses	352,214	0	414,996
2140300	PWO - Employee Costs	AC08/23	Operating Expenses	138,399	0	553,395
2140328	PWO - Supervision	AC08/23	Operating Expenses	137,544	0	690,939
2140328	PWO - Supervision	AC08/23	Operating Expenses	37,404	0	728,343
2140252	ADMIN - Consultants	AC08/23	Operating Expenses	0	(60,000)	668,343
3140235	ADMIN - Other Income Relating to Administration	AC08/23	Operating Revenue	0	(557,713)	110,630
2140705	Recovery TC Ellie - Other Expenses	AC08/23	Operating Expenses	0	(110,630)	0
				9,506,546	**(9,506,546)**	**0**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 14
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2022-23 year is $30,000 or 10.00% whichever is the greater.

				Explanation of positive variances		Explanation of negative variances	
Nature or type	Var. $	Var. %		Timing	Permanent	Timing	Permanent
	$	%					
Opening funding surplus / (deficit)	(1,287,892)	(33.66%)	▼				
Revenue from operating activities							
Operating grants, subsidies and contributions	5,873,456	105.59%	▲				
Interest earnings	43,695	23.68%	▲				
Other revenue	388,875	30.46%	▲				
Expenditure from operating activities							
Materials and contracts	2,772,452	25.33%	▲				
Utility charges	121,328	13.31%	▲				
Depreciation on non-current assets	7,131,200	100.00%	▲				
Non-cash amounts excluded from operating activities	(7,131,200)	(100.00%)	▼				
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	(13,873,648)	(59.97%)	▼				
Payments for property, plant and equipment and infrastructure	13,434,074	56.77%	▲				

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 14
EXPLANATION OF MATERIAL VARIANCES

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Opening funding surplus / (deficit)	(1,287,892)	(33.66%)	▼				
Revenue from operating activities							
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Interest earnings	43,695	23.68%	▲				
Other revenue	388,875	30.46%	▲				
Expenditure from operating activities							
Materials and contracts	2,772,452	25.33%	▲				
Utility charges	121,328	13.31%	▲				
Depreciation on non-current assets	7,131,200	100.00%	▲				
Non-cash amounts excluded from operating activities	(7,131,200)	(100.00%)	▼				
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	(13,873,648)	(59.97%)	▼				
Payments for property, plant and equipment and infrastructure	13,434,074	56.77%	▲				

7.5 ACCOUNTS FOR PAYMENT - JUNE 2023

File Number: **5110 - Accounts Payable**

Author: **Lavenia Ratabua, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Acting Director of Corporate Services**

Authority/Discretion: **Information**

SUMMARY

For the Audit Committee to note the list of accounts paid under delegated authority during the month of June 2023.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

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

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

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

        (a) the payee's name; and

        (b) the amount of the payment; and

        (c) the date of the payment; and

        (d) sufficient information to identify the transaction.

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

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

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

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

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

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

(b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

CONSULTATION

Internal consultation within the Corporate Services Department.

COMMENT

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2022-23 Annual Budget as adopted by Council at its meeting held 28 July 2022 (Resolution 94/22) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

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

REPORT TO COUNCIL

JUNE - 2023

FUND	DETAILS	AMOUNT
MUNICIPAL ACCOUNT		
EFT Payments	EFT 56110 - EFT 56338	$ 2,364,962.95
Municipal Cheques	CHQ 54859	$ 550.00
Direct Debits	Fees & Charges, Payroll, Payroll Liabilities	$ 1,139,756.95
Manual Cheques	CHQ 311	$ 25,927.01
TRUST ACCOUNT		
EFT Payments		*Nil*
Trust Cheques		*Nil*
TOTAL		**$ 3,531,196.91**

Creditors Outstanding as at 30/06/2023 *$ 2,203,708.93*

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **June 2023 - List of Paid Accounts**
2. **June 2023 - Credit Card Reconciliation**

COMMITTEE RESOLUTION AC70/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council:

1. **Notes the List of Accounts for June 2023 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling $3,531,196.91.**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

REPORT TO COUNCIL – JUNE 2023

EFT PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
EFT56252	**23/06/2023**	**A & B TYRES**	**$2,960.00**
INV 46652	18/05/2023	PUNCTURE REPAIR	$40.00
INV 46655	18/05/2023	SUPPLY 4X BRIDGESTONE 205R16 TYRES, WHEEL ALIGNMENT	$1,480.00
INV 46656	18/05/2023	SUPPLY 2X HIFLY 205/70R15C TYRES, WHEEL ALIGNMENT	$450.00
INV 46704	23/05/2023	SUPPLY 2X MICKEY THOMPSON 265/70R17 TYRES	$990.00
EFT56205	**09/06/2023**	**AARON GLOOR**	**$350.21**
INV REIMB2405	24/05/2023	UTILITY SUBSIDY: POWER FOR 16/03/2023 TO 12/05/2023	$350.21
EFT56110	**02/06/2023**	**ALFORD CONTRACTING**	**$165.00**
INV 0749	08/05/2023	REPAIR OFFICE DOOR LOCK	$165.00
EFT56111	**02/06/2023**	**ALISTAIR HOBBS**	**$500.00**
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023- 30/05/2023	$500.00
EFT56112	**02/06/2023**	**ALL NORTH HELICOPTERS PTY LTD**	**$3,300.00**
INV REIMB1605	16/05/2023	REIMBURSE DOUBLE PAYMENT TO INVOICE 27036	$3,300.00
EFT56173	**09/06/2023**	**ALLWEST BUILDING APPROVALS**	**$220.00**
INV 9398	04/05/2023	CDC (BPU 4303) #10 ANDERSON ST, DERBY SOLAR PANELS	$220.00
EFT56296	**30/06/2023**	**ALLWEST BUILDING APPROVALS**	**$220.00**
INV 9462	12/06/2023	CDC (BPU 4314) UNIT RES 40370 ROWAN ST	$220.00
EFT56113	**02/06/2023**	**ALTHAM PLUMBING CONTRACTORS**	**$21,739.17**
INV 15472	19/05/2023	RESET THERMOSTAT TO HOT WATER UNIT & TEST	$165.00
INV 15489	19/05/2023	INSTALL NEW PUMP SET - ALTER PIPEWORK & CONNECT	$21,574.17
EFT56214	**16/06/2023**	**ALTHAM PLUMBING CONTRACTORS**	**$440.00**
INV 15470	19/05/2023	TEST 2X BACKFLOWS AND SUBMIT TO WATER CORP	$440.00
EFT56253	**23/06/2023**	**ALTHAM PLUMBING CONTRACTORS**	**$5,505.68**
INV 15424	12/05/2023	UNBLOCK CARAVAN DUMP POINT & HOSE AREA	$165.00
INV 15497	23/05/2023	REMOVE LEAKING MIXER & INSTALL NEW C/P SINK MIXER	$269.20
INV 15505	24/05/2023	REPAIR LEAK TO COOLER AND RESEAL TRAP TO TROUGH	$165.00
INV 15506	24/05/2023	SECURE PILLAR TAP TO BASIN & RESEAL FLEXI IN MALE TOILETS	$165.00
INV 15511	24/05/2023	REMOVE & REPLACE MIXER	$290.57
INV 15555	31/05/2023	UNBLOCK FEMALE TOILET	$1,724.25
INV 15583	08/06/2023	PROVIDE DRAINAGE CAMERA TO INSPECT OVAL RETICULATION BORE	$453.75
INV 15600	12/06/2023	REPAIR WATER LEAK	$478.71
INV 15608	12/06/2023	UNBLOCK MALE & FEMALE TOILETS	$1,435.07

INV 14703	08/12/2023	REPAIR WATER LEAK	$359.13
EFT56338	**30/06/2023**	**ANDREW JAMES TWADDLE**	**$1,554.86**
INV ALLOW2906	29/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$1,554.86
EFT56295	**30/06/2023**	**ANNA PEMBERTON**	**$4,500.00**
INV 28	29/06/2023	PROJECT - RAINING ON THE ROCKS	$4,500.00
EFT56160	**02/06/2023**	**ARREANNA HOBBS**	**$1,171.60**
INV SITTING FEES-0405	04/05/2023	FVFRWG SITTING FEES - 04/05/2023	$500.00
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023	$671.60
EFT56114	**02/06/2023**	**ASV SALES AND SERVICES (WA) PTY LTD**	**$591.49**
INV 309429	30/03/2023	SUPPLY VARIOUS FILTERS	$591.49
EFT56275	**23/06/2023**	**AUST COMMUNICATIONS & MEDIA AUTHORITY**	**$271.00**
INV 503391007	30/05/2023	LICENSE RENEWAL TO 07/07/2024	$271.00
EFT56213	**16/06/2023**	**AUSTRALIA DAY COUNCIL OF WA**	**$720.00**
INV 1719	31/05/2023	GOLD MEMBERSHIP SUBSCRIPTION 2023-24	$720.00
EFT56255	**23/06/2023**	**AUSTRALIA POST**	**$1,053.61**
INV 1012460445	03/06/2023	DERBY POSTAGE - MAY 2023	$1,053.61
EFT56254	**23/06/2023**	**AUSTRALIAN FURNITURE RELOCATIONS PTY LTD**	**$10,648.00**
INV OOL2484553	15/03/2023	STAFF RELOCATION TO DERBY	$10,648.00
EFT56215	**16/06/2023**	**AUSTRALIAN SERVICES UNION**	**$984.20**
INV DEDUCTION	25/04/2023	PAYROLL DEDUCTION	$259.00
INV DEDUCTION	09/05/2023	PAYROLL DEDUCTION	$259.00
INV DEDUCTION	23/05/2023	PAYROLL DEDUCTION	$233.10
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$233.10
EFT56256	**23/06/2023**	**AUSTRALIAN SERVICES UNION**	**$233.10**
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$233.10
EFT56174	**09/06/2023**	**BIG BARRA'S ONE STOP SHOP**	**$60.00**
INV 80	09/05/2023	3X $20 GIFT CARDS - PRIZES	$60.00
EFT56216	**16/06/2023**	**BLACKWOODS ATKINS - BROOME**	**$198.02**
INV SI04658152	11/05/2023	SUPPLY 3X CANS YIELD	$198.02
EFT56218	**16/06/2023**	**BOOKEASY PTY LTD**	**$5,263.49**
INV 21932	07/11/2022	BOOKINGS MONTHLY FEE FOR OCTOBER 2022	$5,263.49
EFT56300	**30/06/2023**	**BOOKEASY PTY LTD**	**$438.90**
INV 22946	07/06/2023	BOOKINGS MONTHLY FEE FOR MAY 2023	$438.90
EFT56278	**23/06/2023**	**BROOME TIME RESORT**	**$3,538.95**
INV 124296	02/06/2023	ACCOMMODATION 28/05 - 02/06/2023	$1,769.00
INV 124297	02/06/2023	ACCOMMODATION 28/05 - 02/06/2023	$1,769.95
EFT56116	**02/06/2023**	**BROOME TOYOTA NORTH WEST MOTOR GROUP**	**$657.69**
INV PI13071220	23/05/2023	SUPPLY GLASS & WEATHER-STRIP ASSY	$504.89
INV PI13071221	23/05/2023	SUPPLY BONNET PROTECTOR & MAT SET	$152.80

EFT56302	**30/06/2023**	**BROOME TOYOTA NORTH WEST MOTOR GROUP**	**$2,449.81**
INV PI13071148	17/05/2023	SUPPLY COMPRESSOR, 3X TRED PRO MON	$1,787.52
INV PI13071333	31/05/2023	SUPPLY GOODS AS PER QUOTE, FREIGHT	$602.08
INV PI13071333B	31/05/2023	TERMINAL ASSY	$60.21
EFT56175	**09/06/2023**	**BUCKLEYS EARTHWORKS & PAVING PTY LTD**	**$520,771.07**
INV 2697	31/03/2023	AGRN 1044 - FLOOD DAMAGE WORKS 5X ACCESS ROADS	$8,525.00
INV 2700	28/04/2023	C11-2022 CALWYNYARDAH - NOOKANBAH ROAD WORKS	$275,500.10
INV 2701	30/04/2023	AGRN 1044 - FLOOD DAMAGE OPEN UP WORKS - 4X ROADS	$9,033.75
INV 2706	30/04/2023	C09-2022 CAMBALLIN RD RESHAPE-GRAVEL	$227,712.22
EFT56217	**16/06/2023**	**BUCKLEYS EARTHWORKS & PAVING PTY LTD**	**$76,777.65**
INV 2710	24/05/2023	AGRN 1044 - REMOVAL OF SOLID WASTE - CAMBALLIN	$14,080.00
INV 2712	24/05/2023	AGRN 1044 - FLOOD DAMAGE OPEN UP WORKS	$10,175.00
INV 2713	24/05/2023	C1-2021 AREA 3 MAINTENANCE GRADING - MAY 2023	$52,522.65
EFT56299	**30/06/2023**	**BUCKLEYS EARTHWORKS & PAVING PTY LTD**	**$13,640.00**
INV 2715	31/05/2023	AGRN 1044 - FLOOD DAMAGE OPEN UP WORKS	$13,640.00
EFT56301	**30/06/2023**	**BUILDING AND ENERGY**	**$709.87**
INV PERMIT 2802	28/06/2023	BSL - FEBRUARY 2023	$166.25
INV PERMIT 3004	28/06/2023	BSL - APRIL 2023	$191.39
INV PERMIT 3105	28/06/2023	BSL - MAY 23	$352.23
EFT56279	**23/06/2023**	**CANNING VALE OFFICE LINE GROUP PTY LTD**	**$1,980.00**
INV 81424	23/05/2023	SUPPLY STACKABLE CHAIR TROLLEY	$1,980.00
EFT56117	**02/06/2023**	**CHRISTINE GEORGE**	**$20.00**
INV REIMB1105	11/05/2023	STAFF REIMBURSEMENT	$20.00
EFT56118	**02/06/2023**	**CISSY NUGGETT**	**$500.00**
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023	$500.00
EFT56303	**30/06/2023**	**CIVIC LEGAL**	**$1,023.44**
INV 511408	31/05/2023	PROFESSIONAL FEES: AREA 1 FITZROY CROSSING AIRPORT	$1,023.44
EFT56247	**16/06/2023**	**CLEANAWAY CO PTY LTD**	**$190,984.24**
INV 19203495	30/04/2023	DOMESTIC & COMMERCIAL BIN COLLECTION - APRIL 2023	$57,527.24
INV 19203496	30/04/2023	LANDFILL MANAGEMENT DERBY - APRIL 2023	$125,584.04
INV 19203695	30/04/2023	PUBLIC BIN COLLECTION - APRIL 2023	$7,872.96
EFT56336	**30/06/2023**	**CLEANAWAY CO PTY LTD**	**$222,759.87**
INV 19211764	31/05/2023	DOMESTIC & COMMERCIAL BIN COLLECTION - MAY 2023	$87,954.62
INV 19211765	31/05/2023	LANDFILL MANAGEMENT DERBY - MAY 2023	$125,584.04
INV 19212084	31/05/2023	PUBLIC BIN COLLECTION - MAY 2023	$9,221.21
EFT56258	**23/06/2023**	**CLEANING GARDENING & TREE SERVICES**	**$19,334.70**
INV 10967	06/06/2023	CLEANING OF FX VISITOR CENTRE - MAY 2023	$19,334.70
EFT56221	**16/06/2023**	**CMT BUILDING WA PTY LTD**	**$10,101.70**
INV 0657	18/05/2023	REPAIR GYM DOOR AFTER BREAK-IN	$2,098.25

INV 0658	18/05/2023	AGRN 1044 - SUPPLY & INSTALL STEEL FRAMED HINGED DOOR	$4,682.44
INV 0659	18/05/2023	HIRE OF DEMOUNTABLE - APRIL 2023	$1,329.35
INV 0662	18/05/2023	REPAINT DOT ROOM & PATCH PAINT CEILING	$1,991.66
EFT56259	**23/06/2023**	**CMT BUILDING WA PTY LTD**	**$25,152.22**
INV 0679	23/05/2023	AGRN 1044 - REMOVE EXISTING DRAWER AT FXVC	$132.00
INV 0680	24/05/2023	PREP AND PAINT INTERNAL UNITS	$25,020.22
EFT56161	**02/06/2023**	**COLLEEN GARNER**	**$500.00**
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023	$500.00
EFT56304	**30/06/2023**	**COMM PRO CONSULTANTS**	**$18,771.01**
INV 0013	08/06/2023	AGRN 1044 - FX FLOOD RECOVERY CONSULTANCY	$7,642.00
INV 0014	16/06/2023	AGRN 1044 - FX FLOOD RECOVERY CONSULTANCY	$11,129.01
EFT56139	**02/06/2023**	**CONNECT CALL CENTRE SERVICES**	**$886.60**
INV 114390	15/05/2023	AFTER HOURS CALL CENTRE CHARGES APRIL 2023	$886.60
EFT56243	**16/06/2023**	**CORSIGN WA PTY LTD**	**$2,168.32**
INV 75284	19/05/2023	SUPPLY 28X STREET NAME PLATES & MOUNTING HARDWARE	$2,168.32
EFT56290	**26/06/2023**	**CORSIGN WA PTY LTD**	**$2,902.90**
INV 75347	30/05/2023	SUPPLY TRAFFIC SIGNS, CUSTOM SIGNS & GRAB RAILS	$2,902.90
EFT56332	**30/06/2023**	**COUNTRYMAN RUBBISH REMOVAL**	**$2,601.60**
INV 1005	23/06/2023	FITZROY TOWNSITE LITTER PICKUP 19/06/23 TO 22/06/23	$2,601.60
EFT56184	**09/06/2023**	**DEPARTMENT OF FIRE AND EMERGENCY SERVICES.**	**$26,985.38**
INV 155583	21/05/2023	2022/23 ESL Q4 CONTRIBUTION	$26,985.38
EFT56223	**16/06/2023**	**DEPUTY CHILD SUPPORT REGISTRAR**	**$1,205.56**
INV DEDUCTION	25/04/2023	PAYROLL DEDUCTION	$301.39
INV DEDUCTION	09/05/2023	PAYROLL DEDUCTION	$301.39
INV DEDUCTION	23/05/2023	PAYROLL DEDUCTION	$301.39
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$301.39
EFT56260	**23/06/2023**	**DEPUTY CHILD SUPPORT REGISTRAR**	**$175.90**
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$175.90
EFT56122	**02/06/2023**	**DERBY 4X4 & MARINE**	**$6,331.91**
INV 22828-43922	04/05/2020	SUPPLY VARIOUS FILTERS	$977.57
INV 22896-44029	12/05/2020	SUPPLY JOCKY WHEEL PREM SWING 8''	$120.62
INV 22924-44086	14/05/2020	SERVICE AND SAFETY CHECK - MAJOR 20,000KM	$1,653.80
INV 22945-44076	18/05/2020	SERVICE AND SAFETY CHECK - MAJOR 20,000KM	$1,403.78
INV 22978-44125	21/05/2020	DIAGNOSE EXISTING FAULT CODES, FLUSH BRAKE SYSTEM	$236.75
INV 23210-44220	16/06/2020	CHECK VEHICLE IN LIMP MODE	$903.10
INV 23060-44030	28/05/2022	SERVICE AND SAFETY CHECK - 90,000KM SERVICE	$489.10
INV 32547-54421	05/05/2023	SUPPLY 2X FUSES & WINDSCREEN WASH PUMP	$82.85
INV 32548-54358	05/05/2023	SUPPLY 20X WHEEL NUTS & WINDOW REG	$464.34
EFT56178	**09/06/2023**	**DERBY 4X4 & MARINE**	**$341.63**

INV 32562-54496	09/05/2023	SUPPLY WINDSCREEN WASH PUMP & 2X D SHACKLES	$93.13
INV 32607-54534	12/05/2023	SUPPLY 2X FRONT 2X REAR WHEEL BEARING KITS	$244.51
INV 32677-54615	19/05/2023	SUPPLY 5W WEDGE GLOBE	$3.99
EFT56209	**09/06/2023**	**DERBY BETTA HOME LIVING**	**$899.00**
INV 20310015226	24/05/2023	AGRN 1044 - SUPPLY LG FRONT LOAD WASHER FOR FXVC	$899.00
EFT56121	**02/06/2023**	**DERBY BUILDING SUPPLIES**	**$2,539.11**
INV 536428	02/05/2023	SUPPLY 2X STIHL LOCKING STRIPS	$14.06
INV 536429	02/05/2023	SUPPLY CLUTCH ASSY FOR FS460	$69.93
INV 536431	02/05/2023	SUPPLY 2X STIHL BRUSHCUTTERS	$2,455.12
EFT56177	**09/06/2023**	**DERBY BUILDING SUPPLIES**	**$314.13**
INV 536481	03/05/2023	SUPPLY 2X BREMICK HEX SCREW BOX 100	$62.21
INV 536533	03/05/2023	SUPPLY 2X STIHL MOWING HEAD	$70.40
INV 536559	04/05/2023	SUPPLY LANE SP ALASSIO SEC SET	$88.83
INV 536618	04/05/2023	SUPPLY BX500 BREMICK HEX SCREW	$66.38
INV 536650	05/05/2023	SUPPLY 12PK MAKITA DISC	$26.31
EFT56224	**16/06/2023**	**DERBY BUILDING SUPPLIES**	**$832.87**
INV 536990	10/05/2023	SUPPLY PHILLIPS SCREWDRIVER BIT & HANDLE LEVER	$32.89
INV 537009	10/05/2023	SUPPLY 300G WATTYL KILLRUST SPRAY	$16.83
INV 537477	17/05/2023	SUPPLY LOCKWOOD 3572 MORTICE VESTIBULE LOCK	$103.64
INV 537570	18/05/2023	SUPPLY 4L GLOSS, 4L SOLVER & MASKING TAPE	$204.33
INV 537679	19/05/2023	SUPPLY CEMINTEL CLADDING SHEET	$71.77
INV 537876	22/05/2023	SUPPLY COUPLING PVC REPAIR 25MM	$15.91
INV 537883	22/05/2023	SUPPLY MICROFIBRE COVERS & HEAVY-DUTY FRAME	$49.68
INV 538061	24/05/2023	SUPPLY 4X BREMICK BRACKET & GUNNERSENS	$45.76
INV 538114	25/05/2023	SUPPLY COUPLING PVC REPAIR 25MM	$15.91
INV 538197	26/05/2023	SUPPLY 2X 300G SILICONE	$36.50
INV 538198	26/05/2023	SUPPLY 12PK MAKITA DISCS	$17.90
INV 538228	26/05/2023	SUPPLY GUN CAULKING INDUSTRIAL	$37.81
INV 538231	26/05/2023	SUPPLY 2X 20L HYDROCHLORIC ACID	$115.00
INV 538377	29/05/2023	SUPPLY RAKE HANDLE	$23.05
INV 538389	29/05/2023	SUPPLY 1L GLOSS & EDGE CUTTER	$45.89
EFT56305	**30/06/2023**	**DERBY BUILDING SUPPLIES**	**$242.30**
INV 538643	01/06/2023	SUPPLIES AND PPE FOR ASBESTOS FIRE DAMAGED HOME	$242.30
EFT56123	**02/06/2023**	**DERBY FUELS**	**$3,576.50**
INV 1016708	03/05/2023	CATERING FOR DE-ESCALATION TRAINING 03/05/2023	$626.50
INV 1017576	05/05/2023	CATERING FOR THURSDAY & FRIDAY LATE NIGHT 4-5/05/2023	$2,310.00
INV 1017716	06/05/2023	CATERING FOR SATURDAY LATE NIGHT 06/05/2023	$640.00
EFT56179	**09/06/2023**	**DERBY FUELS**	**$4,777.35**
INV 1021623	17/05/2023	AGRN 1044 - CATERING CAMBALLIN COMMUNITY MEETING	$190.00

INV 1022981	20/05/2023	CATERING THU & SAT LATE NIGHT 18 & 20/05/2023	$1,850.00
INV 1022982	20/05/2023	CATERING FOR THURSDAY & FRIDAY LATE NIGHT 11-12/05/2023	$2,310.00
INV 1025057	26/05/2023	CATERING MANAGEMENT CHALLENGE 26/05/2023	$200.00
INV 234253	29/05/2023	96.13L UNLEADED FOR SMALL PLANT OPERATIONS	$227.35
EFT56225	**16/06/2023**	**DERBY FUELS**	**$1,600.00**
INV 1024760	26/05/2023	SANDWICHES FOR SATURDAY LATE NIGHT	$800.00
INV 1027288	02/06/2023	CATERING FOR SATURDAY LATE NIGHT 03/06/2023	$800.00
EFT56261	**23/06/2023**	**DERBY FUELS**	**$2,310.00**
INV 1024759	26/05/2023	CATERING THURSDAY & FRIDAY LATE NIGHT 25 & 26/05/2023	$2,310.00
EFT56127	**02/06/2023**	**DERBY HARDWARE MITRE10**	**$3,839.28**
INV 10577047	04/05/2023	SUPPLY 60X 20KG FAST SET CONCRETE	$959.40
INV 10577048	04/05/2023	SUPPLY SPADE BIT & DOOR BLOCK	$211.99
INV 10577090	04/05/2023	SUPPLY 8X 10M TAPE	$15.92
INV 10577360	08/05/2023	SUPPLY SPRAY NOZZLE & GARDEN HOSE	$71.98
INV 10577537	10/05/2023	SUPPLY 26X CCA PINE SLEEPERS 200X3M GARDEN EDGING	$2,574.00
INV 10577559	10/05/2023	SUPPLY 12PK SCREWS	$5.99
EFT56182	**09/06/2023**	**DERBY HARDWARE MITRE10**	**$2,037.95**
INV 10577667	11/05/2023	VARIOUS RETIC SUPPLIES FOR 4A ROWELL	$1,499.00
INV 10577966	15/05/2023	SUPPLY 18M HOSE AQUAFLOW	$79.99
INV 10577971	15/05/2023	SUPPLY TOILET ROLL HOLDER & 2X GLOBES	$50.97
INV 10578041	16/05/2023	SUPPLY CORINTHIAN DOOR BLOCK	$208.99
INV 10578122	17/05/2023	SUPPLY CORINTHIAN DOOR BLOCK	$199.00
EFT56228	**16/06/2023**	**DERBY HARDWARE MITRE10**	**$4,042.92**
INV 10578616	28/04/2023	SUPPLY 64X 20KG BAGS ASPHALT	$2,686.72
INV 10578199	18/05/2023	SUPPLY 475G NO MORE GAPS	$7.99
INV 10578641	23/05/2023	SUPPLY 2X 20L JERRY & JIGGLE HOSE	$111.97
INV 10578944	26/05/2023	SUPPLY 500G FINE STEEL WOOL	$12.99
INV 10578947	26/05/2023	AGRN 1044 - SUPPLY 8X CHAIR SLING STEEL	$1,179.90
INV 10579153	29/05/2023	SUPPLY 3X M12X40 & WASHERS	$13.36
INV 10579171	29/05/2023	SUPPLY PASSAGE SET CYCLO JURA	$29.99
EFT56124	**02/06/2023**	**DERBY NATIVE WILDLIFE INC.**	**$200.00**
INV REIMB1505	15/05/2023	TRADERS PERMIT APPLICATION REIMBURSED	$200.00
EFT56181	**09/06/2023**	**DERBY PROGRESSIVE SUPPLIES**	**$920.20**
INV 064896	04/05/2023	SUPPLY 4CTN HAND TOWELS	$684.04
INV 064961	05/05/2023	SUPPLY BAG OF WHITE RAGS FOR WORKSHOP	$93.54
INV 064974	05/05/2023	SUPPLY PLATES & CUTLERY FOR FVDHS	$142.62
EFT56227	**16/06/2023**	**DERBY PROGRESSIVE SUPPLIES**	**$1,485.75**
INV 065420	11/05/2023	SUPPLY 15KG RAGS FOR WORKSHOP	$93.54
INV 065820	17/05/2023	SUPPLY 2X CARTONS BIN BAGS	$152.88

INV 065883	18/05/2023	SUPPLY BOWLS, CUPS, FORKS & CONTAINERS YOUTH CENTRE	$483.17
INV 065995	20/05/2023	AGRN 1044 - SUPPLY KITCHEN ESSENTIALS FX FLOOD HUB	$698.98
INV 066132	23/05/2023	SUPPLY 2 CARTONS LONG LIFE MILK FOR BIGGEST MORNING TEA	$57.18
EFT56264	**23/06/2023**	**DERBY PROGRESSIVE SUPPLIES**	**$678.63**
INV 066735	30/05/2023	SUPPLY CLEANING EQUIPMENT	$182.00
INV 066749	30/05/2023	REFRESHMENTS SUPPLIES	$496.63
EFT56164	**02/06/2023**	**DERBY RODEO AND HORSERIDERS ASSOCIATION INC.**	**$5,500.00**
INV REIMB2905	29/05/2023	2023 SPONSORSHIP FOR DERBY RODEO	$5,500.00
EFT56125	**02/06/2023**	**DERBY SPORTSMEN'S CLUB INC**	**$440.00**
INV 1606	17/05/2023	FUNCTION ROOM HIRE - VOLUNTEERS DINNER 17/05/2023	$440.00
EFT56265	**23/06/2023**	**DERBY STOCK SUPPLIES**	**$330.00**
INV 13068893	11/06/2023	HIRE OF 16T FORKLIFT 1 HR	$330.00
EFT56262	**23/06/2023**	**DIJUN HOLDINGS PTY LTD**	**$50,402.00**
INV DHIV290	24/05/2023	AGRN 1044 - EMERGENCY DISASTER CLEAN WK 1-24/05/2023	$6,160.00
INV DHIV291	25/05/2023	AGRN 1044 - EMERGENCY DISASTER CLEAN - WK1-25/05/2023	$6,160.00
INV DHIV298	26/05/2023	AGRN 1044 - POST FLOOD PROPERTY CLEAN - 42 BELL RD	$4,730.00
INV DHIV292	27/05/2023	AGRN 1044 - POST FLOOD PROPERTY CLEAN - LOT 22 RUSS RD	$5,192.00
INV DHIV299	28/05/2023	AGRN 1044 - POST FLOOD CLEAN - LOT 318 FORREST RD	$6,270.00
INV DHIV300	29/05/2023	AGRN 1044 - POST FLOOD PROPERTY CLEAN - 19 YURABI RD	$6,270.00
INV DHIV301	30/05/2023	AGRN 1044 - POST FLOOD RECOVERY CLEAN - 18 YURABI RD	$6,270.00
INV DHIV303	02/06/2023	AGRN 1044 - POST FLOOD PROPERTY CLEAN - 15 FORREST RD	$5,500.00
INV DHIV304	02/06/2023	AGRN 1044 - POST FLOOD PROPERTY CLEAN - 18 BELL RD	$3,850.00
EFT56226	**16/06/2023**	**DOUGLAS D'ANTOINE**	**$8,429.07**
INV 006	31/05/2023	EXECUTIVE OFFICER DUTIES FOR FVFRWG - 15 TO 26/05/2023	$8,429.07
EFT56306	**30/06/2023**	**DOUGLAS D'ANTOINE**	**$8,193.31**
INV 007	12/06/2023	EXECUTIVE OFFICER DUTIES FOR FVFRWG - 02 TO 29/06/2023	$8,193.31
EFT56187	**09/06/2023**	**DRH DOWNRIGHTHANDY CONTRACTING**	**$1,093.00**
INV 21200463827	02/06/2023	AGRN 1044 - SUPPLY OF MEAT FOR RAINING ON THE ROCKS	$1,093.00
EFT56266	**23/06/2023**	**DWA INDUSTRIAL RESOURCES PTY LTD**	**$5,296.86**
INV 02022437	01/06/2023	MANUFACTURE HYDRAULIC HOSE, HOSE & FITTINGS	$454.44
INV 02022458	01/06/2023	SUPPLY 8X SHEETS STEEL	$4,842.42
EFT56167	**02/06/2023**	**E & MJ ROSHER PTY LTD**	**$2,626.77**
INV 1457680	03/05/2023	SUPPLY KUBOTA PARTS AS PER ESTIMATE	$396.76
INV 1457719	04/05/2023	SUPPLY KUBOTA PARTS AS PER ESTIMATE	$1,583.81
INV 1458093	11/05/2023	SUPPLY PARTS AS PER ESTIMATE	$646.20
EFT56242	**16/06/2023**	**E & MJ ROSHER PTY LTD**	**$1,106.06**
INV 1458004	09/05/2023	SUPPLY 18X BLADE H30T	$1,106.06
EFT56282	**23/06/2023**	**E & MJ ROSHER PTY LTD**	**$21.84**
INV 1458570	23/05/2023	SUPPLY PARTS AS PER ESTIMATE	$21.84

EFT56229	**16/06/2023**	**ELDERS LIMITED (DERBY BRANCH)**	**$1,544.93**
INV IY83827	01/05/2023	SUPPLY 3X 20L CASTROL OIL	$418.89
INV IY83889	05/05/2023	SUPPLY 2X CYDECTIN P/ON CATTLE 2.2L PRO VIRBAC	$690.00
INV IY84157	19/05/2023	SUPPLY 2X 20L ROUNDUP ULTRAMAX	$436.04
EFT56267	**23/06/2023**	**ELDERS LIMITED (DERBY BRANCH)**	**$3,142.83**
INV IY84196	23/05/2023	SUPPLY 2X 40L ENGEL & COVERS	$3,142.83
EFT56323	**30/06/2023**	**ELIZABETH ANNE MASON**	**$9,933.00**
INV REIM2206	22/06/2023	RELOCATION COST - PANNAWONICA WA TO DERBY WA JUN-23	$9,933.00
EFT56285	**26/06/2023**	**EMILY SMITH**	**$316.83**
INV REIMB0706	07/06/2023	UTILITY SUBSIDY: POWER FOR 06/04/2023 TO 06/06/2023	$316.83
EFT56183	**09/06/2023**	**EXTREME PEST CONTROL**	**$464.02**
INV 13301	16/05/2023	EXTERNAL SPRAY TO PERIMETER OF BUILDING	$464.02
EFT56309	**30/06/2023**	**EXURBAN PTY LTD**	**$13,018.94**
INV URP-4366	03/06/2023	GENERAL TOWN PLANNING CONSULTANCY SERVICES MAY 2023	$13,018.94
EFT56131	**02/06/2023**	**FIELD AIR CONDITIONING & AUTO ELECTRICAL**	**$1,717.10**
INV 119143	27/04/2023	REPAIR CHECK ENGINE LIGHT, SUBLET BROOME DIESEL	$1,717.10
EFT56130	**02/06/2023**	**FITZROY CROSSING ABORIGINAL SPORTING ASSOCIATION**	**$1,650.00**
INV REIMB2905	29/05/2023	APPROVED FLOOD RECOVERY QUICK GRANT	$1,650.00
EFT56230	**16/06/2023**	**FITZROY HARDWARE PTY LTD**	**$197.00**
INV 182369	04/05/2023	SUPPLY 2X CANS SPRAY PAINT FOR FVDHS EVENT 2023	$28.00
INV 182944	16/05/2023	AGRN 1044 - 2X 40L BINS FOR FX FLOOD HUB	$80.00
INV 184452	26/05/2023	SUPPLY HOSE HIGHFLEX W/STOP	$89.00
EFT56283	**26/06/2023**	**FITZROY VALLEY RODEO CLUB**	**$5,000.00**
INV REIMB1306	13/06/2023	2023 SPONSORSHIP FOR FITZROY VALLEY RODEO CLUB	$5,000.00
EFT56219	**16/06/2023**	**G BISHOPS TRANSPORT SERVICES PTY LTD**	**$411.91**
INV B207704	15/05/2023	FREIGHT	$411.91
EFT56257	**23/06/2023**	**G BISHOPS TRANSPORT SERVICES PTY LTD**	**$967.82**
INV B206632	05/05/2023	FREIGHT	$661.94
INV B208228	19/05/2023	FREIGHT	$152.94
INV B209036	26/05/2023	FREIGHT	$152.94
EFT56310	**30/06/2023**	**GEOFFREY ANDREW DAVIS**	**$1,554.86**
INV ALLOW2906	29/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$1,554.86
EFT56311	**30/06/2023**	**GEOFFREY CHARLES HAEREWA**	**$7,274.28**
INV ALLOW2906	29/06/2023	JUNE 2023 PRESIDENT SITTING FEES	$7,274.28
EFT56133	**02/06/2023**	**GREENFIELD TECHNICAL SERVICES**	**$52,740.02**
INV 3308	05/05/2023	DESIGN TO MODEL EXISTING SURFACE OF FX AERODROME	$8,602.00
INV 3311	05/05/2023	AGRN 1044 - DAMAGE ASSESSMENT & EPAR SUBMISSION	$3,632.48
INV 3316	05/05/2023	AGRN951 FLOOD DAMAGE WORKS PK1 01-30/04/2023	$3,014.55
INV 3317	05/05/2023	AGRN951 FLOOD DAMAGE WORKS PK2 01-30/04/2023	$2,009.70

INV 3334	09/05/2023	AGRN951 FLOOD DAMAGE WORKS PK2 23/04-06/05/23	$10,744.93
INV 3331	10/05/2023	AGRN951 FLOOD DAMAGE WORKS PK1 17-30/04/2023	$24,736.36
EFT56186	**09/06/2023**	**GREENFIELD TECHNICAL SERVICES**	**$990.00**
INV 3341	10/05/2023	AGRN 1044 - PROCUREMENT PROCESS CONTRACTORS	$990.00
EFT56231	**16/06/2023**	**GREENFIELD TECHNICAL SERVICES**	**$34,194.16**
INV 3352	22/05/2023	AGRN951 FLOOD DAMAGE WORKS PK1 01-14/05/2023	$34,194.16
EFT56269	**23/06/2023**	**GUNGALLA MACKAY PTY LTD (ATS ALL-CRETE)**	**$5,500.00**
INV 35418	26/05/2023	SUPPLY 10M3 BUSH GRAVEL	$550.00
INV 35419	26/05/2023	SUPPLY 10M3 & 20M3 BUSH GRAVEL	$2,750.00
INV 35420	26/05/2023	SUPPLY 20M3 BUSH GRAVEL	$2,200.00
EFT56126	**02/06/2023**	**HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS**	**$398.20**
INV 22947	10/03/2023	27 DURACK ST CAMBALLIN - INSPECT AND REPORT	$398.20
EFT56263	**23/06/2023**	**HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS**	**$583.00**
INV 23815	22/05/2023	CLEAR BLOCKAGE IN FEMALE TOILET	$291.50
INV 23838	30/05/2023	UNBLOCK FEMALE TOILETS	$291.50
EFT56134	**02/06/2023**	**HARRY HUNTER**	**$1,423.14**
INV REIMB1103	11/03/2023	STAFF REIMBURSEMENT	$1,423.14
EFT56241	**16/06/2023**	**HARVEY NORMAN BROOME**	**$25.00**
INV 217304-2	22/03/2023	FREIGHT	$25.00
EFT56192	**09/06/2023**	**HERSEY'S SAFETY PTY LTD**	**$1,402.43**
INV 48600-48599	05/05/2023	SUPPLY ASSORTMENT OF TOOLS & CONSUMABLES	$1,402.43
EFT56136	**02/06/2023**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$8,893.35**
INV 163224	10/05/2023	LOT 99999 FALLON RD, FX 11/03/23 - 09/05/23	$209.95
INV 539113	10/05/2023	U2/74 FALLON RD, FX 11/03/23 - 09/05/23	$481.19
INV 104620	17/05/2023	UB/277 CLARENDON ST, DERBY 18/03/23 - 16/05/23	$190.27
INV 308420	17/05/2023	14 HARDMAN ST, DERBY 18/03/2023 - 16/05/2023	$1,722.27
INV 328972	17/05/2023	30 JOHNSTON ST, DERBY 18/03/23 - 16/05/23	$4,516.25
INV 442971	17/05/2023	UA/277 CLARENDON ST, DERBY 18/03/23 - 16/05/23	$974.39
INV 541971	17/05/2023	35 CLARENDON ST, DERBY 18/03/23 - 16/05/23	$306.34
INV 340889	22/05/2023	49 CLARENDON ST, DERBY 23/03/23 - 19/05/23	$113.98
INV 406063	22/05/2023	20 CLARENDON ST, DERBY 23/03/23 - 19/05/23	$67.91
INV 553935	22/05/2023	U3/20 CLARENDON ST, DERBY 23/03/23 - 19/05/23	$310.80
EFT56188	**09/06/2023**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$413.32**
INV 320398	24/05/2023	293 WHARF RD, DERBY 25/03/23 - 23/05/23	$345.66
INV 273214	24/05/2023	6 ROWELL COURT, DERBY 25/03/23 - 23/05/23	$67.66
EFT56232	**16/06/2023**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$316.92**
INV 150216	24/05/2023	4 LOCH ST, DERBY 25/03/23 - 23/05/23	$316.92
EFT56270	**23/06/2023**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$25,158.87**

INV 220780	01/06/2023	1016 STREETLIGHTS 01/05/23 - 31/05/23	$14,394.19
INV 173364	05/06/2023	40 ASHLEY ST, DERBY 05/04/23 - 01/06/23	$701.98
INV 393995	05/06/2023	L52 PANDANUS WAY, DERBY 05/04/23 - 02/06/23	$120.91
INV 421738	05/06/2023	8 COOLIBAH WAY, DERBY 05/04/23 - 02/06/23	$122.10
INV 432919	05/06/2023	19B WOOLLYBUTT CORNER, DERBY 05/04/23 - 02/06/23	$265.29
INV 517343	05/06/2023	LOC 26818 WHARF RD, DERBY 03/05/23 - 02/06/23	$118.62
INV 551727	05/06/2023	20 MIMOSA ST, DERBY 05/04/23 - 02/06/23	$90.94
INV 166519	07/06/2023	ASHLEY ST, DERBY 04/05/23 - 06/06/23	$3,932.18
INV 172452	07/06/2023	L199 FORREST RD, FX 04/05/23 - 06/06/23	$2,545.15
INV 207794	07/06/2023	142 LOCH ST, DERBY FOR 06/04/2023 TO 06/06/2023	$446.52
INV 387885	07/06/2023	LOT 1415 ASHLEY ST, DERBY FOR 06/04/2023 TO 06/06/2023	$66.81
INV 559632	07/06/2023	13B HOLMAN ST, DERBY 10/05/23 - 06/06/23	$66.01
INV 162691	08/06/2023	U1/636 LOCH ST, DERBY 06/04/23 - 07/06/23	$1,097.94
INV 523100	08/06/2023	CCTV AT BAOBAB WAY, DERBY 01/05/23 - 31/05/23	$71.04
INV 207319	13/06/2023	LOT 175 EMANUEL WAY, FX 14/04/23 - 12/06/23	$1,119.19
EFT56313	**30/06/2023**	**HORIZON POWER - ACCOUNT PAYMENTS**	**$6,161.79**
INV 333902	05/06/2023	24 LOCH ST, DERBY 03/05/23 - 02/06/23	$575.79
INV 406259	08/06/2023	L26818 WHARF RD, DERBY 06/04/2023 TO 07/06/2023	$3,665.86
INV 198764	13/06/2023	L128 GN HIGHWAY, FX 09/05/2023 TO 12/06/2023	$992.17
INV 349785	13/06/2023	L231 GREAT NORTHERN HWY, FX 14/04/23 - 12/06/23	$498.27
INV 421774	13/06/2023	L199 FORREST RD, FX 14/04/2023 TO 12/06/2023	$429.70
EFT56312	**30/06/2023**	**HULLS DIESEL SERVICES PTY LTD**	**$3,294.32**
INV INV-0008	29/06/2023	SHIRE TRACTOR REPAIRS	$3,294.32
EFT56246	**16/06/2023**	**ILLION TENDERLINK**	**$180.40**
INV 554210	01/05/2023	AGRN 1044 T06-2023 PUBLIC TENDER ADVERTISING	$180.40
EFT56189	**09/06/2023**	**IML LOGISTICS (QUBE LOGISTICS)**	**$1,086.95**
INV TS223633	28/04/2023	4X 70KG CYLINDER & FUEL SURCHARGE	$1,086.95
EFT56208	**09/06/2023**	**INTERNATIONAL QUADRATICS PTY LTD**	**$2,794.00**
INV SINV-138657	18/04/2023	SUPPLY 2X IQ LTS SWIM PLATFORMS, FREIGHT	$2,794.00
EFT56138	**02/06/2023**	**IRENE BROWN**	**$232.21**
INV REIMB2905	29/05/2023	STAFF REIMBURSEMENT	$232.21
EFT56284	**26/06/2023**	**ISAAC BUCKLE**	**$359.23**
INV REIMB1206	12/06/2023	STAFF REIMBURSEMENT	$359.23
EFT56191	**09/06/2023**	**ITVISION**	**$1,874.50**
INV 38409	10/05/2023	END OF YEAR FINANCIALS TRAINING - 03/05/2023	$825.00
INV 38407	10/05/2023	UPDATE PAYSLIPS	$554.50
INV 38408	10/05/2023	SYNERGYSOFT RECORDS USER TRAINING - 28/04/2023	$495.00
EFT56314	**30/06/2023**	**ITVISION**	**$495.00**
INV 38459	30/05/2023	SYNERGYSOFT END OF YEAR PAYROLL TRAINING - 15/05/2023	$495.00

EFT56206	**09/06/2023**	**IXOM**	**$225.06**
INV 6676601	31/05/2023	MAY 2023 - CHLORINE GAS CYLINDER HIRE FEE	$225.06
EFT56158	**02/06/2023**	**JACKSON SAINTY**	**$428.66**
INV REIMB2305	23/05/2023	STAFF REIMBURSEMENT	$428.66
EFT56140	**02/06/2023**	**JALLY ENTERTAINMENT**	**$8,800.00**
INV 2226	29/04/2023	SNOWY & SEVEN COOL DUDES PERFORMANCE DDHS 30/05/23	$4,400.00
INV 2227	29/04/2023	SNOWY & SEVEN COOL DUDES PERFORMANCE FVHS 31/05/23	$4,400.00
EFT56145	**02/06/2023**	**JAXX AND MAXX SERVICES**	**$61,545.00**
INV 20	20/04/2023	AGRN 1044 - GARDEN MAINTENANCE IN DARLGUNYA	$29,700.00
INV 31	09/05/2023	AGRN 1044 - GARDEN MAINTENANCE IN OLD FITZROY	$9,900.00
INV 37	16/05/2023	AGRN 1044 - REMOVE & DISPOSE OF FURNITURE 7 LOANBUN	$2,145.00
INV 42	24/05/2023	AGRN 1044 - CUT AND CLEAN ALL LOANBUN	$19,800.00
EFT56271	**23/06/2023**	**JAXX AND MAXX SERVICES**	**$35,900.75**
INV 43	25/05/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$3,300.00
INV 45	01/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$2,640.00
INV 46	01/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$3,300.00
INV 47	01/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$3,300.00
INV 48	01/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$2,640.00
INV 49	07/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$1,732.00
INV 50	08/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$3,300.00
INV 51	08/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$2,640.00
INV 52	08/06/2023	AGRN 1044 - SET UP & PARTIAL WORKS LOT 77 DARLNGUNAYA	$1,870.00
INV 56	12/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$948.75
INV 57	12/06/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$3,300.00
INV 58	12/06/2023	AGRN 1044 - FLOOD RECOVERY LOANBUN 12/06/2023	$5,280.00
INV 55	12/06/2023	AGRN 1044 - FLOOD CLEANING LOANBUN 09/06/2023	$1,650.00
EFT56315	**30/06/2023**	**JAXX AND MAXX SERVICES**	**$1,980.00**
INV 44	28/05/2023	AGRN 1044 - POST FLOOD PROPERTY GARDEN CLEAN UP	$1,980.00
EFT56144	**02/06/2023**	**JERMAINE MULLER**	**$500.00**
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023	$500.00
EFT56142	**02/06/2023**	**JESSIE HAYSON T/AS COOEE CONSTRUCTIONS**	**$660.00**
INV 00199	15/05/2023	AGRN 1044 - BUILDING CONDITION 52 DURACK ST, CAMBALLIN	$660.00
EFT56143	**02/06/2023**	**JILA GALLERY**	**$683.10**
INV 1264	11/05/2023	CATERING FOR FULL STAFF MEETING 10/05/2023	$550.00
INV 1265	12/05/2023	CATERING FOR AGENDA BRIEFING FORUM 11/05/2023	$133.10
EFT56193	**09/06/2023**	**JILL BRAZIL CONSULTING**	**$4,143.89**
INV 0071	27/04/2023	MENTORING, TRAINING AND ASSISTANCE - APRIL 2023	$4,143.89
EFT56286	**26/06/2023**	**JOSEPH MENMUIR**	**$487.28**
INV REIMB1206	12/06/2023	STAFF REIMBURSEMENT	$487.28

EFT56141	**02/06/2023**	**JOSEPH ROSS**	**$500.00**
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023	$500.00
EFT56316	**30/06/2023**	**KEITH BEDFORD**	**$1,554.86**
INV ALLOW2906	29/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$1,554.86
EFT56151	**02/06/2023**	**KENNEDY INVESTMENTS WA P/L (LANCELIN BOBCAT HIRE)**	**$32,780.00**
INV 581	06/05/2023	CUT & REMOVE BROKEN SECTIONS OF PATH, CONCRETE & BACKFILL	$32,780.00
EFT56233	**16/06/2023**	**KIMBERLEY CAR HIRE**	**$5,750.00**
INV 5771	02/06/2023	HIRE OF 2X DUAL CAB HILUX 09/05 - 01/06/2023	$5,750.00
EFT56204	**09/06/2023**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**$2,562.56**
INV DB42080	19/05/2023	STAFF UNIFORM	$240.00
INV DB41305	29/05/2023	STAFF UNIFORM	$44.90
INV DB42389	29/05/2023	STAFF UNIFORM	$464.47
INV DB42390	29/05/2023	STAFF UNIFORM	$919.19
INV DB41809	30/05/2023	STAFF UNIFORM	$894.00
EFT56277	**23/06/2023**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**$2,548.59**
INV DB42610	06/06/2023	STAFF UNIFORM	$571.45
INV DB42386	10/06/2023	STAFF UNIFORM	$899.00
INV DB42392	10/06/2023	14X SHIRTS FOR LG PROFESSIONALS REGIONAL CONFERENCE	$643.60
INV DB41780	10/06/2023	STAFF UNIFORM	$434.54
EFT56146	**02/06/2023**	**KIMBERLEY FIRE SYSTEMS**	**$2,006.31**
INV 17572	05/05/2023	MAINTENANCE OF FIRE PROTECTION SYSTEMS - MAY 2023	$1,144.46
INV 17700	26/05/2023	REPLACE 4X FUEL HOSES AS PER ESTIMATE	$861.85
EFT56148	**02/06/2023**	**KIMBERLEY KRASH REPAIRS**	**$737.00**
INV 9608	16/05/2023	PREPARE MASK & RESPRAY 2X FRONT GUARDS	$737.00
EFT56272	**23/06/2023**	**KO CONTRACTING PTY LTD**	**$8,734.00**
INV 0164	15/05/2023	LINE MARKING AT FX VISITOR CENTRE	$8,734.00
EFT56194	**09/06/2023**	**LAND ALLIANCE**	**$89,925.00**
INV 1212	12/04/2023	NDRR2223-010 FITZROY FIRE FORUM PROJECT	$89,925.00
EFT56180	**09/06/2023**	**LANDGATE (WA LAND INFORMATION AUTHORITY)**	**$2,097.00**
INV 383901	09/05/2023	VALUATION MINING TENEMENT ROLL	$2,097.00
EFT56307	**30/06/2023**	**LANDGATE (WA LAND INFORMATION AUTHORITY)**	**$1,314.60**
INV 384331	25/05/2023	RURAL UV GENERAL REVALUATION 2022/2023	$1,200.65
INV 384359	26/05/2023	MINIMUM CHARGE - GRV SCHEDULE G2023/04	$71.80
INV 384443	29/05/2023	MINIMUM CHARGE - MINING SCHEDULE M2023/05	$42.15
EFT56153	**02/06/2023**	**LAVENIA RATABUA**	**$29.99**
INV REIMB2405	24/05/2023	STAFF REIMBURSEMENT	$29.99
EFT56154	**02/06/2023**	**LITTLE THINGS FOR TINY TOTS**	**$5,042.40**
INV REIMB2905	29/05/2023	COMMUNITY GRANTS PROGRAM	$5,042.40

EFT56152	**02/06/2023**	**LOCAL GOVERNMENT PROFESSIONALS WA**	**$15,470.00**
INV 35548	18/05/2023	REGIONAL MANAGEMENT CHALLENGE 2023 14/06/2023	$6,000.00
INV 35575	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$840.00
INV 35585	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$930.00
INV 35589	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$930.00
INV 35590	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$930.00
INV 35576	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$930.00
INV 35577	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$750.00
INV 35578	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$930.00
INV 35579	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$840.00
INV 35580	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$750.00
INV 35582	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$890.00
INV 35584	24/05/2023	2023 PILBARA-KIMBERLEY FORUM STAFF REGISTRATION	$750.00
EFT56274	**23/06/2023**	**LOCAL GOVERNMENT PROFESSIONALS WA**	**$2,110.00**
INV 35583	24/05/2023	2023 PILBARA-KIMBERLEY FORUM REGISTRATION	$930.00
INV 35705	06/06/2023	PROJECT MANAGEMENT ESSENTIALS REGISTRATION	$1,180.00
EFT56319	**30/06/2023**	**LYNETTE EVANS**	**$1,554.86**
INV ALLOW2906	26/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$1,554.86
EFT56155	**02/06/2023**	**MANAGED IT PTY LTD**	**$867.57**
INV 153990	03/05/2023	AGRN 1044 - SUPPLY JABRA SPEAK 710MS	$421.17
INV 153991	08/05/2023	UPS REORDER - POWERSHIELD COMMANDER & INTERNAL	$446.40
EFT56198	**09/06/2023**	**MANAGED IT PTY LTD**	**$5,015.69**
INV 153441	10/05/2023	FORTINET FORTIGATE 60F & UNIFIED THREAT PROTECTION - 1 YEAR	$4,862.79
INV 154621	12/05/2023	FXVC STARLINK SUBSCRIPTION	$152.90
EFT56320	**30/06/2023**	**MANAGED IT PTY LTD**	**$26,983.11**
INV 155659	01/06/2023	MANAGED LICENSES FOR JUNE 2023	$26,983.11
EFT56197	**09/06/2023**	**MANGROVE HEALTH PTY LTD**	**$22,580.32**
INV 0501	11/05/2023	ENVIRONMENTAL HEALTH SERVICES 03/04 TO 05/05/2023	$22,580.32
EFT56195	**09/06/2023**	**MARAMARA (WA) PTY LTD**	**$164,864.87**
INV 26565	08/05/2023	AGRN 1044 - FLOOD DAMAGE WORKS 25/04 - 08/05/2023	$164,864.87
EFT56129	**02/06/2023**	**MARCEL SITHOLE**	**$200.00**
INV 0001	11/05/2023	LIVE DJ SERVICES FOR FITZROY CROSSING EXPO 06/05/2023	$200.00
EFT56196	**09/06/2023**	**MARKET CREATIONS AGENCY PTY LTD**	**$2,574.00**
INV IW02-23	28/04/2023	KAPP EXHIBITION OUTDOOR BANNER DESIGN	$363.00
INV IW02-24	09/05/2023	SUPPLY 3X EXHIBITION OUTDOOR BANNERS - KAPP	$2,211.00
EFT56321	**30/06/2023**	**MARKETFORCE**	**$1,540.41**
INV 47781	29/05/2023	ADVERTISEMENT BROOME ADVERTISER - T06-2023 AGRN 1044	$250.36
INV 47782	29/05/2023	ADVERTISEMENT BROOME ADVERTISER - SHORT TERM LOAN	$273.90
INV 47783	29/05/2023	ADVERTISEMENT WEST AUSTRALIAN - T06-2023 AGRN 1044	$559.04

INV 47784	29/05/2023	ADVERTISEMENT WEST AUSTRALIAN - SHORT TERM LOAN	$457.11
EFT56137	**02/06/2023**	**MARMINGEE HAND**	**$500.00**
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023	$500.00
EFT56201	**09/06/2023**	**MARRA WORRA WORRA FITZROY WORKERS CAMP**	**$1,080.00**
INV 3040	27/05/2023	AGRN 1044 - ACCOMMODATION 24-26/05/2023	$270.00
INV 3049	31/05/2023	AGRN 1044 - ACCOMMODATION 25-31/05/2023	$810.00
EFT56322	**30/06/2023**	**MCLEODS BARRISTERS & SOLICITORS**	**$1,214.39**
INV 129964	31/05/2023	SUBLEASE OF DERBY WHARF THUNDERBIRD OPERATIONS	$1,214.39
EFT56235	**16/06/2023**	**MCMULLEN NOLAN GROUP PTY LTD**	**$5,445.00**
INV 221365	31/05/2023	AGRN 1044 - DETAIL SURVEY - FITZROY CAMP FALLON ROAD	$5,445.00
EFT56156	**02/06/2023**	**MECHANICS & TYRES PTY LTD**	**$858.00**
INV 1509	08/05/2023	SUPPLY N100L-T4 BOSCH BATTERY	$319.00
INV 1639	18/05/2023	REPLACE 1X BRIDGESTONE TRUCK TYRE	$539.00
EFT56199	**09/06/2023**	**MECHANICS & TYRES PTY LTD**	**$242.00**
INV 1542	10/05/2023	REMOVAL OF FORD ESCAPE & HOLDEN EPICA	$242.00
EFT56168	**02/06/2023**	**MICHAEL RYAN**	**$2,326.66**
INV REIMB2205	22/05/2023	STAFF REIMBURSEMENT	$967.64
INV REIMB2205-2	22/05/2023	STAFF REIMBURSEMENT	$532.36
INV REIMB2205-3	22/05/2023	STAFF REIMBURSEMENT	$826.66
EFT56200	**09/06/2023**	**MOORE AUSTRALIA (TAX)**	**$3,245.00**
INV 3399	06/04/2023	MANAGEMENT REPORTING WORKSHOP 18/05/2023	$1,155.00
INV 3436	01/05/2023	FINANCIAL REPORTING WORKSHOP 19/05/2023	$2,090.00
EFT56324	**30/06/2023**	**MOORE AUSTRALIA (TAX)**	**$2,530.00**
INV 429998	26/05/2023	COMPILATION OF STATEMENT OF FINANCIAL ACTIVITY - APRIL 2023	$2,530.00
EFT56157	**02/06/2023**	**NATHANIEL BUNWORTH**	**$26.99**
INV REIMB1905	19/05/2023	REIMBURSE PURCHASE OF GLOBE	$26.99
EFT56149	**02/06/2023**	**NORTH REGIONAL TAFE**	**$208.84**
INV I0020260	03/05/2023	COURSE FEES - FIRST AID SKILL SET	$156.63
INV I0020261	03/05/2023	COURSE FEES - FIRST AID SKILL SET	$52.21
EFT56317	**30/06/2023**	**NORTH REGIONAL TAFE**	**$156.63**
INV I0020491	06/06/2023	COURSE FEES - FIRST AID SKILL SET	$156.63
EFT56202	**09/06/2023**	**NORTHERN RURAL SUPPLIES PTY LTD**	**$462.03**
INV YE00407	12/05/2023	POULTRY GRAIN AND LAYER CRUMBLE FOR SENTINEL CHICKENS	$462.03
EFT56276	**23/06/2023**	**NORWESCOM TELECOMMUNICATIONS**	**$137.50**
INV 52698	01/06/2023	TRAINING SESSION ON ACCESS CONTROL SYSTEM	$137.50
EFT56207	**09/06/2023**	**OCEAN TO OUTBACK ELECTRICAL PTY LTD**	**$20,602.66**
INV 2186	29/05/2023	AGRN 1044 - FX SERVICE WORKERS CAMP MANAGEMENT FEES	$20,602.66
EFT56237	**16/06/2023**	**OCEAN TO OUTBACK ELECTRICAL PTY LTD**	**$25,488.74**
INV 2185	16/05/2023	AGRN 1044 - MANAGEMENT FEES TO DATE	$25,488.74

EFT56327	**30/06/2023**	**OCEAN TO OUTBACK ELECTRICAL PTY LTD**	**$24,347.40**
INV 2191	31/05/2023	HIRE OF EXCAVATOR, SKID STEER - MAY 2023	$13,292.40
INV 2193	31/05/2023	MANAGEMENT FEES 29/05/2023 - 04/06/2023	$11,055.00
EFT56115	**02/06/2023**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**$563.15**
INV 1062595	05/05/2023	FACE PAINT FOR "BECAUSE OF HER WE CAN" EVENT 2023	$93.15
INV 1062601	05/05/2023	AGRN 1044 - SUPPLY 2X OPEN DESKS FOR FX FLOOD HUB	$470.00
EFT56176	**09/06/2023**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**$281.05**
INV 1063279	15/05/2023	SUPPLY BLACK TONER	$281.05
EFT56220	**16/06/2023**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**$411.08**
INV 1064431	30/05/2023	SERVICE CONTRACT MONTHLY COPY CHARGES - MAY 2023	$411.08
EFT56326	**30/06/2023**	**OFFICE STAR**	**$572.00**
INV 61691	09/06/2023	SERVICE AGREEMENT FOR RICOH ID - COLEMAN CENTRE	$572.00
EFT56236	**16/06/2023**	**ORD AGRICULTURAL EQUIPMENT**	**$1,173.43**
INV OA14479	16/05/2023	SUPPLY PARTS	$735.28
INV OA15111	17/05/2023	SUPPLY BALL BEARINGS, COVERS & SEALS	$438.15
EFT56325	**30/06/2023**	**ORD AGRICULTURAL EQUIPMENT**	**$2,309.53**
INV OA15096	15/05/2023	SUPPLY STARTER	$663.20
INV OA15237	01/06/2023	SUPPLY 6X BELTS	$1,646.33
EFT56330	**30/06/2023**	**PATRICIA LISA RILEY**	**$1,554.86**
INV ALLOW2906	29/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$1,554.86
EFT56331	**30/06/2023**	**PAUL LESLIE WHITE**	**$1,554.86**
INV ALLOW2906	29/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$1,554.86
EFT56162	**02/06/2023**	**PETER JOHN MCCUMSTIE**	**$579.71**
INV TRAVEL2605	26/05/2023	TRAVEL CLAIM: DBY-FX-DBY 26/05/2023	$579.71
EFT56328	**30/06/2023**	**PETER JOHN MCCUMSTIE**	**$2,861.67**
INV ALLOW2906	29/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$2,861.67
EFT56147	**02/06/2023**	**PINDAN PRINTING - KIMBERLEY KOLORS**	**$5,446.10**
INV 2574	22/05/2023	VEHICLE WRAP - YOUTH PROGRAM 4X4 BUS	$4,297.70
INV 2575	22/05/2023	PARTIAL WRAP TO DOORS WITH LOGO FOR 01KW PRADO	$1,148.40
EFT56210	**09/06/2023**	**PLUM OAK PTY LTD**	**$550.00**
INV 36.23	16/05/2023	HIRE OF TOYOTA HIACE COMMUTER 15-16/05/2023	$550.00
EFT56329	**30/06/2023**	**PROMOCOLOUR PTY LTD**	**$423.50**
INV 10214	06/06/2023	KAPP 2023 MEDIA WALL DISPLAY	$423.50
EFT56280	**23/06/2023**	**R D A KIMBERLEY (REGIONAL DEVELOPMENT AUSTRALIA)**	**$2,420.00**
INV 0231	01/06/2023	ID ECONOMIC PLATFORM 2023-2024	$2,420.00
EFT56239	**16/06/2023**	**RECHARGE PETROLEUM**	**$22,278.53**
INV 737690	09/05/2023	7998L DIESEL TO DEPOT	$14,394.96
INV 741354	12/05/2023	4200L DIESEL TO FX YARD	$7,883.57
EFT56281	**23/06/2023**	**RED SAND SPARES**	**$146.48**

INV 23-00000318	26/05/2023	SUPPLY 4M FUEL HOSE INCL DIESEL 3/4 INCH	$146.48
EFT56159	**02/06/2023**	**RED TRIM MOTOR TRIMMING PTY LTD**	**$528.00**
INV 1628	24/05/2023	SUPPLY FOAM BACKED CANVAS SEAT COVERS	$528.00
EFT56166	**02/06/2023**	**RMRC SERVICES**	**$11,393.31**
INV 001	24/05/2023	CONSULTANT REVIEW OF WORKS DEPOT AND PROCESSES	$11,393.31
EFT56163	**02/06/2023**	**ROCK'S AUTOMOTIVE SERVICES PTY LTD**	**$609.00**
INV 35477	12/05/2023	SUPPLY 12X AXLE GASKETS & 6X SEALS	$339.00
INV 35570	16/05/2023	SUPPLY 2X RACK ENDS, BOOTS & TIE ROD ENDS	$270.00
EFT56333	**30/06/2023**	**ROWENA MOUDA**	**$1,554.86**
INV ALLOW2906	29/06/2023	JUNE 2023 COUNCILLOR SITTING FEES	$1,554.86
EFT56165	**02/06/2023**	**RUSSELL CHESTNUT**	**$656.00**
INV SITTING FEES-3005	30/05/2023	FVFRWG SITTING FEES - 30/05/2023	$656.00
EFT56240	**16/06/2023**	**SE RENTALS PTY LTD**	**$185.90**
INV 122657	22/05/2023	DERBY POOL PRINTER - RENTAL CONTRACT RICOH 20/06/2023	$185.90
EFT56212	**09/06/2023**	**SEVEN NETWORK (OPERATIONS) LIMITED**	**$770.00**
INV 2805	31/05/2023	SHIRE OF DERBY ADVERTISER 07/06 - 22/07/2023	$770.00
EFT56135	**02/06/2023**	**SHIRE OF HALLS CREEK**	**$1,735.00**
INV 618361	09/05/2023	AGRN 1044 - RUBBISH COLLECTION FITZROY 12 & 19/04/2023	$1,735.00
EFT56291	**26/06/2023**	**SKIPPERS CLEANING SERVICES**	**$1,089.00**
INV 1599	31/05/2023	CLEANING OF COUNSELLOR ROOMS - MAY 2023	$544.50
INV 1600	31/05/2023	CLEANING OF COUNSELLOR ROOMS - MAY 2023	$544.50
EFT56334	**30/06/2023**	**SKIPPERS CLEANING SERVICES**	**$23,636.80**
INV 1597	31/05/2023	CLEANING OF VARIOUS SHIRE BUILDINGS JUNE 2023	$10,560.00
INV 1598	31/05/2023	CLEANING OF VARIOUS SHIRE BUILDINGS JUNE 2023	$10,560.00
INV 1604	31/05/2023	CLEANING OF VISITORS CENTRE - MAY & JUNE 2023	$2,516.80
EFT56292	**26/06/2023**	**SLIMLINE WAREHOUSE**	**$582.89**
INV 444364	19/05/2023	SUPPLY ROLLING PODIUM	$582.89
EFT56289	**26/06/2023**	**SOPHIA ARMSTRONG**	**$300.00**
INV REIMB0806	08/06/2023	BOND RETURN FOR HIRE OF COMMUNITY ROOM 16/05/2023	$300.00
EFT56244	**16/06/2023**	**SPORTSPOWER BROOME**	**$857.10**
INV 23-00006584	05/04/2023	SUPPLY TENNIS RACQUETS, STARTERS & SKATEBOARDS	$857.10
EFT56288	**26/06/2023**	**STUART E FISHER**	**$285.57**
INV REIMB3005	30/05/2023	STAFF REIMBURSEMENT	$285.57
EFT56245	**16/06/2023**	**SUNNY SIGN COMPANY PTY LTD**	**$167.20**
INV 498537	23/05/2023	SUPPLY 4X NO CAMPING SIGNS	$167.20
EFT56287	**26/06/2023**	**TAMARA CLARKSON**	**$649.70**
INV REIMB0706	07/06/2023	STAFF REIMBURSEMENT	$649.70
EFT56170	**02/06/2023**	**TARUNDA SUPERMARKET**	**$663.77**
INV 50136317	04/05/2023	SUPPLY 8.5KG GAS BOTTLE FOR FX EVENTS	$107.50

INV 10179908	05/05/2023	FOOD SUPPLIES FOR FX EXPO	$294.23
INV 10181009	09/05/2023	SUPPLY FOOD FOR FVDHS "BECAUSE OF HER WE CAN" EVENT	$83.10
INV 50136865	18/05/2023	AGRN 1044 - FOOD FOR WA BLUE LIGHT DISCO 19/05/2023	$178.94
EFT56211	**09/06/2023**	**TARUNDA SUPERMARKET**	**$1,078.16**
INV 3018368	23/05/2023	AGRN 1044 - SUPPLY 8.5KG GAS BOTTLE	$107.50
INV 10186052	24/05/2023	MORNING TEA FOR FITZROY CROSSING VISITOR CENTRE	$97.55
INV 40157737	25/05/2023	AGRN 1044 - FLOOD HUB BIGGEST MORNING TEA 26/05/23	$475.50
INV 3019151	26/05/2023	AGRN 1044 - FLOOD HUB BIGGEST MORNING TEA 26/05/23	$397.61
EFT56248	**16/06/2023**	**TARUNDA SUPERMARKET**	**$175.94**
INV 3019980	30/05/2023	AGRN 1044 - MORNING TEA FOR FLOOD HUB MEETING	$175.94
EFT56190	**09/06/2023**	**TEAM GLOBAL EXPRESS PTY LTD**	**$1,115.54**
INV P69064480	07/05/2023	FREIGHT	$557.77
INV P69064521	15/05/2023	FREIGHT	$557.77
EFT56335	**30/06/2023**	**TELSTRA LIMITED**	**$687.18**
INV 1718873800	27/05/2023	SERVICES AND EQUIPMENT RENTAL TO 19/06/2023	$74.94
INV 4275260810	27/05/2023	STATELLITE PHONE BILL - MAY 2023	$612.24
EFT56298	**30/06/2023**	**THE BROOME CHAMBER OF COMMERCE**	**$11,000.00**
INV 7285	30/05/2023	SILVER SPONSORSHIP KIMBERLEY ECONOMIC FORUM SEP 2023	$11,000.00
EFT56120	**02/06/2023**	**THE DERBY WEST KIMBERLEY AIR BRANCH CWA**	**$5,500.00**
INV REIMB2905	29/05/2023	COMMUNITY GRANTS PROGRAM APPLICATION FUNDING	$5,500.00
EFT56132	**02/06/2023**	**THE FITZROY RIVER LODGE**	**$780.00**
INV 326918-1305	13/05/2023	CATERING FVDHS "BECAUSE OF HER WE CAN" EVENT 2023	$780.00
EFT56185	**09/06/2023**	**THE FITZROY RIVER LODGE**	**$994.00**
INV 333524	25/05/2023	AGRN 1044 - ACCOMMODATION 23-25/05/2023	$426.00
INV 333813	02/06/2023	AGRN 1044 - ACCOMMODATION 31/05 - 02/06/2023	$568.00
EFT56268	**23/06/2023**	**THE FITZROY RIVER LODGE**	**$305.00**
INV 332794	16/05/2023	ACCOMMODATION 15/05/2023	$305.00
EFT56318	**30/06/2023**	**THE PIER GROUP PTY LTD T/AS CS LEGAL**	**$679.00**
INV 032131	02/06/2023	PROFESSIONAL FEES FOR LGA SALE A103950	$679.00
EFT56203	**09/06/2023**	**THINK WATER BROOME**	**$120.00**
INV 23-00003330	16/05/2023	SUPPLY G7 CONTROLLER & SOLENOID COIL	$120.00
EFT56238	**16/06/2023**	**THINKPROJECT AUSTRALIA PTY LTD**	**$10,281.36**
INV RSL-19836	01/07/2023	RAMM TRANSPORT ASSET ANNUAL SUPPORT FEE 2023-2024	$10,281.36
EFT56293	**26/06/2023**	**TRAVELWORLD BROOME**	**$2,659.30**
INV I000038493	30/05/2023	RETURN FLIGHTS DERBY - BROOME-PERTH	$930.00
INV I000038495	30/05/2023	RETURN FLIGHTS BROOME - PERTH	$1,729.30
EFT56337	**30/06/2023**	**TRAVELWORLD BROOME**	**$5,221.59**
INV I000037549	16/03/2023	RETURN FLIGHTS BROOME-PERTH 29-31/03/2023	$6,423.92
CNO C000003028	04/06/2023	CREDIT - 3X FLIGHTS CANCELLED	-$2,661.96

INV I000038317	15/05/2023	RETURN FLIGHTS BROOME-PERTH 16/06/2023	$826.63
INV I000038557	04/06/2023	ACCOMMODATION	$408.00
INV I000038588	06/06/2023	ACCOMMODATION	$225.00
EFT56169	**02/06/2023**	**TRAVIS HAYTO INVESTMENTS TAS SOCO STUDIOS**	**$12,256.63**
INV 3401	09/05/2023	SOCO VISIT - VIDEOGRAPHY & UGC 17 - 21/04/2023	$8,021.63
INV 3402	09/05/2023	SOCIAL MEDIA MONTHLY FEE - APRIL 2023	$4,235.00
EFT56150	**02/06/2023**	**TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES**	**$440.00**
INV 8851	07/04/2023	SUPPLY AND SERVICE SANITARY UNITS X4 - APR 2023	$440.00
EFT56171	**02/06/2023**	**TYREPOWER DERBY**	**$3,770.00**
INV 117009	10/05/2023	SUPPLY, FIT & BALANCE 4X MAXXIS TYRES	$1,292.00
INV 117038	18/05/2023	SUPPLY, FIT, BALANCE & DISPOSE OF 6X MAXXIS TYRES	$2,478.00
EFT56172	**02/06/2023**	**VISION POWER PTY LTD**	**$234.74**
INV 15446	04/05/2023	REPLACE FLURO LIGHT FITTING IN GARAGE	$234.74
EFT56249	**16/06/2023**	**VISION POWER PTY LTD**	**$870.05**
INV 15554	22/05/2023	DISCONNECT & RECONNECT NEW PRESSURE PUMPS, MATERIALS	$870.05
EFT56234	**16/06/2023**	**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**	**$3,465.00**
INV SI-005083	18/05/2023	ESSENTIALS PRO-RATA ELEARNING SUBSCRIPTION TO OCT 2023	$3,465.00
EFT56273	**23/06/2023**	**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**	**$638.00**
INV SI-005057	18/05/2023	INTRODUCTION TO WASTE MANAGEMENT	$638.00
EFT56128	**02/06/2023**	**WESTLAKE SERVICES PTY LTD**	**$2,500.00**
INV 230518-01	18/05/2023	FX AIRPORT ASSET MANAGEMENT	$2,500.00
EFT56119	**02/06/2023**	**WINC**	**$524.70**
INV 9041962897	14/03/2023	STATIONERY	$524.70
EFT56222	**16/06/2023**	**WINC**	**$1,930.61**
INV 9042348118	04/05/2023	STATIONERY	$1,911.73
INV 9042350439	05/05/2023	STATIONERY	$18.88
EFT56250	**16/06/2023**	**WML CONSULTANTS PTY LTD**	**$79,360.27**
INV 30387	30/04/2023	FITZROY AERODROME - GEOTECHNICAL SITE INVESTIGATION	$79,360.27
EFT56251	**16/06/2023**	**WOOLWORTHS PTY LIMITED**	**$46.65**
INV 02	24/05/2023	YOUTH CENTRE GIRLS NIGHT SUPPLIES	$46.65
EFT56294	**26/06/2023**	**WOOLWORTHS PTY LIMITED**	**$164.88**
INV 02-2	29/05/2023	SUPPLY HEALTHY SNACKS & CLEANING SUPPLIES	$164.88
		TOTAL	**$2,364,962.95**

CHQ PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
54859	**27/06/2023**	**SDWK *PAY CASH***	**$550.00**
INV KAPP2023	27/06/2023	CASH FLOAT FOR THE KAPP 2023	$550.00
		TOTAL	**$550.00**

MANUAL CHEQUE

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
311	**08/06/2023**	**ANZ COMMERCIAL CARD SERVICES CENTRE**	**$25,927.01**
INV ANZ AOH	08/06/2023	COMMERCIAL CREDIT CARD FOR 13/04/2023 TO 12/05/2023	$25,471.89
INV ANZ WNE	08/06/2023	COMMERCIAL CREDIT CARD FOR 13/04/2023 TO 12/05/2023	$2,584.47
INV ANZ TIE	08/06/2023	COMMERCIAL CREDIT CARD FOR 13/04/2023 TO 12/05/2023	$1,438.75
INV APRILCREDIT	08/06/2023	OFFSET CREDIT CARD ADVANCE PAYMENT	-$3,568.10
		TOTAL	**$25,927.01**

FEE PAYMENTS

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
945	20/06/2023	BAS4 - ATO - BAS PAYMENT - PAYG WITHHOLDING	$91,845.00
945	23/06/2023	BAS4 - ATO - BAS PAYMENT - PAYG WITHHOLDING	$95,400.00
945	15/06/2023	BEX - BPOINT FEES	$32.70
945	06/06/2023	BPY - BPAY FEES	$58.52
945	06/06/2023	BPY - BPAY FEES	$77.00
945	01/06/2023	CMD - CHEQUE OR MERCHANT DEPOSITS FEE	$2.40
945	02/06/2023	DOT - DOT PAYMENT	$2,859.60
945	06/06/2023	DOT - DOT PAYMENT	$2,380.95
945	07/06/2023	DOT - DOT PAYMENT	$17,105.60
945	08/06/2023	DOT - DOT PAYMENT	$3,403.05
945	09/06/2023	DOT - DOT PAYMENT	$4,888.15
945	12/06/2023	DOT - DOT PAYMENT	$7,344.80
945	14/06/2023	DOT - DOT PAYMENT	$5,008.55

945	15/06/2023	DOT - DOT PAYMENT	$6,336.95
945	16/06/2023	DOT - DOT PAYMENT	$1,393.75
945	21/06/2023	DOT - DOT PAYMENT	$1,062.60
945	22/06/2023	DOT - DOT PAYMENT	$1,404.65
945	23/06/2023	DOT - DOT PAYMENT	$2,893.55
945	27/06/2023	DOT - DOT PAYMENT	$187.40
945	28/06/2023	DOT - DOT PAYMENT	$2,614.60
945	29/06/2023	DOT - DOT PAYMENT	$357.00
945	01/06/2023	DOT - DOT PAYMENT	$1,178.90
945	30/06/2023	DOT - DOT PAYMENT	$2,600.40
945	01/06/2023	EXC - EXCESS TRANSACTIONS FEE	$38.95
945	01/06/2023	EXC - EXCESS TRANSACTIONS FEE	$50.00
945	01/06/2023	EXC - EXCESS TRANSACTIONS FEE	$11.60
945	01/06/2023	GHA - GREYHOUND AUSTRALIA	$3,597.00
945	08/06/2023	GHA - GREYHOUND AUSTRALIA	$2,150.00
945	15/06/2023	GHA - GREYHOUND AUSTRALIA	$1,405.00
945	22/06/2023	GHA - GREYHOUND AUSTRALIA	$3,268.41
945	29/06/2023	GHA - GREYHOUND AUSTRALIA	$1,791.00
945	07/06/2023	IINET - IINET 225211599 ($109.99)	$109.99
945	01/06/2023	MER - MERCHANT FEES	$29.95
945	05/06/2023	MER - MERCHANT FEES	$90.82
945	05/06/2023	MER - MERCHANT FEES	$388.44
945	01/06/2023	MER - MERCHANT FEES	$32.00
945	01/06/2023	MER - MERCHANT FEES	$197.31
945	29/06/2023	MER - MERCHANT FEES	$0.01
DD20920.20	06/06/2023	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	$831.51
INV SUPER	06/06/2023	SUPERANNUATION	$831.51
DD20943.20	20/06/2023	AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS	$520.55
INV SUPER	20/06/2023	SUPERANNUATION	$520.55
DD20925.1	09/06/2023	AUSTRALIAN SUPER	$1,373.11
INV SUPER	09/06/2023	SUPERANNUATION	$873.80
INV DEDUCTION	09/06/2023	PAYROLL DEDUCTION	$499.31
DD20920.19	06/06/2023	AUSTRALIAN SUPER	$3,376.27
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$436.40
INV SUPER	06/06/2023	SUPERANNUATION	$2,939.87
DD20943.17	20/06/2023	AUSTRALIAN SUPER	$4,972.97
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$499.31
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$271.37
INV SUPER	20/06/2023	SUPERANNUATION	$4,202.29

DD20920.1	**06/06/2023**	**AWARE SUPER**	**$31,975.55**
INV SUPER	06/06/2023	SUPERANNUATION	$26,112.45
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$934.63
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$3,357.54
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$400.00
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$532.22
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$163.50
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$168.00
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$37.06
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$270.15
DD20943.1	**20/06/2023**	**AWARE SUPER**	**$38,998.06**
INV SUPER	20/06/2023	SUPERANNUATION	$31,209.12
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$1,071.94
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$5,117.71
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$400.00
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$532.22
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$164.46
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$168.00
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$64.46
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$270.15
DD20920.4	**06/06/2023**	**CBUS SUPERANNUATION**	**$922.18**
INV SUPER	06/06/2023	SUPERANNUATION	$658.70
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$263.48
DD20943.4	**20/06/2023**	**CBUS SUPERANNUATION**	**$922.17**
INV SUPER	20/06/2023	SUPERANNUATION	$658.69
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$263.48
DD20920.13	**06/06/2023**	**CHILD CARE SUPER**	**$64.12**
INV SUPER	06/06/2023	SUPERANNUATION	$64.12
DD20920.3	**06/06/2023**	**ESSENTIAL SUPER**	**$491.14**
INV SUPER	06/06/2023	SUPERANNUATION	$401.84
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$89.30
DD20943.3	**20/06/2023**	**ESSENTIAL SUPER**	**$490.89**
INV SUPER	20/06/2023	SUPERANNUATION	$401.64
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$89.25
DD20920.17	**06/06/2023**	**FIRSTWRAP PLUS SUPER AND PENSION**	**$1,154.48**
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$329.85
INV SUPER	06/06/2023	SUPERANNUATION	$824.63
DD20943.18	**20/06/2023**	**FIRSTWRAP PLUS SUPER AND PENSION**	**$1,416.94**
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$404.84

INV SUPER	20/06/2023	SUPERANNUATION	$1,012.10
DD20920.16	**06/06/2023**	**FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND**	**$348.28**
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$99.51
INV SUPER	06/06/2023	SUPERANNUATION	$248.77
DD20943.16	**20/06/2023**	**FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND**	**$348.28**
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$99.51
INV SUPER	20/06/2023	SUPERANNUATION	$248.77
DD20920.11	**06/06/2023**	**GUILD SUPER**	**$215.49**
INV SUPER	06/06/2023	SUPERANNUATION	$215.49
DD20943.11	**20/06/2023**	**GUILD SUPER**	**$234.05**
INV SUPER	20/06/2023	SUPERANNUATION	$234.05
DD20920.18	**06/06/2023**	**HOST PLUS SUPERANNUATION FUND**	**$3,626.80**
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$300.00
INV SUPER	06/06/2023	SUPERANNUATION	$3,022.73
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$105.55
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$198.52
DD20943.19	**20/06/2023**	**HOST PLUS SUPERANNUATION FUND**	**$3,679.65**
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$300.00
INV SUPER	20/06/2023	SUPERANNUATION	$3,064.01
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$117.12
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$198.52
DD20920.5	**06/06/2023**	**IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND**	**$830.62**
INV SUPER	06/06/2023	SUPERANNUATION	$593.30
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$237.32
DD20943.5	**20/06/2023**	**IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND**	**$1,204.35**
INV SUPER	20/06/2023	SUPERANNUATION	$830.21
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$374.14
DD20920.21	**06/06/2023**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**$360.90**
INV SUPER	06/06/2023	SUPERANNUATION	$360.90
DD20943.21	**20/06/2023**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**$406.38**
INV SUPER	20/06/2023	SUPERANNUATION	$406.38
DD20974.1	**08/06/2023**	**MANAGED IT PTY LTD**	**$6,615.18**
INV 155658	01/06/2023	MANAGED SERVICES FOR JUNE 2023	$6,615.18
DD20920.15	**06/06/2023**	**MLC MASTERKEY SUPER**	**$194.58**
INV SUPER	06/06/2023	SUPERANNUATION	$194.58
DD20943.15	**20/06/2023**	**MLC MASTERKEY SUPER**	**$338.40**
INV SUPER	20/06/2023	SUPERANNUATION	$338.40

DD20920.7	**06/06/2023**	**MLC SUPER FUND**	**$683.04**
INV SUPER	06/06/2023	SUPERANNUATION	$683.04
DD20943.7	**20/06/2023**	**MLC SUPER FUND**	**$368.04**
INV SUPER	20/06/2023	SUPERANNUATION	$368.04
DD20920.14	**06/06/2023**	**PRIME SUPER P/L**	**$293.87**
INV SUPER	06/06/2023	SUPERANNUATION	$293.87
DD20943.13	**20/06/2023**	**PRIME SUPER P/L**	**$271.71**
INV SUPER	20/06/2023	SUPERANNUATION	$271.71
DD20920.2	**06/06/2023**	**Q SUPER**	**$200.59**
INV SUPER	06/06/2023	SUPERANNUATION	$200.59
DD20943.2	**20/06/2023**	**Q SUPER**	**$204.82**
INV SUPER	20/06/2023	SUPERANNUATION	$204.82
DD20920.12	**06/06/2023**	**REST SUPERANNUATION**	**$3,453.43**
INV SUPER	06/06/2023	SUPERANNUATION	$2,906.45
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$161.20
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$131.96
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$253.82
DD20943.12	**20/06/2023**	**REST SUPERANNUATION**	**$3,491.30**
INV SUPER	20/06/2023	SUPERANNUATION	$2,944.56
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$161.19
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$131.79
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$253.76
DD20920.6	**06/06/2023**	**STUDENT SUPER PROFESSIONAL SUPER**	**$361.25**
INV SUPER	06/06/2023	SUPERANNUATION	$361.25
DD20943.6	**20/06/2023**	**STUDENT SUPER PROFESSIONAL SUPER**	**$361.26**
INV SUPER	20/06/2023	SUPERANNUATION	$361.26
DD20920.8	**06/06/2023**	**SUPERESTATE**	**$36.68**
INV SUPER	06/06/2023	SUPERANNUATION	$36.68
DD20943.8	**20/06/2023**	**SUPERESTATE**	**$43.56**
INV SUPER	20/06/2023	SUPERANNUATION	$43.56
DD20943.14	**20/06/2023**	**THE CRESCENT WEALTH SUPER FUND**	**$195.96**
INV SUPER	20/06/2023	SUPERANNUATION	$139.97
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$55.99
DD20920.9	**06/06/2023**	**THE EQUIPSUPER SUPERANNUATION FUND**	**$601.79**
INV SUPER	06/06/2023	SUPERANNUATION	$601.79
DD20943.9	**20/06/2023**	**THE EQUIPSUPER SUPERANNUATION FUND**	**$608.42**
INV SUPER	20/06/2023	SUPERANNUATION	$608.42
DD20975.1	**21/06/2023**	**THE SHELL COMPANY OF AUSTRALIA LIMITED**	**$3,931.66**
INV FUEL - MAY23	21/06/2023	SHELL FUEL - MAY 2023	$3,931.66

DD20920.10	**06/06/2023**	**THE TRUSTEE FOR SUPER RETIREMENT FUND SELECT SUPER**	**$769.27**
INV SUPER	06/06/2023	SUPERANNUATION	$549.48
INV DEDUCTION	06/06/2023	PAYROLL DEDUCTION	$219.79
DD20943.10	**20/06/2023**	**THE TRUSTEE FOR SUPER RETIREMENT FUND SELECT SUPER**	**$769.27**
INV SUPER	20/06/2023	SUPERANNUATION	$549.48
INV DEDUCTION	20/06/2023	PAYROLL DEDUCTION	$219.79
DD20981.1	**06/06/2023**	**WATER CORPORATION**	**$7,527.15**
INV 9006973875	06/06/2023	30 LOCH ST, DERBY 20/03/23 - 15/05/23	$2,181.84
INV 9009765414	06/06/2023	4A ROWELL CT, DERBY 22/03/23 - 17/05/23	$272.18
INV 9009765422	06/06/2023	4B ROWELL CT, DERBY 22/03/23 - 17/05/23	$394.10
INV 9006973891	06/06/2023	36 LOCH ST, DERBY 20/03/23 - 15/05/23	$53.70
INV 9017391467	06/06/2023	UNIT 2 / 74 FALLON RD, FITZROY 24/03/23 - 18/05/23	$1,143.18
INV 9006973904	06/06/2023	30-34 LOCH ST, DERBY 20/03/23 - 15/05/23	$144.48
INV 9006973699	06/06/2023	MUSEUM AT 3 LOCH ST, DERBY 20/03/23 - 15/05/23	$1,590.53
INV 9006973947	06/06/2023	YOUTH CENTRE HARDMAN ST, DERBY 20/03/23 - 15/05/23	$1,051.93
INV 9006975053	06/06/2023	TOILETS AT 49-55 CLARENDON ST, DERBY 21/03/23 - 15/05/23	$110.27
INV 9006978422	06/06/2023	11 HANSON ST, DERBY 22/03/23 - 17/05/23	$584.94
DD20981.2	**08/06/2023**	**WATER CORPORATION**	**$4,604.96**
INV 9006981445	08/06/2023	7 TOWER PL, DERBY 25/03/23 TO 20/05/23	$690.89
INV 9006981541	08/06/2023	2 WODEHOUSE ST, DERBY 25/03/23 - 20/05/23	$283.61
INV 9009945968	08/06/2023	13A HOLMAN ST, DERBY 25/03/23 - 20/05/23	$348.38
INV 9009945976	08/06/2023	13B HOLMAN ST, DERBY 25/03/23 - 20/05/23	$275.99
INV 9010053465	08/06/2023	1 / 9 ASHLEY ST, DERBY 25/03/23 - 20/05/23	$250.98
INV 9010053473	08/06/2023	2 / 9 ASHLEY ST, DERBY 25/03/23 - 20/05/23	$253.06
INV 9010053481	08/06/2023	3 / 9 ASHLEY ST, DERBY 25/03/23 - 20/05/23	$1,954.03
INV 9010053502	08/06/2023	4 / 9 ASHLEY ST, DERBY 25/03/23 TO 20/05/23	$250.96
INV 9010053510	08/06/2023	5 / 9 ASHLEY ST, DERBY 25/03/23 TO 20/05/23	$250.98
INV 9010213182	08/06/2023	9 ASHLEY ST, DERBY 25/03/23 - 20/05/23	$46.08
DD20981.3	**12/06/2023**	**WATER CORPORATION**	**$9,730.04**
INV 9006983547	12/06/2023	63-65 ASHLEY ST, DERBY 24/03/23 - 19/05/23	$5,114.39
INV 9006983598	12/06/2023	53 ASHLEY ST, DERBY 24/03/23 - 19/05/23	$48.96
INV 9006984048	12/06/2023	DEPOT AT 1-7 MILLARD ST, DERBY 24/03/23 - 19/05/23	$117.47
INV 9011212376	12/06/2023	RES STEEL ST, DERBY FOR 24/03/23 - 19/05/23	$564.99
INV 9016645795	12/06/2023	RES 8 COOLIBAH WY, DERBY 24/03/23 - 19/05/23	$1,250.26
INV 9018685299	12/06/2023	RES AT CORKWOOD CT, DERBY 24/03/23 - 19/05/23	$651.70
INV 9018007711	12/06/2023	RES PANDANAS WAY, DERBY 24/03/23 - 19/05/23	$573.39
INV 9006978123	12/06/2023	27017 WODEHOUSE ST, DERBY 25/03/2023 - 19/05/2023	$399.26
INV 9006980581	12/06/2023	DAY CARE 40-42 ASHLEY ST, DERBY 24/03/23 - 19/05/23	$1,009.62

DD20981.4	**09/06/2023**	**WATER CORPORATION**	**$700.95**
INV 9006986908	09/06/2023	175 EMANUEL WY, FITZROY 24/03/23 - 18/05/23	$307.48
INV 9006987783	09/06/2023	TOURIST BUREAU FLYNN DR, FITZROY 24/03/23 - 18/05/23	$249.41
INV 9011140114	09/06/2023	IRRIGATION FORREST RD, FITZROY 24/03/23 - 18/05/23	$48.96
INV 9023533812	09/06/2023	14-18 KNOWSLEY ST, DERBY 20/03/23 - 18/05/23	$95.10
DD20981.5	**05/06/2023**	**WATER CORPORATION**	**$1,968.69**
INV 9021175409	05/06/2023	UNIT 1 / 20 CLARENDON ST, DERBY 21/03/23 - 16/05/23	$274.08
INV 9021175433	05/06/2023	UNIT 2 / 20 CLARENDON ST, DERBY 21/03/23 - 16/05/23	$281.70
INV 9021175417	05/06/2023	UNIT 3 / 20 CLARENDON ST, DERBY 21/03/23 - 16/05/23	$369.33
INV 9021175425	05/06/2023	UNIT 4/ 20 CLARENDON ST, DERBY 21/03/23 - 16/05/23	$289.32
INV 9021175396	05/06/2023	UNIT 5 / 20 CLARENDON ST, DERBY 21/03/23 - 16/05/23	$342.66
INV 9021175329	05/06/2023	U6/20 CLARENDON ST, DERBY 21/03/23 -16/05/23	$338.85
INV 9022168905	05/06/2023	RES 20 CLARENDON ST, DERBY 21/03/23 - 16/05/23	$72.75
DD20981.6	**13/06/2023**	**WATER CORPORATION**	**$124.90**
INV 9006976646	13/06/2023	142 LOCH ST, DERBY 25/03/23 - 20/05/23	$75.52
INV 9006974368	13/06/2023	TOILET 153 LOCH ST, DERBY 25/03/23 - 20/05/23	$49.38
DD20981.7	**07/06/2023**	**WATER CORPORATION**	**$9,261.76**
INV 9006972290	07/06/2023	TOILETS JETTY RD, DERBY 21/03/23 - 16/05/23	$4,494.65
INV 9006985833	07/06/2023	VERGE CLARENDON ST, DERBY 21/03/23 - 16/05/23	$142.65
INV 9006985841	07/06/2023	GARDEN CLARENDON ST, DERBY 21/03/23 - 16/05/23	$332.84
INV 9008757359	07/06/2023	8 KURRAJONG LOOP, DERBY 23/03/23 - 19/05/23	$1,072.95
INV 9008757615	07/06/2023	19B WOOLLYBUTT CRN, DERBY 23/03/23 - 19/05/23	$327.42
INV 9008757703	07/06/2023	4 WOOLLYBUTT CRN, DERBY 23/03/23 - 19/05/23	$256.94
INV 9012556357	07/06/2023	16 ROWAN ST, DERBY 06/06/2023	$897.06
INV 9012616903	07/06/2023	14A (16) BLOODWOOD CR, DERBY 23/03/23 - 19/05/23	$463.23
INV 9012616911	07/06/2023	14B BLOODWOOD CR, DERBY 23/03/23 - 19/05/23	$758.62
INV 9017886750	07/06/2023	AMENITIES JETTY RD, DERBY 21/03/23 - 16/05/23	$14.08
INV 9020549317	07/06/2023	19A WOOLLYBUTT CRN, DERBY 23/03/23 TO 19/05/23	$501.32
DD20976.1	**29/06/2023**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**$57,418.18**
INV LOAN	29/06/2023	LOAN REPAYMENT	$57,418.18
DD20976.2	**30/06/2023**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**$129,266.92**
INV LOAN	30/06/2023	LOAN REPAYMENT	$129,266.92
PE06/06/2023	**06/06/2023**	**NET PAY**	**$258,636.61**
PE09/06/2023	**09/06/2023**	**NET PAY**	**$3,309.81**
PE20/06/2023	**20/06/2023**	**NET PAY**	**$271,051.56**
		TOTAL	**$1,139,756.95**

The Shire Of Derby / West Kimberley
ANZ Corporate Credit Card Reconciliation
Period Reporting: 13/04/2023 to 12/05/2023

Card Holder : Amanda O'Halloran

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
12/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 149.40	$ 14.94	$ 164.34	120401650.2101	Yes	Refreshments for Council Chambers
12/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	N	$ 38.20	$ -	$ 38.20	120401650.2101	Yes	Refreshments for Council Chambers
12/05/2023	DERBY FUELS DERBY	N	$ 60.00	$ -	$ 60.00	EP0025-298-2101	Yes	Gift vouchers for staff meeting 10/05/2023
12/05/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 784.39	$ 78.44	$ 862.83	120401090.2100	Yes	Flight for Geoff Haerewa (BME-DWN) Developing Northern Australia Conference 24-26 July 2023
11/05/2023	AST MANAGEMENT MOLENDINAR	Y	$ 2,184.20	$ 218.42	$ 2,402.62	120401040.2100	Yes	Registration - 2023 Developing Northern Australia Conference - Geoff Haerewa
11/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	N	$ 50.00	$ -	$ 50.00	EP0025-298-2101	Yes	Gift vouchers for staff meeting 10/05/2023
11/05/2023	KIMBERLEY HOME & ELE DERBY	Y	$ 155.45	$ 15.54	$ 170.99	EP0025-298-2101	Yes	Staff gifts, Staff Meeting 10/05/2023
11/05/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 847.78	$ 84.78	$ 932.56	121407050.2100	Yes	AGRN 1044 - Flights Elizabeth Peta Hayto - Commpro Consultant to undertake services for Flood Recovery
11/05/2023	APPLE ONLINE AU SYDNEY	Y	$ 5,358.18	$ 535.82	$ 5,894.00	121407040.2101	Yes	AGRN 1044 - Ipads and assecories for community outreach data collection
11/05/2023	rentalcars.com London	Y	-$ 4,129.79	-$ 412.98	-$ 4,542.77	121407050.2100	Yes	Credit - AGRN - Car hire Elizabeth Peta Hayto - Ref 754367713 Commpro Consultant to undertake services for Flood Recovery FX
10/05/2023	DERBY LODGE Derby	Y	$ 963.64	$ 96.36	$ 1,060.00	120402090.2100	Yes	Accommodation - Neil Hartley
4/05/2023	KIMBERLEY CAR HIRE DERBY	Y	$ 450.00	$ 45.00	$ 495.00	121407050.2101	Yes	AGRN1044 - Replaceent Key in relation to Car Hire for Vanessa Crispe- Infrastructure consultatnt- 17th-21st April (4 days)
1/05/2023	rentalcars.com London	Y	$ 4,253.68	$ 425.37	$ 4,679.05	121407050.2100	Yes	AGRN 1044 - Car hire Elizabeth Peta Hayto - Ref 754367713 Commpro Consultant to undertake services for Flood Recovery FX
1/05/2023	KIMBERLEY CAR HIRE DERBY	Y	$ 790.73	$ 79.07	$ 869.80	121407050.2100	Yes	AGRN1044 - Car Hire for Vanessa Crispe- Infrastructure consultatnt- 17th-21st April (4 days)
1/05/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 969.96	$ 97.00	$ 1,066.96	120402090.2100	Yes	Flights for Neil Hartley - Perth-Broome-Return
1/05/2023	AVIAIR PTY LTD KUNUNURRA	Y	$ 216.36	$ 21.64	$ 238.00	120402090.2100	Yes	Flights Neil hartley Broome-Derby-Return
1/05/2023	AVIS AUSTRALIA MASCOT	Y	$ 6,404.07	$ 640.41	$ 7,044.48	121407050.2100	Yes	AGRN 1044 Car Rental D D'Antoine Fitzroy Valley Flood Recovery Working Group - 07/05/2023 to 03/06/2023 - Invoice to come as conclusion of rental
19/04/2023	Derby Boab Inn Derby	Y	$ 533.60	$ 53.36	$ 586.96	AD09-297-2100	Yes	Accommodation for Vanessa Crispe- Infrastructure consultant- for 17th-21st April (4 nights)
18/04/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	-$ 769.39	-$ 76.94	-$ 846.33	120402090.2100	Yes	Credit from Change of Flight for Amanda Dexter Canberra 2023
18/04/2023	DERBY LODGE Derby	Y	$ 1,000.00	$ 100.00	$ 1,100.00	120402090.2100	Yes	Accommodation - Neil Hartley
14/04/2023	VIRGIN AUSTR7954404432521 BRISBANE	Y	$ 10.57	$ 1.06	$ 11.63	120401090.2100	Yes	Flights to Perth for Geoff Haerewa to attend the Kimberley Regional Group / Zone Meeting
14/04/2023	VIRGIN AUSTR7952185903311 BRISBANE	Y	$ 1,090.01	$ 109.00	$ 1,199.01	120401090.2100	Yes	Flights to Perth for Geoff Haerewa to attend the Kimberley Regional Group / Zone Meeting
14/04/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 879.35	$ 87.93	$ 967.28	121407050.2100	Yes	AGRN 1044 Return flights Perth/Broome Michael Evans SOCO Studios 17/04/-21/04/2023
14/04/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 879.35	$ 87.93	$ 967.28	121407050.2100	Yes	AGRN 1044 Return flights Perth/Broome Shardae De Passey SOCO Studios 17/04/-21/04/2023
				TOTAL $	25,471.89			

Card Holder : Wayne Neate

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
1/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 89.95	$ 9.00	$ 98.95	120502860.2101	Yes	Bleach, Kitty Litter, Litter Tray Lines, Hand Soap, Food Container, Bags for ACF
1/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 22.27	$ 2.23	$ 24.50	120502860.2101	Yes	Bleach, Kitty Litter, Litter Tray Lines, Hand Soap, Food Container, Bags for ACF
1/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 9.09	$ 0.91	$ 10.00	120502860.2101	Yes	Bleach, Kitty Litter, Litter Tray Lines, Hand Soap, Food Container, Bags for ACF
26/04/2023	Mailchimp 678-9990141	Y	$ 55.68	$ 5.57	$ 61.25	121402410.2100	Yes	Mailchimp subscription Order MC14381737
24/04/2023	SEEK AU 53830323 MELBOURNE	Y	$ 325.00	$ 32.50	$ 357.50	121107050.0000	Yes	Advertisement Senior Customer Service & Tourism Officer FX
24/04/2023	SEEK AU 53831450 MELBOURNE	Y	$ 315.00	$ 31.50	$ 346.50	PC07-303-2100	Yes	Advertisement Senior Finance Officer
24/04/2023	SEEK AU 53830940 MELBOURNE	Y	$ 295.00	$ 29.50	$ 324.50	PC07-303-2100	Yes	Advertisement Community Development Officer
24/04/2023	WOOLWORTHS/131-135 LOCH S DERBY	N	$ 60.78	$ -	$ 60.78	120707650.2101	Yes	24 pack x 600ml x 10 cartons of water for Ab Health Team
21/04/2023	FIELD AIRCONDITIONIN BROOME	Y	$ 148.41	$ 14.84	$ 163.25	P78-260-2101	Yes	Battery for water cart pump.
17/04/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 323.79	$ 32.38	$ 356.17	121107090.2100	Yes	Flights for Doug Davey
17/04/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 323.79	$ 32.38	$ 356.17	121107090.2100	Yes	Flights for Marjorie Davey
17/04/2023	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 45.45	$ 4.55	$ 50.00	121107090.2100	Yes	Additional Luggage for D & M Davey
13/04/2023	Vistaprint Australia PTY Derrimut	Y	$ 340.82	$ 34.08	$ 374.90	121402100.2101	Yes	5 x sets of car magnets
				TOTAL $	2,584.47			

Card Holder : Christie Mildenhall

Date	Transaction Description		GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
8/05/2023	HALLS CREEK MOTEL	HALLS CREEK	Y	$ 193.42	$ 19.34	$ 212.76	EP0004-297-2100	Yes	KAPP Roadshow accommodation Luisa Gaviria
8/05/2023	HALLS CREEK MOTEL	HALLS CREEK	Y	$ 193.42	$ 19.34	$ 212.76	EP0004-297-2100	Yes	KAPP Roadshow accommodation Irene Brown
5/05/2023	HOTEL KUNUNURRA	KUNUNURRA	Y	$ 318.18	$ 31.82	$ 350.00	EP0004-297-2100	Yes	KAPP Roadshow accommodation Luisa Gaviria
5/05/2023	HOTEL KUNUNURRA	KUNUNURRA	Y	$ 318.18	$ 31.82	$ 350.00	EP0004-297-2100	Yes	KAPP Roadshow accommodation Irene Brown
28/04/2023	BP COLAC DERBY 6310	DERBY	Y	$ 201.04	$ 20.10	$ 221.14	P105-261-2261	Yes	Diesel for 7KW - Depot unavailable
26/04/2023	WOOLWORTHS/131-135 LOCH S	DERBY	Y	$ 56.09	$ 5.61	$ 61.70	EP0007-241-2101	Yes	Event Cleaning Supplies and Bateries
26/04/2023	WOOLWORTHS/131-135 LOCH S	DERBY	N	$ 30.39	$ -	$ 30.39	EP0007-241-2101	Yes	Event Cleaning Supplies and Bateries
					TOTAL	$ 1,438.75			

TOTAL PURCHASES FOR ABOVE STATED PERIOD	$	29,495.11
PAYMENTS AND OTHER CREDITS	$	3,568.10
INTEREST CHARGES	$	-
CLOSING BALANCE	$	25,927.01

ANZ BUSINESS ONE

STATEMENT PERIOD: 13/04/23 to 14/05/23

ACCOUNT NUMBER:

Cards Enquiries: **13 10 06** Lost/Stolen Cards: **1800 033 844**

SHIRE OF DERBY WEST KIMBERLEY
SHIRE OF DERBY WEST KIMBERLEY
MYRA HENRY
30 LOCH ST
DERBY WA 6728

PAYMENT SUMMARY	
Monthly Payment	$519.00
Due Date	**08/06/2023**
Minimum Amount Due	**$519.00**

YOUR ANZ ACCOUNT SUMMARY

Opening Balance	$45,992.19
Purchases, Cash Advances & Other Debits	$35,034.21
Interest Charges	$0.00
Payments & Other Credits	$55,099.39
Closing balance	$25,927.01

Account Credit Limit	$50,000.00
Available Account Credit at Statement Date	$24,072.99

YOUR PAYMENT OPTIONS

ANZ Internet Banking
www.anz.com Payments made after 10pm (EST) will be processed the next business day.

BPAY Payments - Biller Code 6007
BPAY payments from ANZ accounts made after 6pm (EST) will be processed the next business day. Check with your institution for cut-off times. Your bill reference number is your ANZ account number.

ANZ Phone Banking
13 22 73 Payments made after 10pm (EST) will be processed the next business day.

By Mail
Tear off this slip and mail to GPO BOX 607, Melbourne, VIC 3001

CardPay Direct
To ask about setting up a convenient direct debit payment please call **13 22 73**.

Direct Credit via EFT
Payments to your Account can be made via Electronic Funds Transfer (EFT) from your nominated account.

Account Number	
Account Name	SHIRE OF DERBY WEST KIMBERLEY
Amount Paid	
Due Date	08/06/2023

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Interest Rates

Purchases	Interest Rate 17.74% p.a (0.0486% daily)
Cash Advances	Interest Rate 19.24% p.a (0.0527% daily)

Opening Account Balance **$45,992.19**

Cardholder Name: WAYNE NEATE(L)
Cardholder Number: XXXXXXXXXX068369
Spend Cap: $0.00

Date	Description	Amount	Default GST*
11/04/2023	VISTAPRINT AUSTRALIA PTY DERRIMUT	374.90	34.08
13/04/2023	QANTAS AIRWAYS LTD (EC MASCOT	50.00	4.54
13/04/2023	QANTAS AIRWAYS LTD (EC MASCOT	356.17	32.37
13/04/2023	QANTAS AIRWAYS LTD (EC MASCOT	356.17	32.37
18/04/2023	FIELD AIRCONDITIONIN BROOME	163.25	14.84
20/04/2023	WOOLWORTHS/131-135 LOCH S DERBY	60.78	5.52
21/04/2023	SEEK AU 53830940 MELBOURNE	324.50	29.50
21/04/2023	SEEK AU 53831450 MELBOURNE	346.50	31.50
21/04/2023	SEEK AU 53830323 MELBOURNE	357.50	32.50
23/04/2023	MAILCHIMP 678-9990141	61.25	5.56
	INCL OVERSEAS TXN FEE 1.78 AUD		
27/04/2023	WOOLWORTHS/131-135 LOCH S DERBY	10.00	0.90
27/04/2023	WOOLWORTHS/131-135 LOCH S DERBY	24.50	2.22
27/04/2023	WOOLWORTHS/131-135 LOCH S DERBY	98.95	8.99
Sub-total		2,584.47	234.89

Cardholder Name: C MILDENHALL
Cardholder Number: XXXXXXXXXX412278
Spend Cap: $5,000.00

*The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

Cheque Particulars: Proceeds not available until cleared. Please make cheques payable to ANZ. Do not staple, pin or fold your payment.

Drawer	Bank	Branch	Amount
			$
			$
			$

Teller Stamp	**Signature**	**Subtotal**	$
		Notes	$
		Coins	$
		Total	$

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Date	Description	Amount	Default GST*
24/04/2023	WOOLWORTHS/131-135 LOCH S DERBY	92.09	8.37
25/04/2023	BP COLAC DERBY 6310 DERBY	221.14	20.10
02/05/2023	HOTEL KUNUNURRA KUNUNURRA	350.00	31.81
02/05/2023	HOTEL KUNUNURRA KUNUNURRA	350.00	31.81
04/05/2023	HALLS CREEK MOTEL HALLS CREEK	212.76	19.34
04/05/2023	HALLS CREEK MOTEL HALLS CREEK	212.76	19.34
Sub-total		1,438.75	130.77

Cardholder Name: AMANDA O'HALLORAN
Cardholder Number: XXXXXXXXXX600856
Spend Cap: $50,000.00

Date	Description	Amount	Default GST*
11/04/2023	QANTAS AIRWAYS LTD (EC MASCOT	967.28	87.93
11/04/2023	QANTAS AIRWAYS LTD (EC MASCOT	967.28	87.93
12/04/2023	VIRGIN AUSTR7952185903311 BRISBANE	1,199.01	109.00
12/04/2023	VIRGIN AUSTR7954404432521 BRISBANE	11.63	1.05
16/04/2023	QANTAS AIRWAYS LTD (EC MASCOT	846.33CR	
16/04/2023	DERBY LODGE DERBY	1,100.00	100.00
17/04/2023	DERBY BOAB INN DERBY	586.96	53.36
27/04/2023	AVIS AUSTRALIA MASCOT	7,044.48	640.40
27/04/2023	AVIAIR PTY LTD KUNUNURRA	238.00	21.63
27/04/2023	QANTAS AIRWAYS LTD (EC MASCOT	1,066.96	96.99
28/04/2023	KIMBERLEY CAR HIRE DERBY	869.80	79.07
28/04/2023	RENTALCARS.COM LONDON	4,679.05	425.36
	INCL OVERSEAS TXN FEE 136.28 AUD		
28/04/2023	RENTALCARS.COM LONDON	4,542.77CR	
02/05/2023	KIMBERLEY CAR HIRE DERBY	495.00	45.00
08/05/2023	DERBY LODGE DERBY	1,060.00	96.36
08/05/2023	APPLE ONLINE AU SYDNEY	5,894.00	535.81
08/05/2023	QANTAS AIRWAYS LTD (EC MASCOT	932.56	84.77
09/05/2023	KIMBERLEY HOME & ELE DERBY	170.99	15.54
09/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	50.00	4.54
09/05/2023	AST MANAGEMENT MOLENDINAR	2,402.62	218.42
09/05/2023	QANTAS AIRWAYS LTD (EC MASCOT	862.83	78.43
09/05/2023	DERBY FUELS DERBY	60.00	5.45
10/05/2023	WOOLWORTHS/131-135 LOCH S DERBY	202.54	18.41
Sub-total		25,471.89	2,805.45

Account Number: 4564805082499007

Date	Description	Amount	Default GST*
13/04/2023	PAYMENT - THANK YOU	49,710.29CR	

*The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

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ANZ BUSINESS ONE

ACCOUNT NUMBER:

Date	Description	Amount	Default GST*
14/05/2023	ANNUAL CARD FEES	150.00	
Sub-total		49,560.29CR	
Total GST payable this statement*			$3,171.11
Closing Account Balance		**$25,927.01**	

IMPORTANT MESSAGES

YOUR AGREED PAYMENT WILL BE DEBITED FROM YOUR ACCOUNT ON 08/06/23
ENSURE THAT YOUR ACCOUNT HAS SUFFICIENT FUNDS AT START OF BUSINESS ON YOUR DUE DATE AS SHOWN ON YOUR STATEMENT.
FOR ADVICE ON YOUR TAX AFFAIRS,INCLUDING PREVIOUS REWARDS FEES CHARGED TO YOUR ACCOUNT,PLEASE CONSULT YOUR TAX ADVISER.
ANY QUESTIONS: PLEASE CALL 1800 032 481, MONDAY TO FRIDAY, 8AM TO 8PM(AET)

* The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

Page 4 of 4

8 NEW BUSINESS OF AN URGENT NATURE

COMMITTEE RESOLUTION AC71/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee accepts the late item 8.1 – Derby and Fitzroy Crossing Airports – Grant Application Endorsement.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

8.1 DERBY AND FITZROY CROSSING AIRPORTS - GRANT APPLICATION ENDORSEMENT

File Number: **9030**

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

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

Authority/Discretion: **Executive**

SUMMARY

In December 2021, Council endorsed the principle and thrust of the *Fitzroy Crossing Airport Funding Plan* and authorise the President and the Chief Executive Officer to facilitate discussions with the State Government for a contribution towards the long-term asset management funding of the Fitzroy Crossing Airport. This led to a partnership proposal by the WA State and the Federal Government, to jointly fund a $3m refurbishment, which was endorsed by Council in February 2022.

Ex-Tropical Cyclone Ellie disrupted the refurbishment program, but has allowed all of the partners more time to consider options for the Fitzroy Crossing (FX) Airport, noting that the $3m allocation was insufficient to provide for a complete refurbishment. The conclusion of those considerations is that a funding application should now be submitted to enable the entire airstrip to be refurbished ($9,450,000).

Derby Airport is a much less complex situation, but it does require an upgrade/re-seal of the runway, taxiway and portion of the apron ($2,050,000).

This report proposes that Council formally endorse these applications (to be made by the Shire, but with support from the WA Department of Transport) to the Regional Airports Development Scheme (State) and the newly Federally funded Growing Regions Program (GRP) funding. Council endorsement of the application is understood to be a condition of the GRP application.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Fitzroy Crossing Airport:

The 9 December 2021 Council Meeting endorsed the principle and thrust of the *Fitzroy Crossing Airport Funding Plan* and authorised the President and the Chief Executive Officer to facilitate discussions with the State Government for a contribution towards the long-term asset management funding of the Fitzroy Crossing Airport

The February 2022 Council subsequently endorsed a $3m grant application (Regional Airports Development Scheme (RADS); and Remote Airstrip Upgrade Program (RAUP)) being facilitated through the Department of Transport for urgent capital works refurbishments on the Fitzroy Crossing Airstrip. In addition to internal organisational costs, the Shire only needed to make a small contribution of approximately 1% to cover minor costs like auditing the grant.

This was a "short term" solution for the Fitzroy Crossing Airport's airstrip, with the view that the funding would correct the airstrip's immediate structural problems, thus providing a few years of valuable time within which a more permanent and longer-term solution could have been located. Whilst not anticipating that ex-Tropical Cyclone Ellie would be the source of that mechanism to enable a longer-term consideration to be given, it has in fact provided that opportunity by forcing the deferral of the commencement of the project.

A detailed geotechnical analysis/engineering design has occurred and a preliminary estimate of the works is outlined in the attached ($9,448,907) but further analysis of this estimate is needed as the Shire does (as a condition of the grant) need to accept responsibility to complete the project and meet the costs of the project not covered by grant funding). This is somewhat different to the previous "short term solution" funding, where we simply risk managed the costs by reducing the scope of work to sit below the $3m grant provision (and which is similar to how we manage our roadworks program grants). The Shire's operational contribution is similar to the previous grant, namely, to arrange for the works to be undertaken in the normal way any other civil works are progressed by the Shire. In this case it would be a tender for the civil works, possibly with the addition of a fresh project management tender/contract.

The grant application needs to be made on the Shire's behalf, but has largely been drafted by the WA Department of Transport. The application is anticipated to be for approximately $9.5m and applications close on 31 July 2023.

The "old" ($3m) and the "new" ($9.5m) grant requests are independent of each other. The current RADS grant is co-funded (50% State RADS & 50% Commonwealth RAUP) for a total project value of $3m. The "new" application will be for 50% State RADS and a 50% Commonwealth GRP with a current total project cost of $9.5m for the full reconstruction of the runway, taxiway and apron. If this "new" application is successful and awarded, then the original $3m grant will be cancelled.

Derby Airport:

Derby Airport is a much less complex situation, but it does require an upgrade/re-seal of the runway, taxiway and apron. This requirement is outlined in the most recent annual technical report provided by Aerodrome Management Services Pty Ltd, and reinforced through an engineering report provided by Greenfield Technical Services.

The project will ensure the airport stays open and can operate safely in all weather and during major weather events (e.g. flooding). It will also ensure the airport can continue to provide essential goods and services to Derby and its wider community, enabling for example, RFDS and hospital patient transfers, transferring of prisoners from the regional prison service, and general freight.

This project will follow a similar funding program as is outlined above for the FX Airport, with a total grant application of $2,050,000.

STATUTORY ENVIRONMENT

Local Government Act S 2.7 (Role of council) outlines that the Council governs the local government's affairs, and is responsible for the performance of the local government's functions. It is also charged with overseeing the allocation of the local government's finances and resources; and determine the local government's policies.

The airport management is governed by standards set by the Civil Aviation Safety Authority (CASA). This requires the Shire to appoint an Aircraft Reporting Officer, who is legally responsible for the safety of airport operations. The ARO is required to close the airstrip if it is deemed unsafe to utilise.

POLICY IMPLICATIONS

There are numerous accounting policies that reflect on long term sustainability, including Policy AF3 – Asset Management which states that *"Council is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets."*

The policy condition is not being met for the FX Airport (or in fact for most of the Shire's assets).

FINANCIAL IMPLICATIONS

The FX Airport raises revenue through aircraft landing fees and lease fees (approximately $100,000pa) however the average net deficit of the FX Airport for the last several years has been in the order of $460,000pa). As the grant will cover the cost of works, with the Shire only needing to meet tender advertising and sundry other costs, the Shire's financial exposure from a cash perspective, is minimal (perhaps 1% of the construction cost).

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: FX Airport assets not refurbished at the optimum time for works to occur will	Almost Certain	Major	Extreme	Work with the Department of Transport to ensure the highest chance of success for this grant application.

result in higher that necessary costs over the long term.				
Financial: Management of a $9.5m project has "cost blow out" risks and the Shire is responsible for those costs.	Likely	Major	High	Appoint professional project management and ensure suitable contingencies are contained within the grant application.
Community: That if the airstrip is declared unsafe, local winged aircraft will not be able to access Fitzroy Crossing to service its heath requirements.	Likely	Major	High	Locate a capacity to suitably maintain the air-strip to a standard that can enable aircraft to safely utilise.
People Health & Safety: Deaths occurring due to an inability to access an emergency medical transfer service.	Unlikely	Severe	High	Locate a capacity to suitably maintain the air-strip to a standard that can enable aircraft to safely utilise.

CONSULTATION

No community consultation is required. Consultation has been occurring with the WA State Government's Department of Transport.

COMMENT

As the grant application requires a Council endorsement of the application as a pre-condition, a Council resolution is required. The grant application closes on 31 July 2023 so unfortunately, it needs to be presented through the Audit Committee as a late item today.

There is little doubt that a superior and more long-term cost-effective result can be achieved by undertaking the entire FX Airport refurbishment as one project, as opposed to trying to undertake the work in two or three different stages as funding becomes available. The construction timetable is dependent on the timing of the grant notification as we need to have sufficient time to allow tenders/award contracts/allow contractor mobilisation to occur etc. so that works can be commenced early in "dry" season (noting that grant conditions include that we must start both of our projects no later than 15 May 2024 and complete them by 31 December 2025.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Draft Grant Application - Fitzroy Crossing Airport**
2. **Draft Grant Application - Derby Airport**

COMMITTEE RESOLUTION AC72/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends to Council that it, endorses the grant applications (State Regional Airports Development Scheme; and Federal Remote Airstrip Upgrade Program) for urgent capital works refurbishments on the Fitzroy Crossing Airstrip, and the Derby Airport, conditional on the Chief Executive Officer being suitably satisfied with costing estimates prior to the grant application being lodged.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

Cr Rowena Mouda entered the meeting at 4:18pm.

Australian Government
Department of Industry, Science and Resources

Sample application form

Sample

Growing Regions Program – Round 1 – EOI

Version May 2023

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

For Official Use Only

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left-hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

sample

Getting help

If you require further assistance completing this form, contact us by email or web chat or on 13 28 46.

sample

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust, we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)

  or
- Office of the Registrar of Indigenous Corporations registration number (ORIC)
- Australian Charities and Not-for-profits Commission (ACNC) Registration
- Incorporated Association Registration
- Not for profit status

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Growing Regions Program – Round 1 EOI
- Field 2 select - Growing Regions Program – Round 1 EOI

When you have selected the program, the following text will appear.

This grant opportunity will run over 3 years from 2023-24 to 2025-26

The grant opportunity was announced as part of the October 2022 Budget. Up to $300 million is available for this grant opportunity.

The objectives of the program are

- constructing or upgrading community infrastructure that fills an identified gap or need for community infrastructure
- contributing to achieving a wide range of community socio-economic outcomes
- is strategically aligned with regional priorities.

The maximum grant amount is $15 million and the minimum is $500,000.

You should read the grant opportunity guidelines and sample grant agreements before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 1 August 2023. Please take account of time zone differences when submitting your application.

sample

For Official Use Only

B. Eligibility

We will ask you the following questions to establish your eligibility for the Growing Regions Program grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is: *
  - an incorporated not-for-profit organisation
  - Local Government / an Australian local government agency or body as defined in section 4.1 of the guidelines
  - none of the above

You must select one of the eligible options from a drop-down menu to proceed to next question.

- Select which category your entity falls under: *
  - an incorporated not-for-profit organisation with a current Australian Charities and Not-for-profits Commission's (ACNC) registration
  - an incorporated not-for profit organisation with state or territory incorporated association status
  - an incorporated not-for-profit organisation with Constitution and/or Articles of Association
  - a local government agency or body
  - none of the above

You must select one of the eligible options from a drop-down menu to proceed to next question.

- What type of registration do you have?*
  - ABN
  - ORIC registration
  - none of the above

You must select one of the eligible options from a drop-down menu to proceed to next question.

- Which co-funding group do you align to (as per section 3.1 of the guidelines)? *
  - Group 1
  - Group 2
  - Group 3
  - None of the above

You must answer yes to proceed to next question.

- Will you deliver the project in an eligible location? *
  - Yes
  - No

You must answer yes to proceed to next question.

- Will you commence the project no later than 15 May 2024?*
  - Yes
  - No

You must answer yes to proceed to next question.

- Do you own the land/infrastructure being upgraded or built upon, or have the landowner's permission to use the land/infrastructure? *

Sample

- Yes
- No

You must answer yes to proceed to next question.

- Can you provide recent quotes for major expenditure? *
  - Yes
  - No

You must answer yes to proceed to next question.

- Can you provide all other relevant evidence as required in section 4.2 of the guidelines? *
  - Yes
  - No

You must answer yes to proceed to next section.

sample

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop-down list that appears. If it is not there you can enter manually.

30 Loch Street, Derby WA 6728

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop-down list that appears. If it is not there you can enter manually.

PO BOX 94, Derby WA 6728

sample

D. About your organisation

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

D.1. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

No

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

sample

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on GrantConnect and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

*Your response is limited to **75 characters including spaces** and does not support formatting.*

Upgrade of Fitzroy Crossing Airport runway, taxiway and apron

Provide a brief project description.

*Your response is limited to **750 characters including spaces** and does not support formatting.*

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your community.

The Fitzroy Crossing Airport requires an upgrade of the runway, taxiway and apron, to support emergency services for future extreme weather events (ie floods and cyclones). Fitzroy Crossing Airport is strategic in the West Kimberley and Fitzroy Valley region, providing support to Regular Public Transport, Royal Flying Doctor Service, and charter air services for health, police, freight and directly supports X Aboriginal communities. Fitzroy Crossing Airport was critical in supporting emergency air services during the recent weather event of ex tropical cyclone Ellie. It was identified that the current airport infrastructure was not sufficient due to partly being submerged under water and significant pavement degeneration.

E.2. Grant amount

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The grant is amount can be up to $15 million.

$8,505,000

E.3. Sources of co-funding

You must enter the amount and source of co-funding requirement required for your project.

The grant amount can be either 50%, 70% or 90% of eligible project costs depending on which co-funding group you are in.

- Contributor Type: own contribution, project partner, state/territory/local government
- Contributor Name Department of Transport
- Contribution Amount $945,000

Sample

E.4. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

The Fitzroy Crossing Airport requires an upgrade of the runway, taxiway and apron, as the current infrastructure has come to the end of its life and is not fit for future community needs. This was made apparent after the extreme weather event ex tropical cyclone Ellie in January of 2023.

The project scope and activities are detailed in the Greenfields Reconstruction Design Report and are based around the design levels for the upgrade of the existing airstrip pavement, and standards have been developed to provide a safe airstrip for aircraft operation.

Before any physical works can commence contractor's accommodation and living facilities must be organised and mobilisation of materials and labour to the airport site must occur. Also the lighting pits and structures must be removed.

Physical earthworks can then commence to the aircraft pavement surface areas, including the runway, taxiway and apron, where the existing seal surfacing and unsuitable pavement and/or subgrade material will be removed and disposed of to a suitable location. The existing surface will then be compacted and trimmed to provide a suitable subgrade surface. Once this is done the new pavement can be constructed to suit the design drawings, which consists of spraying a nominal three coat seal to the runway, taxiway and apron.

Once the pavement surfaces are completed, the lighting pits and structures can be reinstalled, the line marking reinstated and all debris and material waste removed.

The project scope will consist of the upgrade of the Fitzroy Crossing Airport, comprising the following: Strengthen the runway, taxiway and apron / and Application of new airport line-marking.

The project key activities are as follows:

Preliminaries: As set out by Greenfields programs and testing / Mobilisation of plant and work materials to site / Transport of pavement material

Reconstruction of the Fitzroy Crossing Airport runway, taxiway and apron: Remove and dispose of existing seal surfacing and subgrade material / Scarify, mix, condition, compact and trim existing surface to provide a suitable subgrade surface / Apply 3 coats of new spray seal / Application of new aerodrome line-marking / Demobilisation and removal of waste

E.5. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

The Fitzroy Crossing Airport upgrade project will deliver a new and safe runway, taxiway and apron for the Fitzroy Valley Community. The project outcomes are that the aerodrome can continue to support the communities Regular Public Transport, Royal Flying Doctor Service, charter air services for health, police, community members and freight which supplies to the community with their food, medical supplies, housing materials and all essential goods and services. It will also be able to support X number Aboriginal communities in the Fitzroy Valley region during times of extreme weather. The upgrade of the airport will also enable safe aircraft operations to be carried out in all weather, which is critical during the Kimberley wet season.

Fitzroy Crossing Airport has many stakeholders which use the airport to provide services and support to the wider Fitzroy Valley community, including Aviair, Skippers, WAPOL, RFDS, Department of Health, (Please insert)

Sample

The outcomes of this project align with the local, regional, state and federal priorities for the region, which can be found in section F.2 and specifically liveability, connection in the regions, Aboriginal advancement and wellbeing, and infrastructure for driving growth.

E.6. Project duration

You must start your project no later than 15 May 2024.

Your project must be completed by 31 December 2025

- Estimated project start date 1 May 2024
- Estimated project end date 30 June 2025
- Estimated project length (in months) 13 months

E.7. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 6 milestones.

The milestone start and end dates must be between the project start and end dates.

- 1. Preliminaries
- 2. Runway earthworks and pavements
- 3. Taxiway and apron earthworks and pavements
- 4. Surfacing
- 5. Line marking

Your response is limited to 100 characters including spaces and does not support formatting.

- 1. Preliminaries and mobilising work crew to site
- 2. Clear and remove unsuitable existing surface, supply and construct new pavement
- 3. Clear and remove unsuitable existing surface, supply and construct new pavement
- 4. Supply and spray seal to runway, taxiway and apron
- 5. Apply painted line marking to the aircraft pavement surfaces

Your response is limited to 750 characters including spaces and does not support formatting.

- 1. Estimated start 1 May 2024
- 1. Estimated end 31 August 2024
- 2. Estimated start 1 September 2024
- 2. Estimated end 30 November 2024
- 3. Estimated start 1 September 2024
- 3. Estimated end 30 November 2024
- 4. Estimated start 1 December 2024
- 4. Estimated end 28 February 2025
- 5. Estimated start 1 March 2025
- 5. Estimated end 30 June 2025

Sample

E.8. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address Lot 32 Scrivener Road, Fitzroy Crossing
- Estimated percentage of project value expected to be undertaken at site 100%

E.9. Project geolocation

A mapping tool *is available to assist you in determining the location of your project. The latitude and longitude must be in numeric format. You must provide a geolocation for each project location identified.*

Project site name Fitzroy Crossing Airport

Project site address latitude 18.18176

The latitude must be expressed in numeric format. For example, the latitude of Alice Springs is -23.6980.

Valid latitude ranges are -9.00000 to -44.000000

Project site address longitude 125.56063

The longitude must be expressed in numeric format. For example, the longitude of Alice Springs is 133.8807. Valid longitude ranges are 112.00000 to 154.000000

Project site address remoteness classification Very Remote Australia, Code RA 5

The criteria for the remoteness classification is based on the Australian Bureau of Statistics Remoteness Structure under the Australian Statistical Geography Standard. It is very important that you specify the correct remoteness classification. An error may cause your contribution to be inadequate and your application to be considered ineligible. If your project includes multiple site locations and there is a mix of regional and remote classifications, we will consider your entire project location as remote for the purposes of the contribution requirement.

Click here *to access the mapping tool that will help you determine the remoteness classification of your project location.*

E.10. ORIC registration number (if applicable)

You must provide your ORIC registration number if you do not have an ABN.

ORIC number

Sample

F. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

F.1. Assessment criterion 1 (non-weighted)

Your response is limited to 5000 characters including spaces and does not support formatting. This criterion is non-weighted and will be used to analyse project readiness.

To what extent is your project ready to proceed and how does it align to the program objectives?

You should demonstrate this by identifying

a. how advanced the project designs are

Project designs have been provided by Greenfields Engineering as of July 2023

b. how far you have progressed the tender process

Project design, budget, scope, activities and approval have been received. The tender and required documents are ready to be advertised, once funding has been secured for the project.

c. the extent to which your project fills an identified gap or need for community infrastructure

Without an operational aerodrome as associated infrastructure, the ability for the Fitzroy Crossing and wider Fitzroy Valley communities to function through the wet season would be critically threatened, and may cease to operate year-round.

d. the extent to which your project will contribute to achieving a wide range of community socio-economic outcomes.

The Shire of Derby West Kimberley is one of Australia's most disadvantaged regions, as recognised by the ABS. Fitzroy Crossing Airport upgrade works will mean the airport can continue to operate and provide the wider Fitzroy Crossing and Fitzroy Valley community with access to essential goods and services. Critical RPT services support the liveability of Fitzroy Valley, through the provision of transport of residents, essential service providers, qualified tradespersons, and community workers. It also provides access for emergency personnel during times of crisis, for example in the event of a cyclone or flooding, both of which have impacted the region in 2023 with ex Tropical Cyclone Ellie. As Fitzroy Crossing is in a very remote location, it means they are critically reliant on air transport/connectivity. Additionally, during the wet season, the roads to the surrounding communities are flooded meaning air travel is the only way to access. The Fitzroy Crossing Airport directly supports X Aboriginal communities needs for goods and services.

An operational airport is critical to the day to day functioning of the wider community and achieving positive socio-economic outcomes. The community receives their mail, food, medical personal and supplies, workers, visitors, and all other freight via the aerodrome through the air services which operate there (Aviair, Shoal Air, RFDS, WAPOL, Defence, WA Country Health Service, Dept of Education, Dept of Communities). Skippers alone operates a return air service through Fitzroy Crossing landing at the airport 6 times per week.

Without operational aerodrome infrastructure, the ability for the community to function through the wet season would be critically threatened, during times and extreme weather and may cease to operate year-round.

F.2. Assessment criterion 2 (5 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

How does your project align with regional priorities for the area?

You should demonstrate this by identifying

a. which regional priorities are being addressed and how your project addresses these priorities.

You must attach evidence of the regional priorities later in the form.

The Fitzroy Crossing Airport reconstruction project aligns with regional priorities expressed by several government and NGO bodies operating in WA and the Kimberley region. These bodies include the Commonwealth Government, State Government, Shire of Derby West Kimberley (SDWK), and Kimberley Development Commission. The overall priority directions outlined by these bodies include regional development, improved regional health outcomes, and liveability for regional and remote communities.

The project is aligned with the Commonwealth Government's Five-Year Plan for Aviation ensuring minimum access to essential aviation services for all members of the West Australian community. This project ensures operation and safe air transport is maintained to the Fitzroy Crossing and Fitzroy Valley communities, which supports all 19 key target areas set out in the Commonwealth's National Agreement on Closing the Gap.

This project will achieve the State Government's priorities of Aboriginal Wellbeing and Regional Prosperity, delivering much needed investment to ensure remote Aboriginal communities receive required medical and essential services. The project is also consistent with the State Government's vision to provide safe, accessible, sustainable and efficient transport services and systems, promoting prosperity and enhancing the lifestyle of all of WA's citizens.

The State Aviation Strategy's objectives are to support the economic and social development of WA through the provision of safe, efficient and effective aviation services and infrastructure. The State Aviation Strategy identified that a number of regional aerodromes do not have sufficient passenger throughput to make them self-sustaining and require additional funding to ensure ongoing safe and reliable operation.

Kimberley Development Commission's Vision for Regions document highlights three high level areas for the region to achieve success, through 'People': a well-housed, highly educated and healthy people enjoying high amenity in sustainable communities, 'Place': a place with outstanding infrastructure, services and governance set within a well-conserved and iconic natural environment, and, 'Prosperity': shared prosperity arising from the success of the region's main drivers of economic opportunity; agriculture; range land Industries, tourism, minerals and energy.

The Kimberley Development Commission released a document "2036 and Beyond: A Regional Investment Blueprint for the Kimberley" which is an aspirational and focused plan that has been designed to guide and shape the transformation of the Kimberley. Within this document Transformational Targets are identified and are linked back to their Vision. The targets addressed by Kalumburu Aerodrome infrastructure upgrade project are Housing, Education and Training, Health and Wellbeing, and Liveability (People), Industry growth, Employment, Tourism, and Value Adding (Prosperity).

Kimberley Development Commission also has strategic priority areas which align with the strategic themes for Regional Development in Western Australia and are also linked with their Vision. The priorities this project addresses are, Enhancing the capability services sector - constructively engage with governments and key service delivery agencies (health, education, housing and workforce development) to ensure they are strong enablers, not barriers, for our regions success. Aboriginal advancement - a purposeful regional approach to ensuring that Aboriginal people have the capabilities, opportunities and incentives to reach their potential as an integral part of our region's development. Infrastructure for driving growth - encouraging a deliberate and proactive approach to developing key infrastructure as a catalyst for development.

The Shire of Derby West Kimberley's Strategic Community Plan **please insert**.

The Fitzroy Crossing Airport upgrade project will address these above Local, Regional, State and Federal priorities by ensuring the airport continues to be operational and the community's key infrastructure is reconstructed to allow for services such as health, education, housing (materials, equipment, labour), workforce development and many more can reach the region. This will assist in contributing to a well-housed, highly educated and healthy people, with outstanding infrastructure.

The project improves the liveability of the community by providing the above-mentioned essential goods and services, improves connection by ensuring an operational travel link to improve connectivity with family, friends and services in Perth and beyond, and sustainability whereby the infrastructure is designed to be resilient to the regions harsh climate and to climate change.

sample

G. Application finalisation

You must answer the following questions and add any supporting documentation required.

G.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

G.2. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- evidence to demonstrate your not-for-profit status **SDWK**
  You must attach one of the following; Current Australian Charities and Not-for-profits Commission's (ACNC) Registration; or State or territory incorporated association status; or Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation
- evidence to support a request for co-funding group for group 1 and group 2 (if applicable) **DOT**
  If applying for group 1 or group 2 you must include evidence that supports which group you fall into, including how your site was impacted by the disaster, if required
- evidence that you either own the land/infrastructure being built/upgraded upon, or that you have the landowner's permission to use the land/infrastructure* **SDWK**
  You must attach relevant evidence.
- evidence of a cash contribution * **DOT**
  You must attach evidence of the cash contribution regardless of the source of funding
- project budget * **DOT**
  You must attach a project budget
- evidence of alignment to local and regional priorities * **DOT**
  You must attach either full documents or a list of hyperlinks within a document to official documented local and regional priorities
- evidence that the project is ready to commence* **SDWK**
  You must attach evidence including approved development applications, project designs and timelines

Sample

- trust deed (where applicable). **SDWK**

G.3. Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

Did you read the grant opportunity guidelines? *

You may select from a drop-down menu.

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for a grant? *

You may select from a drop-down menu.

We welcome any additional feedback on the application process.

Your response is limited to 750 characters including spaces and does not support formatting.

sample

H. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

- Given name Neil
- Family name Hartley
- Position title Director - Strategic Business
- Email address Neil.Hartley@sdwk.wa.gov.au
- Phone number 08 9191 0999
- Mobile number
- Primary address 30 Loch Street, Derby WA 6728

sample

I. Application declaration

In order to submit your application you will be required to agree to the following declaration.

I.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

I.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the National Redress Scheme list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current Australian Government sanctions.

sample

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this [program/grant opportunity], has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

sample

Australian Government
Department of Industry, Science and Resources

Sample application form

Sample

Growing Regions Program – Round 1 – EOI

Version May 2023

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

For Official Use Only

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left-hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

sample

Getting help

If you require further assistance completing this form, contact us by email or web chat or on 13 28 46.

sample

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust, we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)

  or
- Office of the Registrar of Indigenous Corporations registration number (ORIC)
- Australian Charities and Not-for-profits Commission (ACNC) Registration
- Incorporated Association Registration
- Not for profit status

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Growing Regions Program – Round 1 EOI
- Field 2 select - Growing Regions Program – Round 1 EOI

When you have selected the program, the following text will appear.

This grant opportunity will run over 3 years from 2023-24 to 2025-26

The grant opportunity was announced as part of the October 2022 Budget. Up to $300 million is available for this grant opportunity.

The objectives of the program are

- constructing or upgrading community infrastructure that fills an identified gap or need for community infrastructure
- contributing to achieving a wide range of community socio-economic outcomes
- is strategically aligned with regional priorities.

The maximum grant amount is $15 million and the minimum is $500,000.

You should read the grant opportunity guidelines and sample grant agreements before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 1 August 2023. Please take account of time zone differences when submitting your application.

sample

For Official Use Only

B. Eligibility

We will ask you the following questions to establish your eligibility for the Growing Regions Program grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is: *
  - an incorporated not-for-profit organisation
  - Local Government / an Australian local government agency or body as defined in section 4.1 of the guidelines
  - none of the above

You must select one of the eligible options from a drop-down menu to proceed to next question.

- Select which category your entity falls under: *
  - an incorporated not-for-profit organisation with a current Australian Charities and Not-for-profits Commission's (ACNC) registration
  - an incorporated not-for profit organisation with state or territory incorporated association status
  - an incorporated not-for-profit organisation with Constitution and/or Articles of Association
  - a local government agency or body
  - none of the above

You must select one of the eligible options from a drop-down menu to proceed to next question.

- What type of registration do you have?*
  - ABN
  - ORIC registration
  - none of the above

You must select one of the eligible options from a drop-down menu to proceed to next question.

- Which co-funding group do you align to (as per section 3.1 of the guidelines)? *
  - Group 1
  - Group 2
  - Group 3
  - None of the above

You must answer yes to proceed to next question.

- Will you deliver the project in an eligible location? *
  - Yes
  - No

You must answer yes to proceed to next question.

- Will you commence the project no later than 15 May 2024?*
  - Yes
  - No

You must answer yes to proceed to next question.

- Do you own the land/infrastructure being upgraded or built upon, or have the landowner's permission to use the land/infrastructure? *

Sample

- Yes
- No

You must answer yes to proceed to next question.

- Can you provide recent quotes for major expenditure? *
  - Yes
  - No

You must answer yes to proceed to next question.

- Can you provide all other relevant evidence as required in section 4.2 of the guidelines? *
  - Yes
  - No

You must answer yes to proceed to next section.

sample

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop-down list that appears. If it is not there you can enter manually.

30 Loch Street, Derby WA 6728

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop-down list that appears. If it is not there you can enter manually.

PO BOX 94, Derby WA 6728

sample

D. About your organisation

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

D.1. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

No

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

No

sample

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on GrantConnect and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

*Your response is limited to **75 characters including spaces** and does not support formatting.*

Derby Airport project to upgrade the runway, taxiway and apron

Provide a brief project description.

*Your response is limited to **750 characters including spaces** and does not support formatting.*

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your community.

Derby Airport requires an upgrade of the runway, taxiway and apron. This is outlined in the technical report provided by AMS and the engineering report provided by Greenfields. Derby Airport is the major key airport for the Shire of Derby West Kimberley. The project will ensure the airport stays open and can operate safely in all weather and during major weather events ie flooding and cyclone. It will also ensure the airport can continue to provide essential goods and services to Derby and its wider community, enabling RFDS and hospital patient transfers, transferring of prisoners from the regional prison service, and general freight. Derby is the central hub for X Aboriginal communities in accessing goods and services.

E.2. Grant amount

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The grant is amount can be up to $15 million.

$205,000

E.3. Sources of co-funding

You must enter the amount and source of co-funding requirement required for your project.

The grant amount can be either 50%, 70% or 90% of eligible project costs depending on which co-funding group you are in.

- Contributor Type: own contribution, project partner, state/territory/local government
- Contributor Name Department of Transport
- Contribution Amount $1,845,000

Sample

E.4. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

The Derby Airport requires an infrastructure upgrade in the form of a reseal of the runway, taxiway and apron, as the current infrastructure has come to the end of its life.

The project scope will consist of the reseal of the Derby Airport, comprising the following: Reseal of Derby Airport runway, taxiway and apron / and Application of new aerodrome line-marking.

The project key activities are as follows:

Preliminaries: Mobilisation of plant and work materials to site / Transport of pavement material

Reseal of the Derby Airport runway, taxiway and apron: Remove and dispose of existing seal surfacing / Scarify, mix, condition, compact and trim existing surface / Apply new spray seal / Application of new aerodrome line-marking / Demobilisation and removal of waste

E.5. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

The Derby Airport project will deliver a newly upgraded and safe runway, taxiway and apron for the Derby community. The project outcomes are that the aerodrome can continue to support the communities Regular Public Transport (4 times a week), Royal Flying Doctor Service (RFDS) (310 in 2022-23) charter air services for health, police, community members and freight which supplies to the community with food, medical supplies, housing materials and all essential goods and services. The reseal of the airport will also enable safe aircraft operations to be carried out in all weather, which is critical during the Kimberley wet season.

Derby Airport has many stakeholders which use the airport to provide services and support to the wider community, including the (Please insert)

The outcomes of this project align with the local, regional, state and federal priorities for the region, which can be found in section F.2 and specifically liveability, connection in the regions, Aboriginal advancement and wellbeing, and infrastructure for driving growth.

E.6. Project duration

You must start your project no later than 15 May 2024.

Your project must be completed by 31 December 2025

- Estimated project start date 1 May 2024
- Estimated project end date 30 June 2025
- Estimated project length (in months) 13 months

E.7. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 6 milestones.

Sample

The milestone start and end dates must be between the project start and end dates.

- 1. Mobilising the material and work force
- 2. Surface preparation
- 3. Resealing the airport
- 4. Line marking

Your response is limited to 100 characters including spaces and does not support formatting.

- 1. Mobilising the material and work force
- 2. Preparing the aerodrome aircraft pavement surfaces
- 3. Applying the binder and aggregate, and rolling the aircraft pavement surfaces
- 4. Apply painted line marking to the aircraft pavement surfaces

Your response is limited to 750 characters including spaces and does not support formatting.

- 1. Estimated start 1 May 2024
- 1. Estimated end 31 August 2024
- 2. Estimated start 1 September 2024
- 2. Estimated end 30 November 2024
- 3. Estimated start 1 September 2024
- 3. Estimated end 30 November 2024
- 4. Estimated start 1 December 2024
- 4. Estimated end 28 February 2025
- 5. Estimated start 1 March 2025
- 5. Estimated end 30 June 2025

E.8. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address Derby Airport Access Road, Derby WA 6728
- Estimated percentage of project value expected to be undertaken at site 100%

E.9. Project geolocation

A mapping tool *is available to assist you in determining the location of your project. The latitude and longitude must be in numeric format. You must provide a geolocation for each project location identified.*

Project site name Derby Airport

Project site address latitude 17.37188

The latitude must be expressed in numeric format. For example, the latitude of Alice Springs is -23.6980.

Valid latitude ranges are -9.00000 to -44.000000

Project site address longitude 123.66236

Sample

The longitude must be expressed in numeric format. For example, the longitude of Alice Springs is 133.8807. Valid longitude ranges are 112.00000 to 154.000000

Project site address remoteness classification Very Remote Australia, Code RA 5

The criteria for the remoteness classification is based on the Australian Bureau of Statistics Remoteness Structure under the Australian Statistical Geography Standard. It is very important that you specify the correct remoteness classification. An error may cause your contribution to be inadequate and your application to be considered ineligible. If your project includes multiple site locations and there is a mix of regional and remote classifications, we will consider your entire project location as remote for the purposes of the contribution requirement.

Click here *to access the mapping tool that will help you determine the remoteness classification of your project location.*

E.10. ORIC registration number (if applicable)

You must provide your ORIC registration number if you do not have an ABN.

ORIC number

sample

F. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

F.1. Assessment criterion 1 (non-weighted)

Your response is limited to 5000 characters including spaces and does not support formatting. This criterion is non-weighted and will be used to analyse project readiness.

To what extent is your project ready to proceed and how does it align to the program objectives?

You should demonstrate this by identifying

a. how advanced the project designs are

Project designs have been provided by Aerodrome Management Services through a technical report and Greenfields Engineering

b. how far you have progressed the tender process

Project design, budget, scope, activities and approval have been received. The tender and required documents are ready to be advertised, once funding has been secured for the project.

c. the extent to which your project fills an identified gap or need for community infrastructure

Without an operational aerodrome as associated infrastructure, the ability for the Derby and wider communities to function through the wet season would be critically threatened, and may cease to operate year-round.

d. the extent to which your project will contribute to achieving a wide range of community socio-economic outcomes.

The Derby Airport reseal works will mean the airport can continue to operate and provide the wider community with access to essential goods and services. Critical RPT services support the liveability of region, through the provision of transport of residents, essential service providers, qualified tradespersons, and community workers. It also provides access for emergency personnel during times of crisis, for example in the event of a cyclone or flooding, both of which have impacted the region in 2023 with ex Tropical Cyclone Ellie. As Derby is in a very remote location, it means they are critically reliant on air transport/connectivity. Additionally, during the wet season, the roads to the surrounding communities are flooded meaning air travel is the only way to access.

An operational airport is critical to the day to day functioning of the wider community and achieving positive socio-economic outcomes. The community receives general supplies, medical personal and supplies, workers, visitors, and all other freight via the airport through the air services which operate there (Aviair, RFDS, WAPOL, Defence, WA Country Health Service, Dept of Education, Dept of Communities). Aviair alone operates a 4 weekly air service which starts in Derby.

Without operational aerodrome infrastructure, the ability for the community to function through the wet season would be critically threatened, and may cease to operate year-round.

F.2. Assessment criterion 2 (5 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

How does your project align with regional priorities for the area?

You should demonstrate this by identifying

a. which regional priorities are being addressed and how your project addresses these priorities.

You must attach evidence of the regional priorities later in the form.

The Derby Airport reseal project aligns with regional priorities expressed by several government and NGO bodies operating in WA and the Kimberley region. These bodies include the Commonwealth Government, State Government, Shire of Derby West Kimberley (SDWK), and Kimberley Development Commission. The overall priority directions outlined by these bodies include regional development, improved regional health outcomes, and liveability for regional and remote communities.

The project is aligned with the Commonwealth Government's Five-Year Plan for Aviation ensuring minimum access to essential aviation services for all members of the West Australian community. This project ensures operation and safe air transport is maintained to the Derby community, which supports all 19 key target areas set out in the Commonwealth's National Agreement on Closing the Gap.

This project will achieve the State Government's priorities of Aboriginal Wellbeing and Regional Prosperity, delivering much needed investment to ensure remote Aboriginal communities receive required medical and essential services. The project is also consistent with the State Government's vision to provide safe, accessible, sustainable and efficient transport services and systems, promoting prosperity and enhancing the lifestyle of all of WA's citizens.

The State Aviation Strategy's objectives are to support the economic and social development of WA through the provision of safe, efficient and effective aviation services and infrastructure. The State Aviation Strategy identified that a number of regional aerodromes do not have sufficient passenger throughput to make them self-sustaining and require additional funding to ensure ongoing safe and reliable operation.

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Kimberley Development Commission also has strategic priority areas which align with the strategic themes for Regional Development in Western Australia and are also linked with their Vision. The priorities this project addresses are, Enhancing the capability services sector - constructively engage with governments and key service delivery agencies (health, education, housing and workforce development) to ensure they are strong enablers, not barriers, for our regions success. Aboriginal advancement - a purposeful regional approach to ensuring that Aboriginal people have the capabilities, opportunities and incentives to reach their potential as an integral part of our region's development. Infrastructure for driving growth - encouraging a deliberate and proactive approach to developing key infrastructure as a catalyst for development.

The Shire of Derby West Kimberley's Strategic Community Plan **please insert**

The Derby Airport upgrade project will address these above local, regional, state and Federal priorities by ensuring the airport continues to be operational and the community's key infrastructure is reconstructed to allow for services such as health, education, housing (materials, equipment, labour), workforce development and many more can reach the region. This will assist in contributing to a well-housed, highly educated and healthy people, with outstanding infrastructure.

The project improves the liveability of the community by providing the above-mentioned essential goods and services, improves connection by ensuring an operational travel link to improve connectivity with family, friends and services in Perth and beyond, and sustainability whereby the infrastructure is designed to be resilient to the regions harsh climate and to climate change.

sample

G. Application finalisation

You must answer the following questions and add any supporting documentation required.

G.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

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You must attach the following supporting documentation. You should only attach documents we have requested.

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Individual files must be smaller than 2.0mb, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- evidence to demonstrate your not-for-profit status **SDWK**
  You must attach one of the following; Current Australian Charities and Not-for-profits Commission's (ACNC) Registration; or State or territory incorporated association status; or Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation
- evidence to support a request for co-funding group for group 1 and group 2 (if applicable) **DOT**
  If applying for group 1 or group 2 you must include evidence that supports which group you fall into, including how your site was impacted by the disaster, if required
- evidence that you either own the land/infrastructure being built/upgraded upon, or that you have the landowner's permission to use the land/infrastructure* **SDWK**
  You must attach relevant evidence.
- evidence of a cash contribution * **DOT**
  You must attach evidence of the cash contribution regardless of the source of funding
- project budget * **DOT**
  You must attach a project budget
- evidence of alignment to local and regional priorities * **DOT**
  You must attach either full documents or a list of hyperlinks within a document to official documented local and regional priorities
- evidence that the project is ready to commence* **SDWK**
  You must attach evidence including approved development applications, project designs and timelines

Sample

- trust deed (where applicable). **SDWK**

G.3. Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

Did you read the grant opportunity guidelines? *

You may select from a drop-down menu.

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for a grant? *

You may select from a drop-down menu.

We welcome any additional feedback on the application process.

Your response is limited to 750 characters including spaces and does not support formatting.

sample

H. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

- Given name Neil
- Family name Hartley
- Position title Director - Strategic Business
- Email address Neil.Hartley@sdwk.wa.gov.au
- Phone number 08 9191 0999
- Mobile number
- Primary address 30 Loch Street, Derby WA 6728

sample

I. Application declaration

In order to submit your application you will be required to agree to the following declaration.

I.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- Australian Government Public Data Policy Statement
- Commonwealth Grants Rules and Guidelines
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

I.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the National Redress Scheme list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current Australian Government sanctions.

sample

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this [program/grant opportunity], has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

sample

9 NEW AND EMERGING ITEMS FOR DISCUSSION

10 DATE OF NEXT MEETING

The next meeting of Audit Committee will be held Thursday, 24 August 2023 in the Council Chambers, Clarendon Street, Derby.

11 CLOSURE OF MEETING

The Presiding Member closed the meeting at 4:28pm**.**

These minutes were confirmed at a meeting on

……..

Signed: ……

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

Date: ……..

6.2 MINUTES OF THE COUNCIL MEETING HELD ON 29 JUNE 2023

File Number: **4110**

Author: **Sarah Smith, Executive Services Coordinator**

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

Authority/Discretion: **Executive**

HEADING

For Council to receive and confirm the minutes of the Ordinary Council Meeting held on 29 June 2023.

ATTACHMENTS

1. Minutes of the Council Meeting held on 29 June 2023

RECOMMENDATION

1. That the Minutes of the Council Meeting held on 29 June 2023 be received and the recommendations therein be adopted.

Shire of Derby / West Kimberley

UNCONFIRMED MINUTES

Ordinary Council Meeting

Thursday, 29 June 2023

Date: **Thursday, 29 June 2023**

Time: **5:30pm**

Location: **Council Chambers**
Clarendon Street
Derby

Order Of Business

1 Declaration of Opening, Announcements of Visitors 4

2 Attendance via Telephone/Instantaneous Communications 4

3 Disclosure of Interests 4

3.1 Declaration of Financial Interests 4

3.2 Declaration of Proximity Interests 4

3.3 Declaration of Impartiality Interests 4

4 Applications for Leave of Absence 5

5 Responses to Previous Public Questions taken on Notice 5

6 Public Time 5

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6.2 Public Statements 5

7 Petitions, Deputations, Presentations and Submissions 5

8 Announcements by Presiding Person without Discussion 5

9 Confirmation of Minutes of Previous Meetings 5

10 Recommendations and Reports of Committees 6

10.1 Minutes of the Audit Committee Meeting held on 22 June 2023 6

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17.1 RESIGNATION - COUNCILLOR EVANS, AND DEFERRAL OF RE-ELECTION 533

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19 Closure 538

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MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY
ON THURSDAY, 29 JUNE 2023 AT 5:30PM

PRESENT: Cr Geoff Haerewa (Shire President), Cr Peter McCumstie (Deputy Shire President), Cr Paul White, Cr Geoff Davis, Cr Andrew Twaddle.

IN ATTENDANCE: Amanda Dexter (Chief Executive Officer), Wayne Neate (Director Technical and Development Services), Neil Hartley (Director of Strategic Business)(via MS Teams), Christie Mildenhall (Acting Director of Community Services)(Ms Teams), Tamara Clarkson (Acting Director of Corporate Services)(via MS Teams), Callum Murray (Governance Officer), Maria O'Connell (Media Officer), Elizabeth Mason (Project Officer), Sarah Smith (Executive Services Coordinator).

VISITORS: Nil

GALLERY: Nil

APOLOGIES: Cr Rowena Mouda and Cr Keith Bedford.

APPROVED LEAVE OF ABSENCE: Nil Cr Pat Riley

ABSENT: Nil

1 DECLARATION OF OPENING, ANNOUNCEMENTS OF VISITORS

The meeting was opened at 5:30pm by Geoff Haerewa Shire President.

2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

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

3 DISCLOSURE OF INTERESTS

3.1 Declaration of Financial Interests

- Nil.

3.2 Declaration of Proximity Interests

- Nil.

3.3 Declaration of Impartiality Interests

- Nil.

4 APPLICATIONS FOR LEAVE OF ABSENCE

- Nil.

5 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6 PUBLIC TIME

6.1 Public Question Time

- Nil.

6.2 Public Statements

- Nil.

7 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

- Nil.

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

- Nil.

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RESOLUTION 65/23

Moved: Cr Geoff Davis
Seconded: Cr Paul White

That the Minutes of the Ordinary Meeting of the Shire of Derby/West Kimberley held at the Fitzroy Crossing, on 25 May 2023 be CONFIRMED.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

10 RECOMMENDATIONS AND REPORTS OF COMMITTEES

10.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 22 JUNE 2023

File Number: **4110**

Author: **Sarah Smith, Executive Services Coordinator**

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

Authority/Discretion: **Executive**

SUMARRY

For Council to receive the minutes of the Audit Committee Meeting held on 22 June 2023.

ATTACHMENTS

1. Minutes of the Audit Committee Meeting held on 22 June 2023

RESOLUTION 66/23

Moved: Cr Geoff Davis
Seconded: Cr Andrew Twaddle

THAT COUNCIL:

1. **RECEIVE the Minutes of the Audit Committee Meeting held on 22 June 2023 and the recommendations therein be adopted:**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC59/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee recommends that Council:

1. **Notes the List of Accounts for May 2023 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling $3,173,874.57.**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

COMMITTEE RESOLUTION AC60/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee recommends that Council:

1. **RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 31st May 2023.**

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

COMMITTEE RESOLUTION AC63/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Haerewa

That the Audit Committee recommends that Council receive the information contained in the report detailing Sundry Debtors as at 31 May 2023.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

COMMITTEE RESOLUTION AC64/23

Moved: Cr Geoff Haerewa
Seconded: Cr Peter McCumstie

That the Audit Committee recommends that Council receives the report on outstanding rates and service charge debts by financial year to the end of May 2023.

In Favour: Crs Geoff Haerewa, Peter McCumstie and Andrew Twaddle

Against: Nil

CARRIED 3/0

REPORTS

11 EXECUTIVE SERVICES

11.1 2021/2022 ANNUAL REPORT - ANNUAL GENERAL MEETING OF ELECTORS

File Number: **5151**

Author: **Tamara Clarkson, Acting Director of Corporate Services**

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

Authority/Discretion: **Executive**

SUMMARY

Council to consider and adopt the draft 2021-22 Annual Report and set the date for the Annual Electors Meeting.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The statutory Annual Report is prepared to advise community on the activities of the local government and includes the audited Annual Financial Report.

The audited Annual Financial Report was presented to the Audit Committee of 20 April 2023 and endorsed by Council on 27 April 2023.

The local government is required to prepare, adopt and advertise the annual report prior to the Annual Meeting of Electors.

The draft Annual Report is attached.

STATUTORY ENVIRONMENT

Local Government Act S. 5.53 and 5.54 (Annual reports) requires that local governments must prepare an annual report for each financial year and adopt it* no later than 31 December after that financial year. The Act sets out the required contents of the report (for example, a report from the president; an overview of the plan for the future of the district; the financial report for the financial year; and the auditor's report; amongst others).

* Absolute majority required.

Local Government Act S. 5.55 (Notice of annual reports) requires that local public notice of the availability of the annual report be provided as soon as practicable after the report has been accepted by Council, and **Local Government Act S.5.55A (Publication of annual reports) requires** the annual report to be posted onto shire's official website within 14 days after the report has been accepted by Council.

Local Government Act S. 5.27 (Electors' general meetings) requires such a meeting to be held at least once every financial year, but not more than 56 days after the Council accepts the annual report.

Local Government Act S. 5.29 (Convening electors' meetings) outlines that at least 14 days' notice of the date, time, place and purpose of the meeting must be given.

Local Government Act S. 5.33 (Decisions made at electors' meetings) require that all decisions made at an electors' meeting are to be considered at the next practicable ordinary council meeting. If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

The Local Government (Administration) Regulations #16. (Matters to be discussed at general meeting) outline that the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

POLICY IMPLICATIONS

There are no policy implications that relate to this report.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Failure to prepare and adopt the Annual Financial Report would result in non-compliance with its statutory responsibilities under the Local Government Act 1995	Rare	Moderate	Low	Schedule the Annual Meeting of Electors to meet the requirements of the Local Government Act.

CONSULTATION

The draft Annual Report will be advertised in consultation with the advertising requirement for the Annual Meeting of Electors. Copies will be available on Shire website, Noticeboards and at the Library. Statutory advertising is required to be carried out requiring the Chief Executive Officer to convene an electors' meeting by giving at least 14 days' local public notice.

COMMENT

It is considered best practice to hold the Annual Meeting of Electors in the same calendar year that the financial year ended. Due to a number of reasons, the financial audit for 2021/22 was delayed.

Following adoption of the annual report, Council is required to present the report, together with audited annual financials to the Annual Electors Meeting.

The annual electors meeting is to be held no later than 56 days after Council accepts the Annual Report for the previous financial year.

Therefore, it is the Officer's recommendation to adopt the draft annual report and advertise the Annual Electors Meeting will be held on 20 July 2023 at 4.30pm in the Council Chambers, Derby.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Annual Report - 2021-22

RESOLUTION 67/23

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

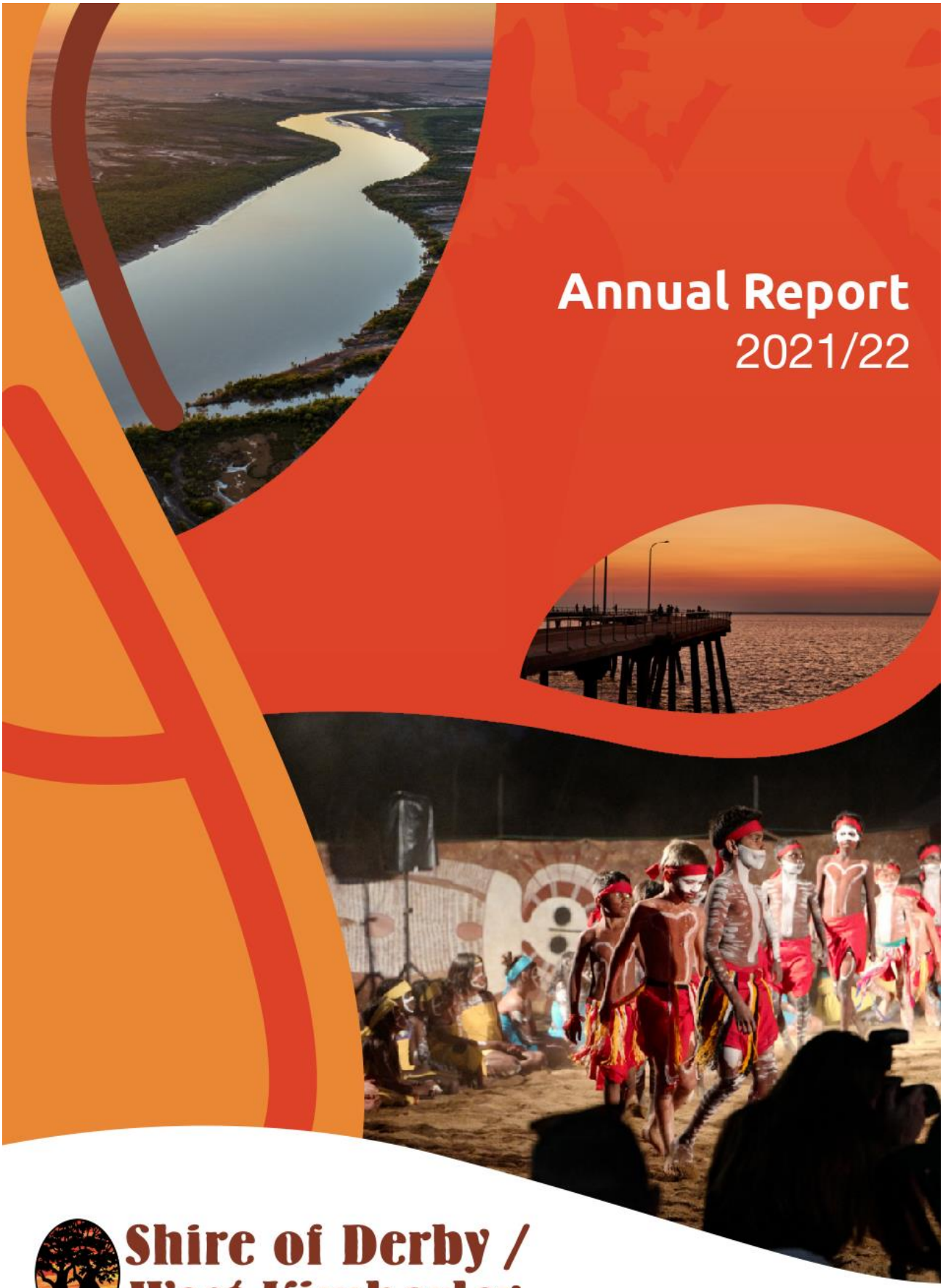
That Council by ABSOLUTE MAJORITY:

1. **Adopts the Shire of Derby/West Kimberley 2021/22 draft Annual Report, as attached; and**
2. **Approves the Annual General Meeting of Electors to commence at 4.30pm on 20 July 2023 in Council Chambers, Derby.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

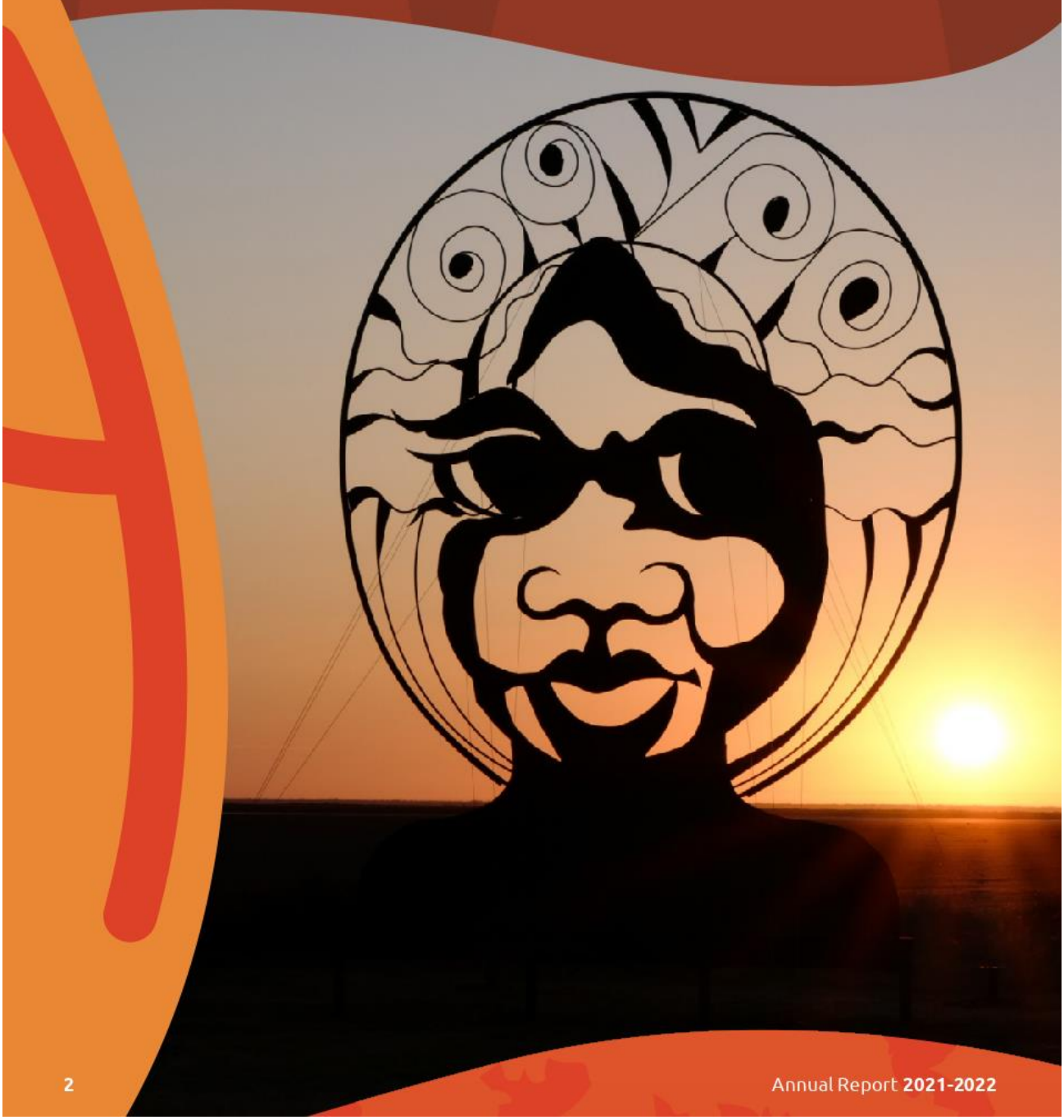
Against: Nil

CARRIED 5/0


Annual Report
2021/22
Shire of Derby /
West Kimberley

Acknowledgement of Country

The Shire Derby/West Kimberley acknowledge Aboriginal people as the Traditional Custodians of this land and its waters. The Shire pays respect to all Elders past, present and upcoming, of the Aboriginal Nations of Australia and extend that respect to all Aboriginal people.



Our Community and Aboriginal Heritage

The area now known as the Shire of Derby/West Kimberley has a diverse Indigenous Australian heritage.

Across this area a large number of language and cultural groups have a long history that predates European contact.

Traditionally, prior to contact, Aboriginal people from the Warrwa, Bardi, Jawi, Ngarinyin, Worrorra, Nyikina, Mangala, Unggumi, Bunuba, Walmajarri, Kija, Gooniyandi, Oogardang, Oomeday, Yow Jabi and Wangkatjunka language groups (among others) would interact for lore and ceremonial business.

Our Shire is home to over 8,941 people living in 54 sites across the vast West Kimberley.

The Gibb River Road, the mighty Fitzroy River, the Devonian Reef and the amazing Horizontal Waterfalls are just a few of the incredible assets that make up our 118,560km2.

The Shire of Derby/West Kimberley looks forward to an ongoing partnership with Aboriginal organisations to improve the wellbeing of our Aboriginal communities and residents.



Our Annual Report

The Shire of Derby/West Kimberley proudly presents this annual report which highlights our activities and achievements over the 2021/22 financial year.

With an emphasis on best practice and continual improvement, the information in these pages sets out a snapshot of the Shire's progress over this period focusing on Leadership and Governance, Community, Economy and Environment.

It is organised to align with our Strategic Community Plan 2021-2031 and associated documents. These plans highlight the strategic vision for the Shire of Derby/West Kimberley based on our vision and values.

Leadership and Governance **Community** **Economy** **Environment**

Our annual report focuses on the key projects delivered in 2021/22, under each theme, documenting our progress towards realising our community vision:

'A place where people want to live, invest, visit and return to'

We will work towards our vision whilst demonstrating these values:

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

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

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

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

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

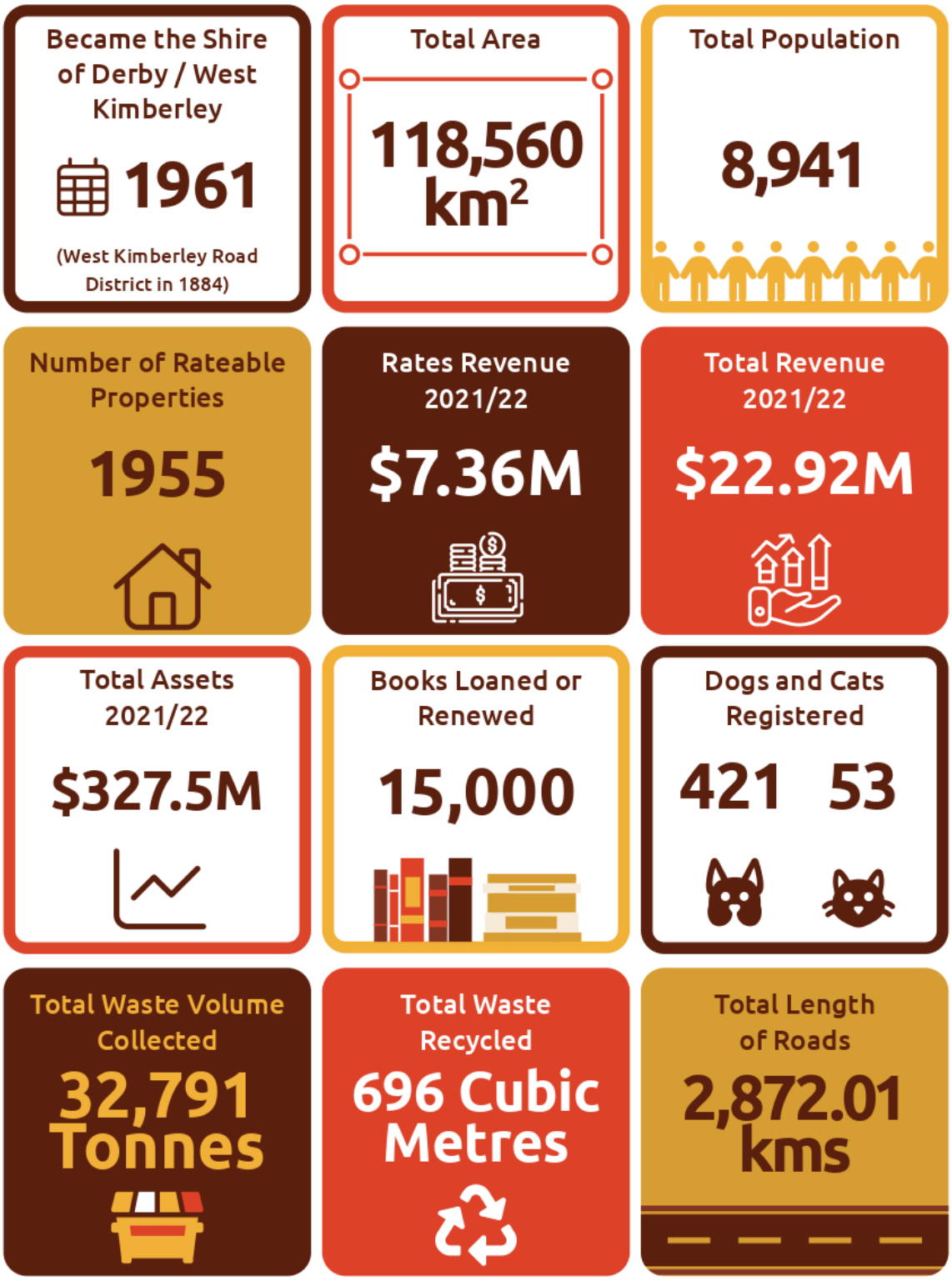
We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

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

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

Copies of the Strategic Community Plan 2021-2031 can be downloaded from our website:
https://www.sdwk.wa.gov.au/council/integrated-planning-reporting/strategies-plans-reports.aspx
Our financial statements have been certified by an independent auditor.

Quick Facts For 2021/22



President and Chief Executive Officers' Report



COVID-19 is still having a major impact across the globe, and the Shire is feeling that.

Thankfully the people in our district are suitably safe, but the repercussions of COVID-19 is still having a significant impact upon the Shire's operations, in particular, with staff off work due to illness, operational cost increases imposed on us by others, and our ability to locate sufficient supplies, or suppliers, of our services.

The Shire's Strategic Plan continues to guide the organisation and the services we provide, and notwithstanding COVID-19, we have still managed to continue to improve our service levels and to manage our district's needs.

It was a great honour and privilege to continue to work together with our neighbouring Councils through the work of the Kimberley Regional Group (KRG) to push community safety at every level. The group was instrumental in implementing the bio security measures which protected our very vulnerable communities and first nation's peoples, and whilst it had severe impacts on tourism, it ensured that our families, elders and loved ones were one of the world's least impacted by COVID – 19.

The Presidents of the Kimberley Regional Group remain united in lobbying for improved social and community outcomes for the residents of the Kimberley and one example of this was the lobbying undertaken at Parliament House during 2021/22. To be able to impress upon our federal politicians the challenges being faced by Kimberley communities is critical to ensuring that even with our relatively small voter population, we are not forgotten. We have been successful in doing that in 2021/22 and will continue to do so in future years.

Economic development is part of the foundation of maintaining the district's financial wellbeing. It provides local jobs, and enables local businesses to contribute to the community. Our commitment to economic growth and development across the Shire continues and one good example of how we have been successful in that, is our review of the Kimberley Mineral Sands lease (KMS).

We are very pleased to have KMS as a continuing stakeholder at the Derby Port and our new lease provides a win/win outcome for us both, with KMS retaining a vital option for its sand mining export operation, and the Shire gaining either higher port fees if the Derby Port is utilised, or alternative payments should KMS choose to use an alternative port option.

Council was excited to receive the Federal Government stimulus through the Local Roads and Infrastructure Fund; of this $741,830 will be utilised to deliver on some of the communities' requests outlined in the Community Strategic Plan. The following long-time requests were considered by Council and approved for construction in 2021/22:

- Seating and shelter at the Fitzroy Crossing Cemetery
- Seating and shelter at the Derby Cemetery
- Installation of a disabled access ramp at Wharfinger House Museum

- Mural, installation of seating and upgrades to the Fitzroy Crossing Visitors Centre
- Derby lane way lighting and gating
- Sutherland Street footpath installation.

Our achievements and successes are only possible by building and working collaboratively with our partners. We would like to acknowledge our local partners – the Aboriginal PBC's, the Aboriginal corporations and local State and Federal Government agencies, our local State and Federal members, our many community, sporting and cultural, environmental and not-for-profit partners and agencies and our amazing volunteers.

Despite continuing to be challenged by the COVID -19 pandemic, we would like to acknowledge and thank our Councillors and staff for all they have achieved this year.

There is so much to be positive about and the resilience shown by all has demonstrated what can be done when we are clear about our purpose and when we work with our residents, ratepayers, businesses, strategic partners and other key agencies to get the job done.

In conclusion, thank you to our residents, ratepayers and businesses. You all play such a valuable role in contributing, and in therefore making the Derby/West Kimberley district what it is today. The Shire in doing its part, commits to continuing to work hard on maintaining our strategic position of being.... *'A place where people want to live, invest, visit and return to'*

Geoff Haerewa
President

Amanda Dexter
Chief Executive Officer



Councillors

Cr Geoff Haerewa
President



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- Audit Committee
- CEO Recruitment and Performance Review Committee
- Shire of Derby/West Kimberley Recovery Committee
- Local Government Development Assessment Panel (DAP)
- Local Emergency Management Committee
- Derby/West Kimberley Liquor Accord
- Derby Aboriginal Corporation Alliance (DACA)
- Kimberley Zone Representative
- Kimberley Regional Group Representative
- Regional Collaborative Group Board
- Youth Portfolio – Derby
- Education Portfolio – Derby & Fitzroy Crossing
- Regional Projects Portfolio – Derby
- Community Safety Portfolio – Derby
- Sport and Recreation Portfolio – Derby & Fitzroy Crossing

Cr Peter McCumstie
Deputy President



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- Audit Committee
- CEO Recruitment and Performance Review Committee
- Local Government Development Assessment Panel (DAP)
- Kimberley Zone Representative
- District Health Advisory Council for Derby
- Derby Aboriginal Health Service – Local Advisory Committee
- Aged and Seniors – Derby

Cr Paul White
Councillor



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- CEO Recruitment and Performance Review committee
- Local Government Development Assessment Panel (DAP)
- Regional Road Group
- Roadwise Committee
- Chamber of Commerce and Small Business Portfolio

Cr Keith Bedford
Councillor



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- Audit Committee
- CEO Recruitment and Performance Review committee

Cr Rowena Mouda
Councillor



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- CEO Recruitment and Performance Review committee

Cr Pat Riley
Councillor



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- Audit Committee
- CEO Recruitment and Performance Review committee

Councillors

Cr Linda Evans
Councillor



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- CEO Recruitment and Performance Review committee
- Pastoralist Portfolio
  - o Pastoralists and Graziers Association (PGA)
  - o Kimberley Pilbara Cattlemen's Association (KPCA

Cr Andrew Twaddle
Councillor



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- Audit Committee
- CEO Recruitment and Performance Review committee
- Shire of Derby/West Kimberley Recovery Committee
- Local Government Development Assessment Panel (DAP)
- Local Emergency Management Committee
- Derby/West Kimberley Liquor Accord
- Pastoralists and Graziers Association (PGA)
- Kimberley Pilbara Cattlemen's Association (KPCA)

Cr Geoff Davis
Councillor



Term Expires 2023

Committees, advisory groups, working groups and external bodies

- Fitzroy Valley development
- Local Emergency Managements committee
- CEO Recruitment and Perform Review committee

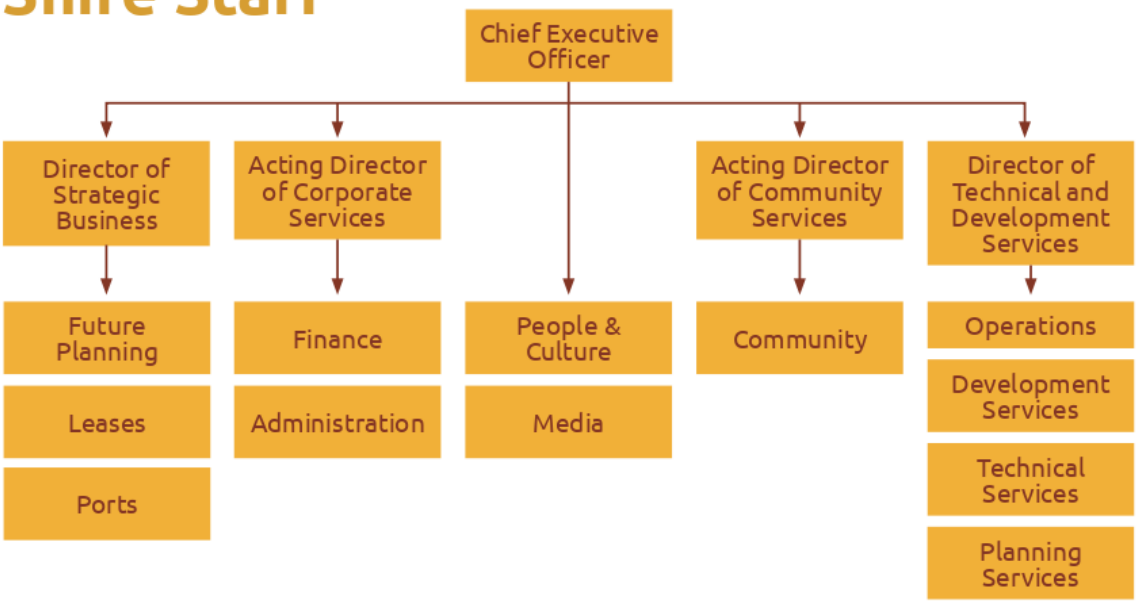

Shire of Derby/West Kimberley
11

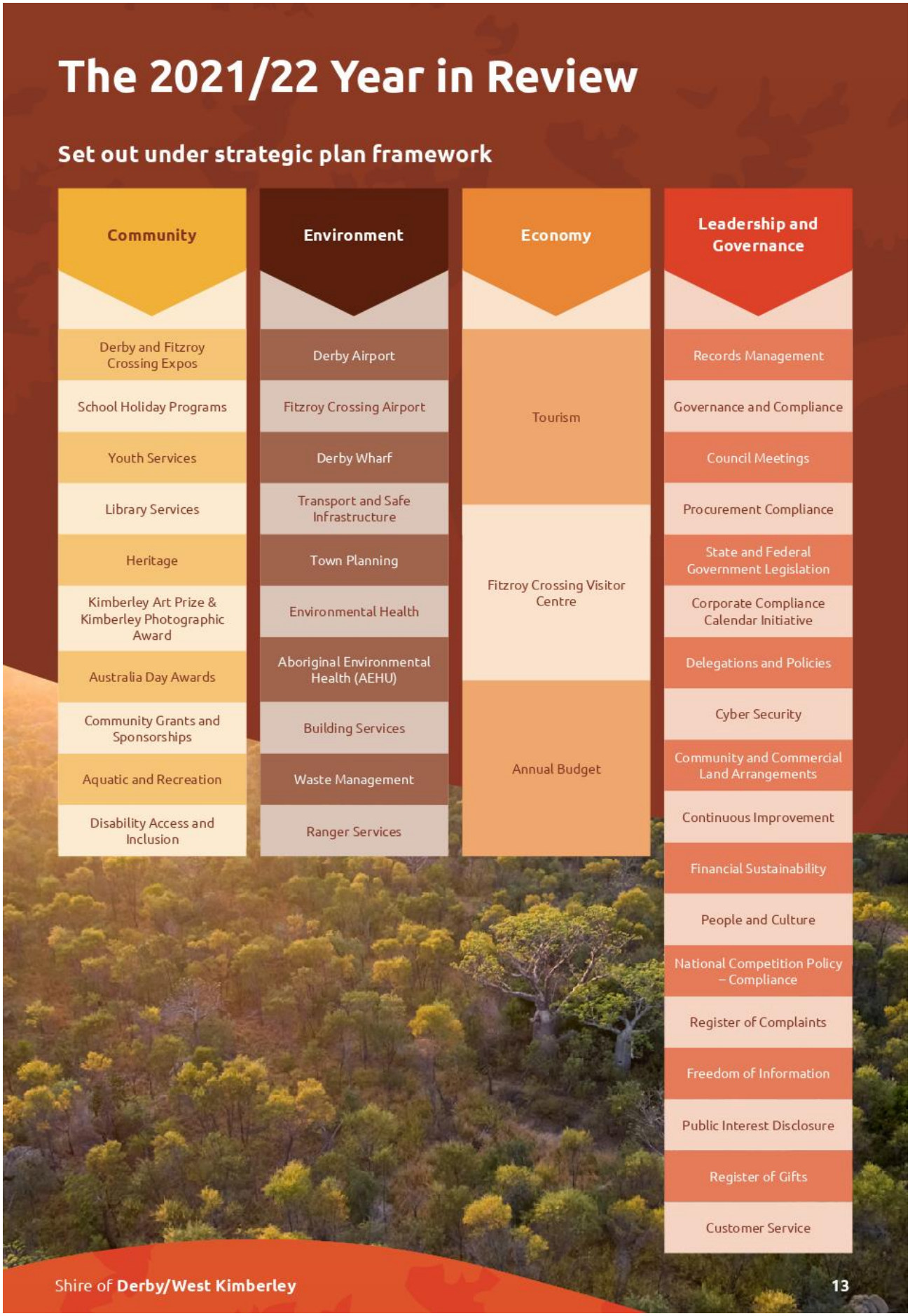
Elected Members Attendance at Council Meetings

Elected Members attended the following Ordinary and Special Council Meetings Council meetings during the 2021/22 year:

Councillor	29 Jul 2021	26 Aug 2021	31 Aug 2021	30 Sep 2021	18 Oct 2021	28 Oct 2021	25 Nov 2021	9 Dec 2021	24 Feb 2022	24 Mar 2022	31 Mar 2022	28 Apr 2022	26 May 2022	29 June 2022
	OCM	OCM	Special	OCM	Special	OCM	OCM	OCM	OCM	Special	OCM	OCM	OCM	OCM
G Haerewa	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
P McCumstie	N/A	N/A	N/A	N/A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
K Bedford	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
R Mouda	LOA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	LOA
P Riley	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A
P White	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A Twaddle	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	LOA	✓	✓
G Davis	✓	✓	✓	✓	✓	✓	✓	LOA	✓	✓	✓	✓	✓	A
L Evans	N/A	N/A	N/A	N/A	✓	✓	✓	✓	LOA	✓	✓	✓	✓	A

Shire Staff




The 2021/22 Year in Review
Set out under strategic plan framework
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Derby and Fitzroy Crossing Expos
School Holiday Programs
Youth Services
Library Services
Heritage
Kimberley Art Prize & Kimberley Photographic Award
Australia Day Awards
Community Grants and Sponsorships
Aquatic and Recreation
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Community

Kimberley Art and Photographic Prize (KAPP 50th)

After having to cancel the 2020 event due to COVID-19, the Shire was pleased to be finally able to present the 50th anniversary edition of the Kimberley Art Prize and Photographic Prize (KAPP) at a new venue, the Derby Airport. The exhibition, curated by Jessica Bidewell, ran for two weeks and was enjoyed by over 1500 people. Upon arrival, visitors were able to view the previous winners of the Kimberley Art Prize, before moving their way through to the gallery exhibiting all this year's submissions (106 art and 29 photographic entries in nine different categories were received).

Judges Sharon Tassicker, Sarah Landro and Mark Kraljevich awarded this year overall art prize to Joshua Cocking for his self-portrait '14 Years Remote', a piece which reflected on his time in the Kimberley. Rocky McKenzie's photograph, 'Our ancestors live among us', which depicts ancestors living among and watching over the younger generations, was selected as the overall winner of the photographic prize. Both pieces have been acquired for inclusion in the Shire's art collection.

This year, for the first time, we were fortunate to have local artist Roxanne Anderson present daily art workshops. These workshops were well received with many people sitting under the boab tree on the deck yarning with Roxanne and learning the art of dot painting.

We would like to acknowledge event sponsors for their support of the 2021 Kimberley Art and Photographic Prize; Kimberley Port Authority, Derby Fuels, Derby Australian North West Tourism, Derby Plumbing and Gas, Mount Gibson Iron Ore, Kimberley Pharmacy Services, Vision Power, Kimberley Home and Electrical, Kimberley Art Network, Buckley's Earthmoving, Mitchell Plastic Welding, Pritchard Francis, Rusty's IGA, Woolworths Derby, Pearl Coast Framing, DWA Industrial Resources, Centurion Transport, Derby Bus Service and Aviair.

Celebration of the Centenary of the Postal Flight

On 5 December 1921 Major Norman Brearley made aviation history by undertaking the first airmail service to Derby. A century later, Derby reflected on this life-changing service for those people living in remote Western Australia. On the 18 September 2021, 55 members of the Royal Aero Club of WA and their 23 planes, flew into Derby, completing the final leg of their re-enactment of Major Brearley's first flight. Attendees at the ceremony were given the opportunity to walk onto the airport tarmac to view the planes up close. There was also an aviation display of some of Derby's aviation history since the 1920's.

Vaxathon Success

The Shire continued in 2021/22 to play its part in informing the community about COVID-19 and to highlight their access to vaccinations. This was achieved by working closely with a number of state and federal agencies.

Youth Centre Grant – Reds Grant

The Shire received a grant from the Kimberley Development Commission to give the kitchen at the Derby Youth Centre a much-needed refit. New stainless steel benches and work spaces were also installed, along with a commercial dishwasher and a stove, oven and range hood. A splash of new paint finished off the upgrade. The renovation has meant the kitchen is now of a commercial kitchen standard allowing food preparation for the program to be undertaken in the space. We look forward to being able to run food-based programs for young people in this space in the future.

Disability Access and Inclusion Plan Finalised

2021/22 saw the development and endorsement of the Shire's new Disability Access and Inclusion Plan (DAIP) 2022 - 2027. The plan seeks to build on the Shire's previous plan in ensuring the services, events and facilities of the Shire are accessible to everyone. The plan was developed based on feedback received from the community through online surveys, pop-up stalls, staff surveys and meetings with various community groups who play a role in providing services to people with disability.

The Shire also continued to work on the implementation of the actions in the DAIP (2016 to 2021). On 3 December 2021, the inaugural International Day of People with Disability event was held in conjunction with Far North Community Services at the Derby Airport. The event was planned primarily by community members living with disability and included an art exhibition, musical performances, a tradeshow from providers who offer services to people with disability and an amazing spread of food. The event was attended by over 100 people (including a group who made the trek from Fitzroy Crossing).

Other achievements included the installation of an access ramp at Wharfinger House and an upgrade of the AV system in the Council Chamber, which includes hearing loop technology and AV screens.

Derby and Fitzroy Crossing Expos

The Community Expos held in Derby and Fitzroy Crossing were highly successful events that brought together residents, local businesses, and community organisations. These expos provided an opportunity for the community to showcase their products and services, engage in networking, and foster a sense of togetherness. The expos featured interactive displays, informative presentations, and entertainment, making them a vibrant platform for exchanging ideas and promoting local initiatives.

School Holiday Programs

The Shire of Derby/West Kimberley organised a range of engaging and educational youth programs during school holidays. These programs aimed to provide a safe and supportive environment for young people to learn new skills, participate in recreational activities, and form meaningful connections. The diverse program offerings included sports clinics, arts and crafts workshops, outdoor adventures, and cultural experiences.

By offering these programs, the Shire aimed to promote personal development, social inclusion, and the overall well-being of the youth in the community.

Youth Services

The Shire of Derby/West Kimberley's Youth Services played a crucial role in supporting and empowering young people in the region. The dedicated team provided a wide range of services, including mentoring, diversional activities, recreational activities, and referral services. Through targeted interventions, the Youth Services team aimed to address the unique challenges faced by young individuals, promote their personal growth, and enhance their social and emotional well-being. The team also worked closely with local schools, community organisations, and stakeholders to create a supportive network for the youth.

Library Services

The Shire's Library Services continued to be a valuable resource for residents, offering access to a diverse range of books, digital resources, and educational materials. The library served as a hub for community engagement, hosting various events such as book clubs, storytime sessions, and workshops. Additionally, the library provided computer and internet access, supporting digital literacy and ensuring equal opportunities for information and education. The dedicated library staff played a vital role in connecting community members with knowledge and fostering a love for reading and learning.

Heritage

Wharfinger House, a historical landmark in the Shire of Derby/West Kimberley, remained a focal point for community activities and events. The house's heritage value was upheld through preservation efforts and maintenance, ensuring its continued significance as a community gathering space. The Shire facilitated the use of Wharfinger House for meetings, workshops, exhibitions, and cultural events, promoting community engagement and supporting local initiatives. The house served as a symbol of the region's history and a testament to the Shire's commitment to preserving its unique architectural and cultural heritage.

Australia Day Awards

The Australia Day Awards celebrated the outstanding achievements and contributions of individuals and community groups within the Shire of Derby/West Kimberley. The awards recognised excellence in various categories, including community service, arts and culture, sports, and environmental stewardship. The annual ceremony provided an opportunity to acknowledge the dedication and hard work of individuals and organisations, fostering a sense of pride and community spirit. The Australia Day Awards highlighted the positive impact made by community members and inspired others to contribute to the betterment of the Shire.

The 2022's Citizen of the year awards saw 16 nominations across four categories.

The winners of each category were:

Citizen of the Year: Kerry Leamy

Citizen of the Year (Youth): Louise Albert

Citizen of the Year (Senior): Fred Russ

Group or Event of the Year: Derby Rodeo & Horse Riding Club

Community Grants and Sponsorship

The Shire of Derby/West Kimberley's Community Grants and Sponsorships program supported local initiatives and projects that aimed to enhance community life. Through financial assistance, the Shire helped community organisations, clubs, and groups realise their goals and bring their ideas to fruition. The grants and sponsorships covered a diverse range of areas, including sports, arts and culture, environmental conservation, and community development. By providing these opportunities, the Shire empowered community members to actively participate in shaping their local environment and creating positive social change.

Aquatics and Recreation

The Shire of Derby/West Kimberley's Aquatics and Recreation programs played a vital role in promoting healthy and active lifestyles among residents. The Shire provided a variety of recreational activities, including swimming lessons, sports leagues, fitness classes, and community events. These programs catered to people of all ages and abilities, encouraging physical activity, social interaction, and the development of new skills. The Shire's aquatic facilities, sports fields, and recreational spaces were well-maintained, providing safe and enjoyable environments for the community to engage in active living and leisure pursuits.



Environment

Derby Airport

Operations of Derby Airport continued and services picked up with the continuation of Horizontal Fall flights in the dry of 2021 and increased again in the first half of 2022. The airport also saw the introduction of the Derby to Broome RPT service with staff undertaking the check-ins and baggage handling for the service.

Fitzroy Crossing Airport

Operations continued as normal. The previous defect, which is of concern to the Civil Aviation Safety Authority and the Shire, has been noted and there have been significant advancements with the securing of funding to get a resolution to the issue.

Derby Wharf

Operations continued as normal. With the full takeover from the Department of Transport by the Kimberley Port Authority (KPA), the Shire is now being required to meet several of its lease obligations which has increased the staff time in management of the port. KPA also undertook some major repair work to the northern abutment with some funding for the project supplied by the Shire.

Transport and Safe Infrastructure

Road transport infrastructure remained a feature of the budget with $12 million allocated for various road construction, drainage and other infrastructure.

- Work continued on the flood damage from event AGRN 907 from 2020
- Completed reconstruction of a section of Fitzroy Street at a cost of $430,000
- Completed the reconstruction and sealing of Clarendon Street at a cost of $450,000
- Began large resealing program in Derby at a value of $650,000
- Completed re-sheeting and drainage works for Camballin Road at a value of $580,000
- Completed the gravel re-sheeting, formation works and improvements to drainage on the Calwynyardah-Noonkanbah Road and the Noonkanbah-Millijjiddee Road to the value of $325,000
- Work began on repairing damage after event AGRN 1013 in early 2022.

Town Planning

The Minister for Planning's Notice of Exemption in response to COVID-19 issued on 8 April 2020 continued to remain in effect during the reporting period. This included a range of temporary exemptions from certain approvals and requirements within the local planning framework. The changes removed the need to obtain planning approval in order to support businesses, enable flexible responses in a changing environment and guarantee the provision of essential community services and include:

- Medical or health-related facilities required in response to the COVID-19 pandemic
- Truck and logistics companies needing to deliver goods but were restricted with loading and unloading times
- Businesses seeking to adapt by changing their current approved use
- Restaurants and cafes required to sell takeaway in contravention of current planning conditions
- People operating their businesses from residential zones
- The parking of commercial vehicles on residential properties
- Businesses needing to change signage
- Provision of temporary workers' accommodation, and
- A blanket two-year extension for all current development approvals.

Planning Controls

Plans or strategies are prepared for specific precincts to account for local history and character and/or specific land use and planning issues. Such studies relevant to the Shire include:

- Coastal Vulnerability Study as it applies to the Derby town site
- Fitzroy Futures Town Plan as the basis for the planning of Fitzroy Crossing, and
- Local Planning Strategy as the framework for local planning and the strategic basis for the planning of the Shire.

Local Planning Schemes (LPS) No. 5 and No. 7 remain in force (without modification) and in November 2021, the Minister for Planning approved Interim Development Order No. 9 (IDO No. 9) and which covers the majority of the Shire.

Planning Scheme Review

The Planning and Development Act 2005 requires that local planning schemes be reviewed periodically. A new Local Planning Scheme will be the statutory document that controls the use and development of land within the whole of the Shire of Derby/ West Kimberley.

Council previously resolved to prepare a new local planning scheme (LPS No. 8) to supersede both LPS No.5, No.7 and IDO No. 9 and which will continue to be progressed.

The time under legislation to progress LPS No. 8 has lapsed so Council is now proceeding with the new local planning scheme (LPS No. 9) which will in effect replace the proposed LPS No. 8 due to the extended time frames.

Environmental Health

The Shire now has a permanent and qualified Environmental Health Officer (EHO) although staffing remains a significant issue for many rural and regional local governments.

Through the EHO role, the Shire continued its role in public health education, enforcement and compliance across various areas of the health discipline and fulfilled statutory obligations pursuant to various legislation. The Shire also continued to increase the use of social media to communicate environmental health related messages with some positive results.

Regular duties continued throughout the year, including routine water sampling, mosquito and arbovirus surveillance (which includes the sentinel chicken program), inspections at food premises, caravan parks and camping grounds, public buildings and lodging houses with an increasing focus on traders, stallholders and public events.

The following addresses town Environmental Health core functions:

Food Premises Inspections

During the reporting period, most scheduled inspections of food businesses were undertaken although due to logistical reasons, island locations were difficult to service.

Inspections of remote Aboriginal community stores were undertaken by the Aboriginal Environmental Health Officer team leader.

Wastewater Installations

Seven onsite waste water system applications were recorded in Synergy during the period of 2021/22.

Mosquito Management

Minimal mosquito management in the form of product dispersal or ordering was recorded in the 2021/22 wet season. A total of $3,241 was spent on mosquito control chemicals and $4,324 on Fight the Bite educational promotional material.

Water Quality

Water sampling continued during the 2021/22 period to ensure the provision of safe drinking and swimming pool water within the Shire.

Aboriginal Environmental Health Unit (AEHU)

Mosquito Management

The AEH team was an integral part of the implementation of the council endorsed mosquito management plan. The focus is on education, surveillance and treatment of hotspot breeding areas.

Education sessions were a large focus to enable community members to take individual action

on ways to protect themselves. Trapping and identification throughout the community is a great tool to interact, especially school aged children and provide further education and identification of mosquito breeding sites, such as tyres and tarps around the home.

The preventative approach and the reduced rainfall has meant there was no chemical barrier spraying carried out in this reporting period, unlike other years, which is a positive outcome.

Dog Ectoparasite Control Trial

The AEHU was pleased to participate in the Department of Health's pilot project on managing dog ectoparasites. Senior field officers and two trainees assisted the pilot team when the project was launched in Derby in early December. The AEHU team continued to roll out the trial in the town reserves, Pandanus Park and Jalmadanga, in 2022.

Dog Health

The team conducted a dog wash day at Mowanjum to help foster the bond between owners and animals. It also allowed the team to administer tick treatments during wet season. This was carried out during the school holidays to encourage children to participate and explain the environmental health links between dog health and human health.

Live Deadly Gibb River edition

The AEH team were delighted to launch the Gibb River edition of Live Deadly.

Although the Live Deadly program was originally launched in 2019 – and at the time a Gibb River community-specific campaign began for the communities of Imintji, Kupungarri, Tirralintji, Yulumbu, Dodnun and Ngallagunda – due to COVID-19 restrictions and several rounds of community consultation, the program took some time to finalise. The launch took place at Wananami Remote School in June. The Shire recognises the importance of the campaign and demonstrated this by convening a Council meeting on country for the same day as the launch event.

Environmental Health Australia Presentation

The Shire's officers presented at the Environmental Health Australia Conference 2022 in Perth. The presentation highlighted the Shire's multifaceted approach to mosquito management facilitated through its Council endorsed plan.

Animal Management Welfare Grant Funding

The AEHU were successful in seeking grant funding administered by the Department of Primary Industries and Regional Development through its Animal Welfare Grant Program.

The grant for $50,000 will enable the AEHU over a four year period to establish a program offering free desexing, preventative health care, and veterinary attention to animals in the Shire's remote communities working through Animal Management in Remote and Rural Indigenous Communities (AMRRIC).



COVID-19 Response

Throughout the reporting period, the AEHU service delivery was adapted to accommodate the needs of the community.

Access to community was restricted and staff members were intermittently ill with COVID-19 or in isolation with family members. The response program consisted of:

- Review of current COVID-19 messaging and creating more language appropriate information on frequently asked questions for community members locally.
- Posters promoting hand washing and mask wearing were distributed in Mowanjum.
- A community video was created of key COVID-19 safe messages which were Mowanjum specific.
- The team undertook COVID-19 infection control training and best practices.
- Took part in the rapid response training to assist WACHS as required in community blitz testing and contact tracing.
- AEHU team coordinated the distribution of free Rapid Antigen Test (RAT) to the community.
- The team distributed resources – including RATs, face masks and soap – to the community in conjunction with Winun Ngari Aboriginal Corporation, KAMS and WACHS.
- Took part in two days of COVID-19 rapid response efforts in Looma and New Looma, carrying out door-to-door RAT swabbing of residents. The response team were grateful for the ease of the operation due to the team member's experience and rapport as an AEHO in Looma.
- The team assisted the COVID-19 local emergency response alongside Kimberley Pharmacy. AEHU staff began a program of twice daily medication drop offs to residents in isolation. This covered Derby town, Mowanjum and Pandanus Park.
- The team contributed to the emergency management response within the Shire. The Shire served the administrative function of the incident support group (ISG). The AEHU contributed to the ISG with the coordinator attending all meetings.

Building Services

The Shire continued to have minimal growth and activity again this year with development and building applications remaining steady. The Shire is still, when compared to many other metropolitan and regional local governments, having low building application numbers.

The processing of building permit applications continued with a contract arrangement with external building practitioners, to ensure statutory timeframes for processing were met. Staff are still being trained to perform the administrative functions of the building surveyor along with several process improvements to ensure compliance with legislation. This includes beginning the process of legislative compliance for the numerous illegal buildings within the Shire.

Waste Management

Waste management services continued to be provided with the contractual arrangement with Cleanaway in both the Derby and Fitzroy Crossing town sites, while Camballin's waste management service is provided by Looma Community Inc. Total waste volumes have remained stable from the previous year and recycling volumes were zero. All legislated functions were met including the annual waste census and national pollution inventory reporting.

Ranger Services

Ranger Services continues its education and information program to the public on requirements across a range of topics including animal management, fire hazard mitigation, cyclone preparedness, litter management and nuisance control.

The goal continues to be to deliver positive outcomes within the community through education and enforcement. There has been a solid focus in process improvement and consistency of service delivery to the members of the community. Fire hazard inspections and animal ownership education will be two of the higher priority areas the Ranger team will work on next year.

The Shire continues its zero tolerance for dogs that attack people and will have no hesitation in imposing penalties on their owners which may potentially lead to prosecution in the courts.

Economy



Tourism

Derby Visitor Centre

The Shire continues to support the Derby Visitor Centre with an annual grant of $40,000 to support the centre to encourage tourism and economic development across the Shire. It continued to be a troubling year for tourism with many services impacted by COVID-19 restrictions across the country. The Shire is a proud partner of the Derby Visitor Centre.

Fitzroy Crossing Visitor Centre

The Fitzroy Crossing Visitor Centre is the main location for all Shire of Derby/West Kimberley services in the town including dog and cat registrations, rate and debtor payments, facility hire and development application lodgement. The Visitor Centre is also home to the Fitzroy Crossing library, with a multitude of items and resources available for borrowing or use. Department of Transport services are also offered to the township and wider community with the service hours remaining increased to five days a week.

2021/22 saw restrictions due to the COVID-19 pandemic reduce periodically, providing for a gradual increase in travellers visiting Fitzroy Crossing from both intrastate and interstate than the previous financial year. International and interstate tourism is one of the largest sources of income for the Visitor Centre, meaning the easing of restrictions and increase in tourism numbers was a welcome sight, and the team at the Visitor Centre were so happy to welcome people to the community. The Visitor Centre proudly stocks a majority of gifts and wares sourced from local community and Australia suppliers.

Annual Budget

The Annual Budget is required to be prepared each year and adopted by Council by 31 August.

The 2021/22 budget delivers on the strategies adopted by the Council and maintains a high level of service across all programs while ensuring continued focus on roads. The budget is limited in providing adequate capital renewal and identifying a strategy to improve this situation has remained the focus of the administration.

Challenges the Shire has had to consider in framing the budget included:

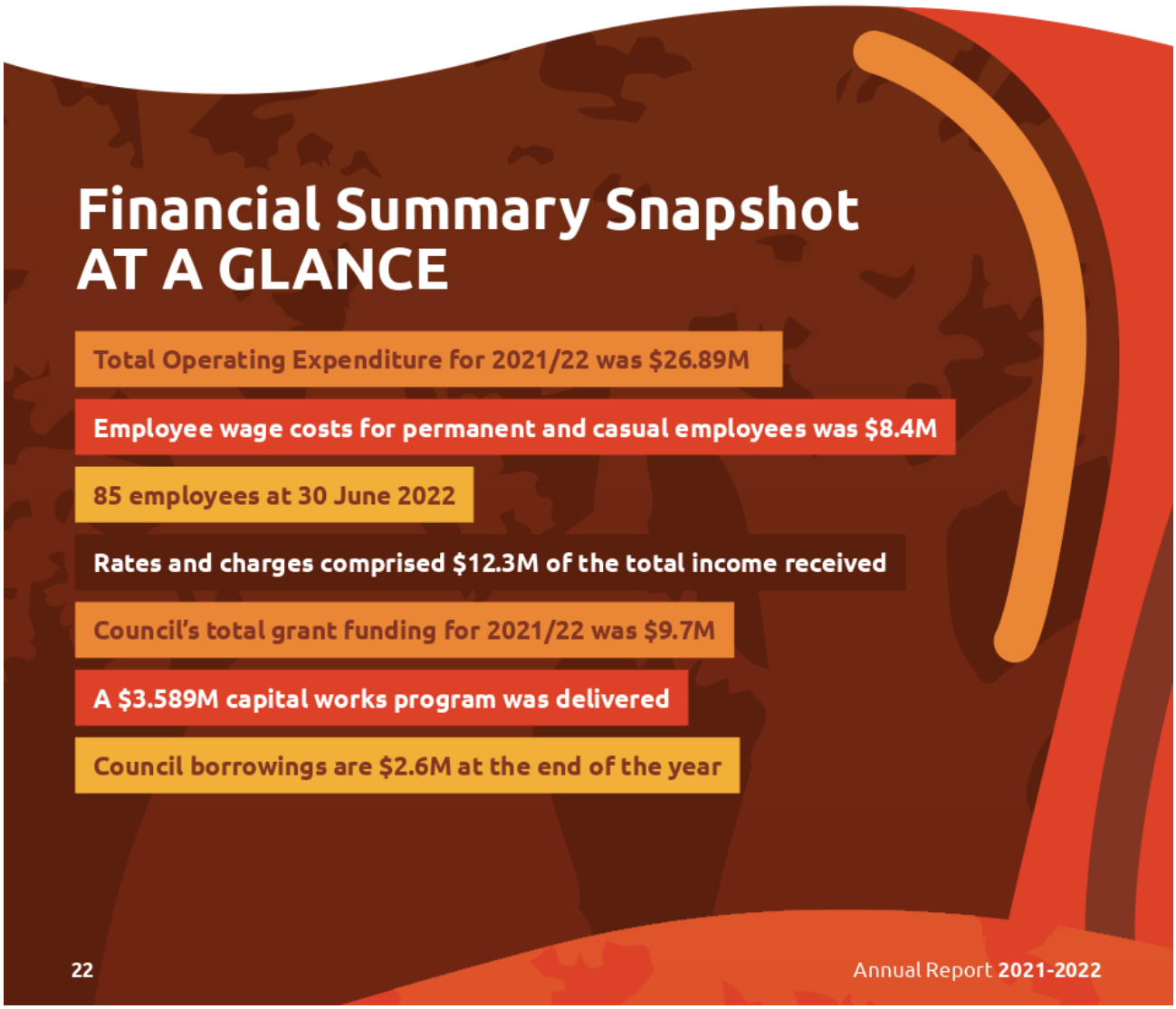
- The economic outlook remains uncertain
- COVID-19 local government rules
- Cost shifting to local government continues to be a concern
- Pensioner rebates capping to remain at $750
- Community expectations on the Shire's capacity to continuously provide or contribute significantly to community and sporting infrastructure
- The ratepayer and residents' lack of propensity to want to pay for the use of facilities or to attend events.

The budget is a fiscally responsible budget which provides for the maintenance of service levels, ongoing focus on road infrastructure and the financing of port and airport capital works.

The main features of the budget included:

- The budget was prepared uniform rates with only the GRV and UV being applicable. Mining rates previously rated separately have benefited from this as the UV rate is lower than they currently were charged.
- There was a decrease in the rateable value of the properties, which caused the rate revenue for 21/22 to be less than the previous year.

- Due to COVID-19 and the impacts of the COVID-19 order 2020, local governments were encouraged not to increase their rates in the dollar with this intention being that they also did not increase rate yields. The Shire provided decreases to the rates in the dollar over all of the rating categories but wanted to ensure an overall rate yield increase. This yield increase was necessary for the Shire to be able to ensure we are able to maintain our current service levels and operations.
- The Shire continues to regularly review strategic and financial plans to ensure service levels support the Shire's ongoing rating strategy to ensure transparency and ongoing sustainability.
- Fees and charges remained the same for the 2021/2022 year due to COVID-19 and only includes any statutory increase applied by the State Government and new fees and charges.
- Household and commercial waste charges remained the same in 2021/2022 due to COVID-19 and are itemised separately in the budget.
- Expenditure on road infrastructure is a major component of Council's capital works strategy to increase the investment in roads across the Shire.



Leadership and Governance

Records Management

The Shire of Derby/West Kimberley remains committed to accurate record keeping practices in accordance with best practice and in compliance with the State Records Act 2000. The Shire's adopted recordkeeping plan remains in compliance with State Records Office expectations.

Governance and Compliance

The annual Department of Local Government Compliance Audit Return (CAR) is required to be completed annually by every local government in Western Australia. The CAR process is a time-consuming, but valuable internal auditing tool to ensure compliance occurs, and the significance of compliance is reinforced throughout the organisation. Notwithstanding the extensive nature of the audit, there was only one area of non-compliance located by officers (covering one question out of 98 questions in total). Officers will continue to work towards improved governance standards across the Shire's operations.

Council Meetings

To improve community access to council meetings and provide a more efficient meeting process for Councillors that attend meetings remotely, a new audio/visual system was installed into the Derby Council Chamber and in the meeting room at Fitzroy Crossing Visitor Centre. The system provides for improved audio for those attending and TV screens enable them to see any other Councillors attending remotely, as well as the minutes being prepared as the meeting progresses.

State and Federal Government Legislation

The State Government is progressing numerous legislative changes to the Local Government Act, which the Council and the administration have been accommodating. The most significant proposal in 2021/22 was to change the future election process for the election of President, from being elected by Council, to being elected by the community. This change still requires legislation to change, but is proposed to come into effect for the 2023 elections.

Corporate Compliance Calendar Initiative

Improvements to governance were again progressed over the 2021/22 financial year. The compliance calendar system (which acts as a governance reminder system and retains corporate knowledge) was further refined, and research was completed on a digital process mapping tool that will allow the Shire's operational processes to be refined, recorded, implemented, and reviewed, and for these processes to be stored digitally for the long term use by Shire staff. Like the corporate calendar, this will reduce the loss of corporate knowledge when staff unfortunately leave our workplace, and further progress the organisation's goal of providing efficient and consistent services to its stakeholders.

Delegations and Policies

Following the 2021 full Shire-policy manual review, the policies progressed through their annual review in February, where approximately half of the policies were again reviewed and reconfirmed, ensuring they have remained current and relevant.

Cyber Security

The Shire's information communications and technology systems already have a multi-factor authentication system in place, plus security software that protects against 'attack' by parties endeavouring to break into our system. Recent large scale and well promoted public company breaches highlight the need for vigilance in this area by the Shire, to ensure its records are safe.

Community and Commercial Land Arrangements

Derby Airport has had several of its commercial leases renegotiated and extended. A greater emphasis has been placed on minimising the annual operating loss at Derby Airport and while full cost recovery is not possible to be achieved, every reasonable effort to lower the ratepayer subsidy is being explored, including now charging landing fees to the Royal Flying Doctor service.

Fitzroy Crossing Airport, whilst smaller than Derby's, provides a valuable health service and also is home to a local helicopter service. The Shire was able to secure $3,000,000 in grants from the State and Federal Governments to refurbish the airstrip, which will occur in 2023. This work will ensure the airstrip stays safe to users for future years.

Derby Port is operated by the Shire under a lease arrangement with the State Government. The port has numerous users and 2021/22 saw a renegotiation with Kimberley Mineral Sands (KMS) and its lease. The Shire is very keen to see KMS export from the Derby Port as this will maximise port revenues and local economic development, but the negotiations were able to also secure an agreement for the position where we would receive port contributions even if KMS does not use the Derby Port.

The Shire has applied to Main Roads WA to take over the ownership of Jetty Road, which if successful, will mean that one of the Shire's busiest roads will no longer be a Shire responsibility to maintain.

The Shire has numerous leases it manages, including housing, Fitzroy Crossing Swimming Pool, and community group facilities. A number of these expired and were renegotiated during the 2021/22 year period.

The Shire's information technology contract was tendered and finalised. A new multi-year contract with the existing provider was entered into for this important operational service. The new contract includes improvements in how the service is managed between the Shire and the service provider.

A submission was lodged with the WA Grants Commission, arguing that the Shire deserved a higher level of grant funding than it currently receives. The decision on whether we have been successful in with our proposal will not be known until close to the end of 2021/22.

Continuous Improvement

Work continues on our internal workflow procedures so we can progressively and continuously improve our efficiency levels. New software to help plan, store, and display internal processes was secured to help manage this. Process mapping will be a focus of the organisation for the next couple of years. It will help standardisation of services, and minimise corporate knowledge loss due to our existing high levels of staff turnover.

Financial Sustainability

Fees and Charges

A review of the entire schedule of Shire fees and charges occurs annually as part of the budget process. Airports have been one particular area considered in recent years, as these charges had not been lifted for several years prior. Waste collection service fees was also a concentration point, as waste collection charges income is well below the cost of the service provided. Waste collection fees will be reviewed annually over the next several years, with the view to achieving a 'full cost recovery' outcome for the Shire if that is considered practical.

People and Culture

A concerted effort has been made in this budget to contain staff costs, however additional staff are required to maintain and develop Council's facilities and services to the community.

Training

There continues to be a strong push towards knowledge retention through training and developing staff from within ranks. An improving induction process aimed at delivering essential training from the first day including an online Work Health and Safety training module and cultural awareness has been implemented. Group training opportunities offered to staff throughout 2021/22 included introduction to local government; Synergy records and financial training; report writing/ agendas and minutes; and style guide refreshers. There were also a number of webinar sessions with information on financial security, mental wellbeing and leadership development.

Recruitment

2021/22 saw 33 positions advertised. Of the 33 appointments made, nine were successful internal applicants providing career development and supporting retention and succession planning across multiple departments.

The Shire continued to support the promotion of a local workforce working closely with the high school and local employment agencies to bring on new trainees and provide work place learning experiences.

The Shire has also taken strides in the ever changing environment of workplace flexibility and modernisation of the workforce. In the wake of COVID-19 pandemic and the high focus on mental health within the updated Work Health and Safety Act, there has been an increasing requirement to provide the ability to work from home with remote/ hybrid options across all employment sectors.

The advantages of the changing workplace have been many with the retention of skilled employees in hard to recruit positions despite the transient nature of the Shire. This has the added benefit of providing stability and business continuity with trained and knowledgeable staff that feel valued.

Payments to Employees

A requirement under section 19B of the Local Government (Administration) Regulations is that the annual report is to contain details of the number of employees of the local government entitled to an annual salary including allowances of $130,000 or more.

	Salary & Allowances
Salary Range	**2021-2022**
130,000 to 139,999	
140,000 to 149,999	2
150,000 to 159,999	1
160,000 to 169,999	
170,000 to 179,999	
180,000 to 189,999	1
190,000 to 199,999	
200,000 to 209,999	
210,000 to 219,999	
220,000 to 229,999	
230,000 to 239,999	
240,000 to 249,999	
250,000 to 259,999	2

Work Health and Safety

Work Health Safety has been a high priority for the Shire since the updated implementations of the Work Health Safety Act. The Shire has created a Work Health and Safety committee, as well as appointed Health and Safety Representatives (HSR) for each area. The committee conduct bi-monthly meetings to discuss outstanding issues and are working together to update and maintain the safety requirements within all departments.

A new role of Senior Work Health and Safety Officer was created, and has been undertaken by a new employee. The appointed staff member is creating networks with other local governments, as well as undertaking required study in order to ensure the Shire is on the right track to becoming competent in all safety areas and falls within the obligatory requirements.

National Competition Policy – Compliance

In 1995 the Council of Australian Governments entered into a number of agreements, collectively known as the National Competition Policy. Local government is affected mainly where it operates significant business activities which compete, or could compete, with private sector businesses. Local government is also affected where Local Laws unnecessarily affect competition. The Shire is required to comply with certain policies contained within the National Competition Policy Statement and report on progress in connection with the National Competitive Neutrality Principles and review of Local Laws. Each local government must report its progress in achieving National Competition Policy reforms in its annual report broadly under the following categories:

- Competitive Neutrality
- Legislation Review
- Structural Reform

Competitive Neutrality

This principle deals with ensuring that government business operations have no advantage or disadvantage in comparison with the private sector. The policy dictates that competitive neutrality should apply to all business activities which generate a user pays income of over $200,000 unless it can be shown that it is not in the public interest. In this regard, no significant new business activities for the purposes of competitive neutrality were initiated or considered during the year and no non-compliance allegations were made.

Legislation Review

The Shire of Derby/West Kimberley did not promulgate any new legislation and as legislation is reviewed, it will be done with the National Competition Policy in mind. The Local Government Act 1995 requires all existing Local Laws to be reviewed every eight years. As part of this process the intention to review Local Laws is advertised in the media giving residents and ratepayers the opportunity to comment on any proposed changes, additions or deletions to the Shire's Local Laws.

Structural Reform

The Shire of Derby/West Kimberley did not undertake any structural reform during the 2021/22 financial year.

Register of Complaints

Section 5.121 of the Local Government Act 1995 requires the complaints officer of the local government to maintain a register of complaints which records all complaints that result in an action under section 5.110 (6)(b) or (c). For the purposes of section 5.53(2) (hb) of the Local Government Act 1995 it is advised that the Shire of Derby/West Kimberley received zero complaints during this period.

Freedom of Information

In accordance with section 96 and 97 of the Freedom of Information Act 1992, the Shire is required to publish an information statement that details the process for applying for information under the Act, as well as information that the Shire provides outside the Act. This document is reviewed annually and available from the Shire's administration office or website. During 2021/22 the Shire received two Freedom of Information applications, which were both provided access. The Act requires that all applications are responded to within 45 days with which the Shire is compliant.

Public Interest Disclosure

In accordance with the requirements of the Public Interest Disclosure Act 2003, the Shire of Derby/West Kimberley has established procedures to facilitate the making of disclosures under the Act. These procedures set out the processes in respect to protected disclosures, generally to protect people from reprisal for making protected disclosures, and to provide guidance on investigations. The Shire reviewed its document on rights and obligations under the Public Interest Disclosures Act 2003 and the updated document is now available on the Shire's website. In the 2021/22 financial year, no disclosures relating to improper conduct were made to the Shire and therefore no disclosures were referred to the Ombudsman.

Register of Gifts

Elected Members and employees of the Shire are to disclose any gift or contribution to travel received over $200.00 in writing to the Chief Executive Officer within 10 days of receipt.

The Chief Executive Officer keeps a register of gifts which is made available on the Shire's website during the year. The register is also available for public inspection at the Shire's Administration office.

Customer Service

The Shire of Derby/West Kimberley Administration office is the go-to location for all Shire services in Derby, Fitzroy Crossing and surrounds. The Customer Service team provide assistance for any Shire related enquiries.

The Customer Service Charter is a key guiding document for all customer service functions and the Shire always aims to provide outstanding customer service to all of our customers.

2022/2023 – The Year Ahead

Plan for the Future

Council has undertaken a significant review of its Strategic Community Plan 2021-2031 (SCP) and associated documents such as the Corporate Business Plan, Asset Management Plan and Workforce Management Plan in recent years.

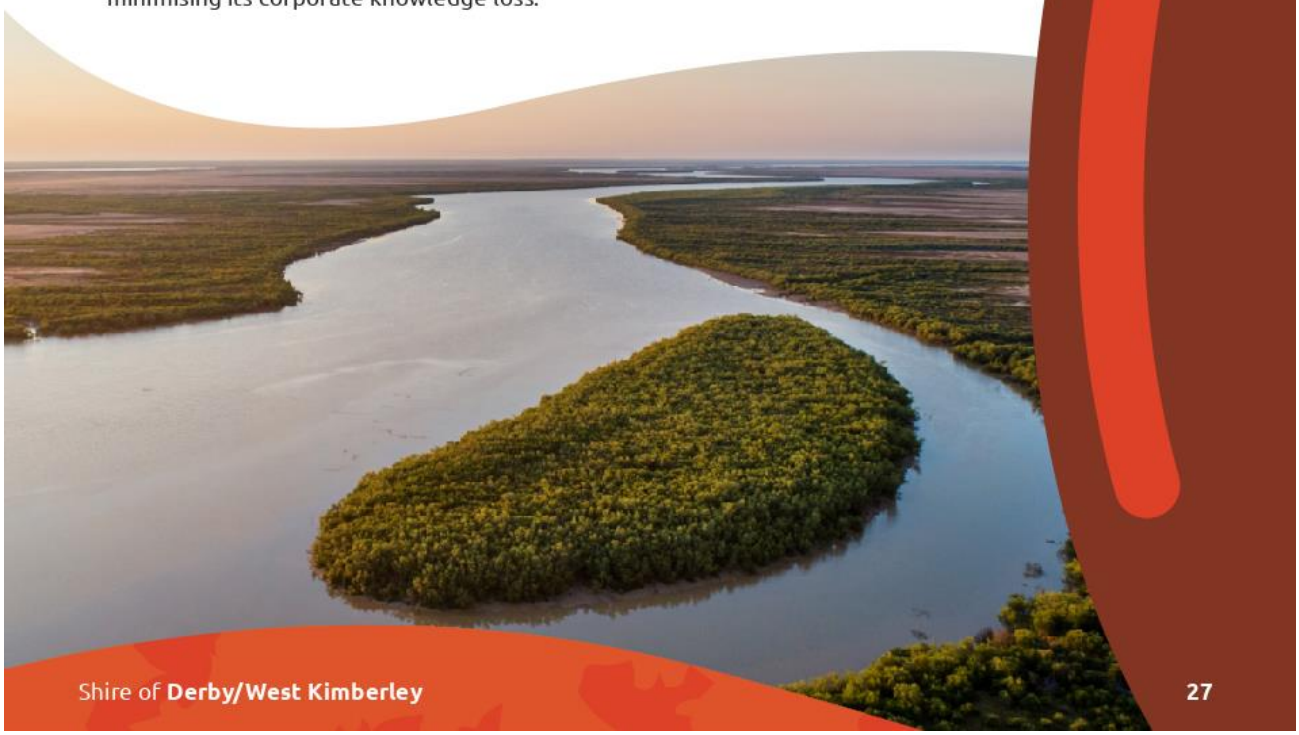
Throughout 2022/23 the Shire is looking forward to delivering on another exciting year in accordance with the vision and values outlined in the key pillars of the SCP:

'A place where people want to live, invest, visit and return to'

- Leadership and Governance
- Community
- Economy
- Environment

Some of the key projects and initiatives the Shire is anticipating on undertaking over the next financial year include:

- Finalising and adopting the Derby Port Masterplan
- Staging another season of the Kimberley Art and Photographic Prize
- Endeavouring to secure funding for the refurbishment of the Fitzroy Crossing Airport's airstrip
- Finalising the agreement with Kimberley Mineral Sands for its contribution towards the Derby Port
- Continuing to maintain the Shire's road network system, including promptly progressing adverse weather event damage claims through the relevant funding body, and
- Locating innovative solutions to improve the Shire's resource capacity and minimising its corporate knowledge loss.



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Community Vision

'A place where people want to live, invest, visit and return to'.

Statement by the Chief Executive Officer

SHIRE OF DERBY/WEST KIMBERLEY
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Derby/West Kimberley for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Shire of Derby/West Kimberley at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 17 day of April 2023

Chief Executive Officer

Amanda Dexter
Name of Chief Executive Officer

Statement of Comprehensive Income by Nature or Type

For the Year Ended 30 June 2022

	NOTE	2022 Actual $	2022 Budget $	2021 Actual $
Revenue				
Rates	22(a),2(a)	7,626,940	7,678,514	7,365,244
Operating grants, subsidies and contributions	2(a)	9,707,898	5,971,350	9,572,828
Fees and charges	21(c),2(a)	4,673,497	4,180,441	3,705,444
Interest earnings	2(a)	163,817	225,000	261,755
Other revenue	2(a)	757,070	156,254	669,882
		22,929,222	18,211,559	21,575,153
Expenses				
Employee costs		(8,412,576)	(9,498,560)	(6,868,307)
Materials and contracts		(7,664,294)	(8,626,979)	(7,583,028)
Utility charges		(839,837)	(884,529)	(909,609)
Depreciation	8(a)	(7,806,061)	(7,131,200)	(7,268,331)
Finance costs	2(b)	(442,451)	(135,801)	(354,941)
Insurance		(1,161,903)	(1,167,763)	(979,070)
Other expenditure	2(b)	(562,219)	(490,508)	(749,530)
		(26,889,341)	(27,935,340)	(24,712,816)
		(3,960,119)	(9,723,781)	(3,137,663)
Capital grants, subsidies and contributions	2(a)	3,630,762	22,040,788	1,054,897
Profit on asset disposals	8(b)	73,329	0	28,788
Loss on asset disposals	8(b)	(6,505)	0	(199,314)
Loss on revaluation of Other infrastructure- footpaths	7(a)	0	0	(1,394,281)
		3,697,586	22,040,788	(509,910)
Net result for the period	21(b)	**(262,533)**	**12,317,007**	**(3,647,573)**
Other comprehensive income for the period				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	14	519,102	0	146,235,551
Total other comprehensive income for the period		**519,102**	**0**	**146,235,551**
Total comprehensive income for the period		**256,569**	**12,317,007**	**142,587,978**

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

*Restated 2021 Actual refer to Note 27 Correction of Prior Period Error.

Statement of Financial Position

As at 30 June 2022

	NOTE	2022	Restated* 2021	Restated* 1 July 2020
		$	$	$
CURRENT ASSETS				
Cash and cash equivalents	3	11,335,343	8,934,223	6,235,956
Trade and other receivables	4	2,191,887	2,625,530	3,824,167
Inventories	5	49,353	32,395	54,679
TOTAL CURRENT ASSETS		13,576,583	11,592,148	10,114,802
NON-CURRENT ASSETS				
Trade and other receivables	4	110,862	108,614	123,754
Property, plant and equipment	6	47,165,700	47,462,841	39,665,016
Infrastructure	7	285,983,108	285,681,107	153,313,640
TOTAL NON-CURRENT ASSETS		333,259,670	333,252,562	193,102,410
TOTAL ASSETS		346,836,253	344,844,710	203,217,212
CURRENT LIABILITIES				
Trade and other payables	9	7,031,364	3,649,766	3,681,924
Other liabilities	10	2,611,951	1,001,277	529,572
Borrowings	11	381,779	368,840	373,274
Employee related provisions	12	691,514	578,267	558,741
Other provisions	13	130,237	0	
TOTAL CURRENT LIABILITIES		10,846,845	5,598,150	5,143,511
NON-CURRENT LIABILITIES				
Borrowings	11	2,684,742	3,066,521	3,435,361
Employee related provisions	12	59,355	159,406	81,031
Other provisions	13	5,464,972	8,496,863	9,621,517
TOTAL NON-CURRENT LIABILITIES		8,209,069	11,722,790	13,137,909
TOTAL LIABILITIES		19,055,914	17,320,940	18,281,420
NET ASSETS		327,780,339	327,523,770	184,935,792
EQUITY				
Retained surplus		60,689,982	60,952,515	64,073,235
Reserve accounts	25	975,801	975,801	1,502,654
Revaluation surplus	14	266,114,556	265,595,454	119,359,903
TOTAL EQUITY		327,780,339	327,523,770	184,935,792

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

*Restated 1 July 2020 refer to Note 27 Correction of Prior Period Error.
*Restated 30 June 2021 refer to Note 27 Correction of Prior Period Error.

Statement of Changes In Equity

For the Year Ended 30 June 2022

	NOTE	RETAINED SURPLUS	RESERVE ACCOUNTS	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2020		**66,097,921**	**1,502,654**	**119,359,903**	**186,960,478**
Correction of prior period error	27	(2,024,686)	0	0	(2,024,686)
Restated balance at the beginning of the financial year		**64,073,235**	**1,502,654**	**119,359,903**	**184,935,792**
Comprehensive income for the period					
Restated net result for the period		(3,647,573)	0	0	(3,647,573)
Restated other comprehensive income for the period	14, 27	0	0	146,235,551	146,235,551
Total comprehensive income for the period		(3,647,573)	0	146,235,551	142,587,978
Transfers from reserves	25	526,853	(526,853)	0	0
Restated balance as at 30 June 2021	27	**60,952,515**	**975,801**	**265,595,454**	**327,523,770**
Comprehensive income for the period					
Net result for the period		(262,533)	0	0	(262,533)
Other comprehensive income for the period	14	0	0	519,102	519,102
Total comprehensive income for the period		(262,533)	0	519,102	256,569
Balance as at 30 June 2022		**60,689,982**	**975,801**	**266,114,556**	**327,780,339**

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

Statement of Cash Flows

For the Year Ended 30 June 2022

	NOTE	2022 Actual $	2022 Budget $	2021 Actual $
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		7,382,061	7,678,514	9,014,722
Operating grants, subsidies and contributions		9,658,549	4,543,559	9,545,810
Fees and charges		4,699,436	4,180,441	3,640,102
Interest received		163,817	225,000	261,755
Goods and services tax received		497,247	0	939,663
Other revenue		757,070	156,254	669,882
		23,158,180	16,783,768	24,071,934
Payments				
Employee costs		(8,355,346)	(9,498,560)	(6,740,546)
Materials and contracts		(3,605,416)	(8,626,979)	(8,230,785)
Utility charges		(839,837)	(884,529)	(909,609)
Finance costs		(238,193)	(135,801)	(117,250)
Insurance paid		(1,161,903)	(1,167,763)	(979,070)
Goods and services tax paid		(629,855)	0	(846,763)
Other expenditure		(442,534)	(490,508)	(749,530)
		(15,273,084)	(20,804,140)	(18,573,553)
Net cash provided by (used in) operating activities	15(b)	7,885,096	(4,020,372)	5,498,381
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	6(a)	(1,027,848)	(1,635,286)	(774,846)
Payments for construction of infrastructure	7(a)	(9,537,915)	(23,342,110)	(3,589,428)
Non-operating grants, subsidies and contributions		5,329,129	22,040,788	1,828,621
Proceeds from sale of property, plant & equipment	8(b)	121,498	90,400	108,813
Net cash provided by (used in) investing activities		(5,115,136)	(2,846,208)	(2,426,840)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	24(a)	(368,840)	(368,840)	(373,274)
Net cash provided by (used in) financing activities		(368,840)	(368,840)	(373,274)
Net increase (decrease) in cash held		2,401,120	(7,235,420)	2,698,267
Cash at beginning of year		8,934,223	8,934,223	6,235,956
Cash and cash equivalents at the end of the year	15(a)	11,335,343	1,698,803	8,934,223

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

Rate Setting Statement

For the Year Ended 30 June 2022

	NOTE	2022 Actual $	2022 Budget $	2021 Actual $
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	23(b)	5,789,478	5,586,629	3,841,911
OPERATING ACTIVITIES				
Revenue from operating activities (excluding general rate)				
Operating grants, subsidies and contributions		9,707,898	5,971,350	9,572,828
Fees and charges		4,673,497	4,180,441	3,705,444
Interest earnings		163,817	225,000	261,755
Other revenue		757,070	156,254	669,882
Profit on asset disposals	8(b)	73,329	0	28,788
		15,375,611	10,533,045	14,238,697
Expenditure from operating activities				
Employee costs		(8,412,576)	(9,498,560)	(6,868,307)
Materials and contracts		(7,664,294)	(8,626,979)	(7,583,028)
Utility charges		(839,837)	(884,529)	(909,609)
Depreciation		(7,806,061)	(7,131,200)	(7,268,331)
Finance costs		(442,451)	(135,801)	(354,941)
Insurance		(1,161,903)	(1,167,763)	(979,070)
Other expenditure		(562,219)	(490,508)	(749,530)
Loss on asset disposals	8(b)	(6,505)	0	(199,314)
Loss on revaluation of non-current assets		0	0	(1,394,281)
		(26,895,846)	(27,935,340)	(26,306,411)
Non-cash amounts excluded from operating activities	23(a)	7,824,317	7,131,200	9,697,022
Amount attributable to operating activities		(3,695,918)	(10,271,095)	(2,370,692)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		3,630,762	22,040,788	1,054,897
Proceeds from disposal of assets	8(b)	121,498	90,400	108,813
Purchase of property, plant and equipment	6(a)	(1,027,848)	(1,635,286)	(774,846)
Purchase and construction of infrastructure	7(a)	(9,537,915)	(23,342,110)	(3,589,428)
Amount attributable to investing activities		(6,813,503)	(2,846,208)	(3,200,564)
FINANCING ACTIVITIES				
Repayment of borrowings	24(a)	(368,840)	(368,840)	(373,274)
Transfers from reserves (restricted assets)	25	0	221,000	526,853
Amount attributable to financing activities		(368,840)	(147,840)	153,579
Surplus/(deficit) before imposition of general rates		(5,088,783)	(7,678,514)	(1,575,766)
Total amount raised from general rates	22(a)	7,626,940	7,678,514	7,365,244
Surplus/(deficit) after imposition of general rates	23(b)	**2,538,157**	**0**	**5,789,478**

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

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Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

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

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

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

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

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

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

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.
- estimation of provisions

Comparative figures are, where appropriate, reclassified to be comparable with figures presented in the current year.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

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

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Timing of revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	On entry or at conclusion of hire
Fees and charges for other goods and services	Goods and services, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works

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

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	7,626,940	0	7,626,940
Operating grants, subsidies and contributions	1,950,199	0	0	7,757,699	9,707,898
Fees and charges	2,684,303	0	1,867,455	121,739	4,673,497
Interest earnings	0	0	149,395	14,422	163,817
Other revenue	283,459	0	0	473,611	757,070
Non-operating grants, subsidies and contributions	542,284	3,088,478	0	0	3,630,762
Total	5,460,245	3,088,478	9,643,790	8,367,471	26,559,984

For the year ended 30 June 2021

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	$	$	$	$	$
Rates	0	0	7,365,244	0	7,365,244
Operating grants, subsidies and contributions	3,069,500	0	0	6,503,328	9,572,828
Fees and charges	1,778,332	0	1,553,054	374,058	3,705,444
Interest earnings	0	0	238,542	23,213	261,755
Other revenue	315,505	0	0	354,377	669,882
Non-operating grants, subsidies and contributions	206,717	848,180	0	0	1,054,897
Total	5,370,054	848,180	9,156,840	7,254,976	22,630,050

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual	2022 Budget	2021 Actual
Interest earnings				
Interest on reserve funds		0	0	17,511
Rates instalment and penalty interest (refer Note 22(c))		149,395	225,000	238,542
Other interest earnings		14,422	0	5,702
		163,817	225,000	261,755
(b) Expenses				
Auditors remuneration				
- Audit of the Annual Financial Report		69,000	66,300	65,000
- Other services		2,500	0	3,900
		71,500	66,300	68,900
Finance costs				
Borrowings	24(a)	124,835	115,801	117,250
Other		0	20,000	0
Other provisions: unwinding of discount	13	317,616	0	237,691
		442,451	135,801	354,941
Other expenditure				
Impairment losses on rates receivables		30,179	0	228,658
Impairment losses on receivables from contracts with customers		6,327	0	141,887
Sundry expenses		525,713	490,508	378,985
		562,219	490,508	749,530

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

3. CASH AND CASH EQUIVALENTS

	Note	2022	2021
		$	$
Cash at bank and on hand		10,359,542	7,661,934
Term deposits		975,801	1,272,289
Total cash and cash equivalents	15(a)	11,335,343	8,934,223
Held as			
- Unrestricted cash and cash equivalents		10,359,542	7,958,422
- Restricted cash and cash equivalents	15(a)	975,801	975,801
		11,335,343	8,934,223

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk and which are subject to an insignificant risk of changes in value.

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

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

Details of restrictions on financial assets can be found at Note 15.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

4. TRADE AND OTHER RECEIVABLES

	Note	2022 $	2021 $
Current			
Rates receivable		1,779,222	2,274,863
Trade and other receivables		966,217	1,077,423
GST receivable		242,237	109,629
Allowance for credit losses of trade and other receivables	18(b)	(374,162)	(367,835)
Allowance for credit losses of rates receivables		(488,162)	(468,550)
Accrued income		66,535	0
		2,191,887	2,625,530
Non-current			
Pensioner's rates and ESL deferred		110,862	108,614
		110,862	108,614

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 18.

Classification and subsequent measurement

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

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

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

5. INVENTORIES

	2022 $	2021 $
Current		
Fuel and materials	49,353	32,395
	49,353	32,395
The following movements in inventories occurred during the year:		
Balance at beginning of year	32,395	54,679
Inventories expensed during the year	(91,907)	(90,554)
Additions to inventory	108,865	68,270
Balance at end of year	49,353	32,395

SIGNIFICANT ACCOUNTING POLICIES

General

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

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

6. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

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

	Note	Land	Buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Computer equipment	Total property, plant and equipment
		$	$	$	$	$	$	$
*Restated balance at 1 July 2020	27	3,450,000	34,653,194	38,103,194	16,240	1,468,245	77,337	39,665,016
Additions		0	665,726	665,726	31,169	77,951	0	774,846
Disposals		0	(276,226)	(276,226)	0	(3,113)	0	(279,339)
Revaluation increments / (decrements) transferred to revaluation surplus		763,000	8,731,138	9,494,138	0	0	0	9,494,138
Depreciation	8(a)	0	(950,099)	(950,099)	(3,863)	(265,758)	(29,084)	(1,248,804)
Transfers		0	(974,185)	(974,185)	48,253	31,169	(48,253)	(943,016)
Restated balance at 30 June 2021	27	4,213,000	41,849,548	46,062,548	91,799	1,308,494	0	47,462,841
Comprises:								
Gross balance amount at 30 June 2021		4,213,000	41,849,548	46,062,548	254,459	2,260,586	0	48,577,593
Accumulated depreciation at 30 June 2021		0	0	0	(162,660)	(952,092)	0	(1,114,752)
Restated balance at 30 June 2021	27	4,213,000	41,849,548	46,062,548	91,799	1,308,494	0	47,462,841
Additions		0	500,948	500,948	66,807	460,093	0	1,027,848
Disposals		0	0	0	0	(54,674)	0	(54,674)
Depreciation	8(a)	0	(970,090)	(970,090)	(34,488)	(265,737)	0	(1,270,315)
Balance at 30 June 2022		4,213,000	41,380,406	45,593,406	124,118	1,448,176	0	47,165,700
Comprises:								
Gross balance amount at 30 June 2022		4,213,000	42,350,496	46,563,496	321,266	2,584,067	0	49,468,829
Accumulated depreciation at 30 June 2022		0	(970,090)	(970,090)	(197,148)	(1,135,891)	0	(2,303,129)
Balance at 30 June 2022		4,213,000	41,380,406	45,593,406	124,118	1,448,176	0	47,165,700

*At 30 June 2021, landfill assets were reclassified to Infrastructure, refer to Note 7 and Note 27.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

7. INFRASTRUCTURE

(a) Movements in Balances

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

	Note	Infrastructure - roads	Other infrastructure- drainage	Other infrastructure- footpaths	Other infrastructure - land & parks	Other infrastructure - wharf	Other infrastructure - airports	Other infrastructure - other structures	Other infrastructure - landfill assets	Total Infrastructure
		$	$	$	$	$	$	$	$	$
*Restated balance at 1 July 2020	27	113,733,423	4,368,470	2,430,994	1,385,184	3,552,465	15,356,310	8,857,680	3,629,114	153,313,640
Additions		3,396,131	0	273	7,040	73,693	0	112,291	0	3,589,428
Revaluation increments / (decrements) transferred to revaluation surplus		105,229,595	(2,298,096)	(192,005)	2,123,530	17,705,999	13,467,942	(128,506)	(659,628)	135,248,831
Revaluation (loss) / reversals transferred to profit or loss		0	0	(1,394,281)	0	0	0	0	0	(1,394,281)
Depreciation	8(a)	(3,338,465)	(666,807)	(69,614)	(109,362)	(187,146)	(912,029)	(598,973)	(137,131)	(6,019,527)
Transfers		(12,774)	0	(191,231)	0	37,445	988,890	120,686	0	943,016
Restated balance at 30 June 2021	27	219,007,910	1,403,567	584,136	3,406,392	21,182,456	28,901,113	8,363,178	2,832,355	285,681,107
Comprises:										
Gross balance at 30 June 2021		219,007,910	1,403,567	584,136	3,406,392	21,182,456	28,901,113	8,363,178	8,557,378	291,406,130
Accumulated depreciation at 30 June 2021		0	0	0	0	0	0	0	(5,725,023)	(5,725,023)
Restated balance at 30 June 2021	27	219,007,910	1,403,567	584,136	3,406,392	21,182,456	28,901,113	8,363,178	2,832,355	285,681,107
Additions		7,701,714	1,042,267	201,190	36,681	200,529	5,880	349,654	0	9,537,915
Revaluation increments / (decrements) transferred to revaluation surplus	14	0	0	0	0	0	0	0	(1,210,251)	(1,210,251)
Impairment (losses) / reversals	14	(1,199,320)	(290,597)	0	0	0	0	0	0	(1,489,917)
Depreciation	8(a)	(4,498,885)	(53,609)	(29,917)	(157,476)	(634,957)	(603,832)	(437,094)	(119,976)	(6,535,746)
Balance at 30 June 2022		221,011,419	2,101,628	755,409	3,285,597	20,748,028	28,303,161	8,275,738	1,502,128	285,983,108
Comprises:										
Gross balance at 30 June 2022		225,510,304	2,155,237	785,326	3,443,073	21,382,985	28,906,993	8,712,832	5,662,972	296,559,722
Accumulated depreciation at 30 June 2022		(4,498,885)	(53,609)	(29,917)	(157,476)	(634,957)	(603,832)	(437,094)	(4,160,844)	(10,576,614)
Balance at 30 June 2022		221,011,419	2,101,628	755,409	3,285,597	20,748,028	28,303,161	8,275,738	1,502,128	285,983,108

*Landfill assets have been reclassified from PPE as at 30 June 2021. Refer to Note 6 and Note 27.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

7. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - roads	Level 3	Cost approach using current replacement cost	Independent valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure- drainage	Level 3	Cost approach using current replacement cost	Independent valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure- footpaths	Level 3	Cost approach using current replacement cost	Independent valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - land & parks	Level 3	Cost approach using current replacement cost	Independent valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - wharf	Level 3	Cost approach using current replacement cost	Independent valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - airports	Level 3	Cost approach using current replacement cost	Independent valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - other structures	Level 3	Cost approach using current replacement cost	Independent valuation	June 2021	Construction costs and current condition, residual values and remaining useful life assessments
Other infrastructure - landfill assets	Level 3	Cost approach using depreciated replacement cost and using discounted cash flow methodology for make good estimates	Management valuation utilising independent estimates of future make good costs	June 2022	Construction costs including discounted future make good cost estimates and remaining useful life estimates

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

8. FIXED ASSETS

(a) Depreciation

	Note	2022 Actual	2022 Budget	Restated 2021 Actual
		$	$	$
Buildings	6(a)	970,090	950,099	950,099
Furniture and equipment	6(a)	34,488	4,067	3,863
Plant and equipment	6(a)	265,737	265,759	265,758
Computer equipment	6(a)	0	29,084	29,084
Infrastructure - roads	7(a)	4,498,885	3,338,465	3,338,465
Other infrastructure- drainage	7(a)	53,609	666,807	666,807
Other infrastructure- footpaths	7(a)	29,917	69,614	69,614
Other infrastructure - land & parks	7(a)	157,476	109,157	109,362
Other infrastructure - wharf	7(a)	634,957	187,146	187,146
Other infrastructure - airports	7(a)	603,832	912,029	912,029
Other infrastructure - other structures	7(a)	437,094	598,973	598,973
Other infrastructure - landfill assets	7(a)	119,976	0	137,131
		7,806,061	7,131,200	7,268,331

Depreciation rates

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

Asset Class	Useful life
Buildings	25 to 40 years
Furniture and equipment	3 to 10 years
Plant and equipment	4 to 15 years
Infrastructure roads	8 to 100 years
Other infrastructure - drainage	40 years
Other infrastructure - footpaths	26 years
Other infrastructure - land & parks	25 years
Other infrastructure - wharf	35 years
Other infrastructure - airports	8 to 65 years
Other infrastructure - other structures	10 to 50 years
Other infrastructure - landfill assets	20 to 50 years

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

8. FIXED ASSETS (Continued)

(b) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	$	$	$	$	$	$	$	$	$	$	$	$
Buildings	0	0	0	0	0	0	0	0	276,226	76,912	0	(199,314)
Plant and equipment	54,674	121,498	73,329	(6,505)	90,400	90,400	0	0	3,113	31,901	28,788	0
	54,674	121,498	73,329	(6,505)	90,400	90,400	0	0	279,339	108,813	28,788	(199,314)

The following assets were disposed of during the year.

Plant and Equipment	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
	$	$	$	$
Governance				
Toyota Prado GXL 2013	20,000	32,000	12,000	0
Recreation and culture				
Morbark Wood Chipper	318	3,488	3,170	0
Transport				
Ford PX Ranger	6,501	0	0	(6,501)
Kuboto F3680 Mower Vin	2,200	5,691	3,491	0
South Pacific Jet AI fuel truck	2,317	40,559	38,242	0
Other property and services				
Tractor 4wd	2,085	2,081	0	(4)
Toyota Camry Altise	7,288	7,500	212	0
Fuel trailer	340	666	326	0
Kubota Front end loader	4,763	13,538	8,775	0
Fuso Canter	4,780	8,340	3,560	0
Kubota mower	4,082	7,635	3,553	0
	54,674	121,498	73,329	(6,505)

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

8. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

Initial recognition and measurement for assets held at cost

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

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

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

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

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

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

Revaluation

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

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

Revaluation (continued)

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

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

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

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

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

9. TRADE AND OTHER PAYABLES

	2022 $	2021 $
Current		
Sundry creditors	3,612,589	1,473,262
Prepaid rates	164,192	902,464
Accrued payroll liabilities	159,733	115,699
Other payables	265,482	564,083
Accrued expenses	2,820,338	594,258
Accrued interest on borrowings	9,030	0
	7,031,364	3,649,766

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

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

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

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

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.
The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

10. OTHER LIABILITIES

	2022 $	2021 $
Current		
Contract liabilities	124,860	227,553
Capital grant/contributions liabilities	2,487,091	773,724
	2,611,951	1,001,277
Reconciliation of changes in contract liabilities		
Opening balance	227,553	529,572
Additions	40,000	227,553
Revenue from contracts with customers included as a contract liability at the start of the period	(142,693)	(529,572)
	124,860	227,553
The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.		
Reconciliation of changes in capital grant/contribution liabilities		
Opening balance	773,724	0
Additions	2,276,411	773,724
Revenue from capital grant/contributions held as a liability at the start of the period	(563,044)	0
	2,487,091	773,724
Expected satisfaction of capital grant/contribution liabilities		
Less than 1 year	2,487,091	773,724

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

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

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 20(i)) due to the unobservable inputs, including own credit risk.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

11. BORROWINGS

	Note	2022 Current	2022 Non-current	2022 Total	2021 Current	2021 Non-current	2021 Total
Secured		$	$	$	$	$	$
Debentures		381,779	2,684,742	3,066,521	368,840	3,066,521	3,435,361
Total secured borrowings	24(a)	381,779	2,684,742	3,066,521	368,840	3,066,521	3,435,361

Secured liabilities and assets pledged as security
Debentures and bank overdrafts are secured by a floating charge over the assets of the Shire of Derby/West Kimberley.

The Shire of Derby/West Kimberley has complied with the financial covenants of its borrowing facilities during the 2022 and 2021 years.

SIGNIFICANT ACCOUNTING POLICIES

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

Fair values of borrowings are not materiallly different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierachy (see Note 20(i)) due to the unobservable inputs, including own credit risk.

Risk
Information regarding exposure to risk can be found at Note 18.
Details of individual borrowings required by regulations are provided at Note 24(a).

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

12. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	2022 $	2021 $
Current provisions		
Employee benefit provisions		
Annual Leave	364,110	306,559
Long Service Leave	327,404	271,708
	691,514	578,267
Non-current provisions		
Long Service Leave	59,355	159,406
	59,355	159,406
	750,869	737,673

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2022 $	2021 $
Amounts are expected to be settled on the following basis:		
Less than 12 months after the reporting date	454,576	578,267
More than 12 months from reporting date	296,293	159,406
	750,869	737,673

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

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

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

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

13. OTHER PROVISIONS

	Note	Make good provisions	Provision for Deferred Creditors - RAAF Curtain	Total
		$	$	$
Restated opening balance at 1 July 2021				
Non-current provisions	27	8,366,626	130,237	8,496,863
		8,366,626	130,237	8,496,863
Charged to profit or loss				
- unwinding of discount	2(b)	317,616	0	317,616
- Movement on revaluation of provision	14	(3,219,270)	0	(3,219,270)
Balance at 30 June 2022		5,464,972	130,237	5,595,209
Comprises				
Current		0	130,237	130,237
Non-current		5,464,972	0	5,464,972
		5,464,972	130,237	5,595,209

Other provisions

Amounts which are reliably expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on factors beyond the control of the local government.

Make good provisions

Under the licence for the operation of the Shire of Derby-West Kimberley waste landfill site, the Shire has a legal obligation to restore the site.

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

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

Provisions

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

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

14. REVALUATION SURPLUS

	2022 Opening Balance	2022 Revaluation Increment	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance	2021 Opening Balance	2021 Revaluation Increment	2021 Revaluation (Decrement)	Total Movement on Revaluation	2021 Closing Balance
	$	$	$	$	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	12,888,340	0	0	0	12,888,340	12,125,340	763,000	0	763,000	12,888,340
Revaluation surplus - Buildings	8,731,138	0	0	0	8,731,138	0	8,731,138	0	8,731,138	8,731,138
Revaluation surplus - Plant and equipment	748,903	0	0	0	748,903	748,903	0	0	0	748,903
Revaluation surplus - Computer equipment	18,880	0	0	0	18,880	18,880	0	0	0	18,880
Revaluation surplus - Infrastructure - roads	186,586,716	0	(1,199,320)	(1,199,320)	185,387,396	81,357,121	105,229,595	0	105,229,595	186,586,716
Revaluation surplus - Other infrastructure- drainage	2,778,257	0	(290,597)	(290,597)	2,487,660	5,076,353	0	(2,298,096)	(2,298,096)	2,778,257
Revaluation surplus - Other infrastructure- footpaths	0	0	0	0	0	192,005	0	(192,005)	(192,005)	0
Revaluation surplus - Other infrastructure - land & parks	4,451,496	0	0	0	4,451,496	2,327,966	2,123,530	0	2,123,530	4,451,496
Revaluation surplus - Other infrastructure - wharf	17,705,999	0	0	0	17,705,999	0	17,705,999	0	17,705,999	17,705,999
Revaluation surplus - Other infrastructure - airports	28,313,650	0	0	0	28,313,650	14,845,708	13,467,942	0	13,467,942	28,313,650
Revaluation surplus - Other infrastructure - other structures	2,539,121	0	0	0	2,539,121	2,667,627	0	(128,506)	(128,506)	2,539,121
Revaluation surplus - Other infrastructure - landfill assets*[1]	832,954	3,219,270	(1,210,251)	2,009,019	2,841,973	0	1,492,582	(659,628)	832,954	832,954
	265,595,454	3,219,270	(2,700,168)	519,102	266,114,556	119,359,903	149,513,786	(3,278,235)	146,235,551	265,595,454

[1]Movement in the revaluation surplus for landfill assets arise from the decrease in value of the assets along with a decrease in the make good provision associated with the landfill assets. Refer notes 7(a) and 13.

*Restated 30 June 2021 balance, refer to Note 27.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

15. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

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

	Note	2022 Actual $	2022 Budget $	2021 Actual $
Cash and cash equivalents	3	11,335,343	1,698,803	8,934,223
Restrictions				
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents	3	975,801	754,801	975,801
		975,801	754,801	975,801
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Restricted reserve accounts	25	975,801	754,801	975,801
Total restricted financial assets		975,801	754,801	975,801

(b) Reconciliation of Net Result to Net Cash Provided By Operating Activities

Net result		(262,533)	12,317,007	(3,647,573)
Non-cash items:				
Depreciation/amortisation		7,806,061	7,131,200	7,268,331
(Profit)/loss on sale of asset		(66,824)	0	170,526
Loss on revaluation of fixed assets		0	0	1,394,281
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		431,395	(70,844)	1,117,829
(Increase)/decrease in inventories		(16,958)	0	22,284
Increase/(decrease) in trade and other payables		3,381,598	0	63,790
Increase/(decrease) in employee related provisions		13,196	0	97,901
Increase/(decrease) in other provisions		317,616	0	367,928
Increase/(decrease) in other liabilities		1,610,674	(1,356,947)	471,705
Non-operating grants, subsidies and contributions		(5,329,129)	(22,040,788)	(1,828,621)
Net cash provided by/(used in) operating activities		7,885,096	(4,020,372)	5,498,381

(c) Undrawn Borrowing Facilities

Credit Standby Arrangements

Bank overdraft limit		0		0
Bank overdraft at balance date		0		0
Credit card limit		50,000		50,000
Credit card balance at balance date		(45,175)		(49,532)
Total amount of credit unused		4,825		468
Loan facilities				
Loan facilities - current		381,779		368,840
Loan facilities - non-current		2,684,742		3,066,521
Total facilities in use at balance date		3,066,521		3,435,361
Unused loan facilities at balance date		NIL		NIL

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

16. CONTINGENT LIABILITIES

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

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

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

17. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration	Note	2022 Actual $	2022 Budget $	2021 Actual $
Councillor 1				
President's annual allowance		62,727	62,727	62,727
Meeting attendance fees		23,231	23,231	22,125
Annual allowance for ICT expenses		1,333	1,333	0
		87,291	87,291	84,852
Councillor 2				
Deputy President's annual allowance		4,637	15,682	15,682
Meeting attendance fees		17,325	17,325	16,500
Annual allowance for ICT expenses		1,333	1,333	0
		23,295	34,340	32,182
Councillor 3				
Meeting attendance fees		17,325	17,325	16,500
Annual allowance for ICT expenses		1,333	1,333	0
Travel and accommodation expenses		0	0	2,591
		18,658	18,658	19,091
Councillor 4				
Meeting attendance fees		5,076	17,325	16,500
Other expenses		275	0	0
Annual allowance for ICT expenses		0	1,333	1,333
		5,351	18,658	17,833
Councillor 5				
Meeting attendance fees		17,325	17,325	16,500
Annual allowance for ICT expenses		1,333	1,333	0
Travel and accommodation expenses		0	0	120
		18,658	18,658	16,620
Councillor 6				
Meeting attendance fees		1,071	17,325	16,500
Annual allowance for ICT expenses		82	1,333	0
		1,153	18,658	16,500
Councillor 7				
Meeting attendance fees		17,325	17,325	16,500
Annual allowance for ICT expenses		1,333	1,333	0
Travel and accommodation expenses		1,698	0	2,019
		20,356	18,658	18,519
Councillor 8				
Meeting attendance fees		17,325	17,325	16,500
Annual allowance for ICT expenses		1,333	1,333	0
		18,658	18,658	16,500
Councillor 9				
Meeting attendance fees		17,325	17,325	16,500
Annual allowance for ICT expenses		1,333	1,333	0
Travel and accommodation expenses		4,970	0	0
		23,628	18,658	16,500
Councillor 10				
Meeting attendance fees		12,249	0	0
Deputy President's annual allowance		11,045	0	0
Annual allowance for ICT expenses		942	0	0
Travel and accommodation expenses		2,557	0	0
		26,793	0	0
Councillor 11				
Meeting attendance fees		12,249	0	0
Annual allowance for ICT expenses		942	0	0
Travel and accommodation expenses		5,228	0	0
		18,419	0	0
		262,260	252,237	238,597

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

17. RELATED PARTY TRANSACTIONS (Continued)

Fees, expenses and allowances to be paid or reimbursed to elected council members.	2022 Actual	2022 Budget	2021 Actual
	$	$	$
President's annual allowance	62,727	62,727	62,727
Deputy President's annual allowance	15,682	15,682	15,682
Meeting attendance fees	157,826	161,831	154,125
Other expenses	275	0	0
Annual allowance for ICT expenses	11,297	11,997	1,333
Travel and accommodation expenses	14,453	0	4,730
	262,260	252,237	238,597

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:		2022 Actual	2021 Actual
		$	$
Short-term employee benefits		1,299,541	1,388,739
Post-employment benefits		181,337	152,489
Employee - other long-term benefits		99,967	89,956
Employee - termination benefits		0	25,960
Council member costs	17(a)	262,260	238,597
		1,843,105	1,895,741

Short-term employee benefits
These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits
These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent annual leave and long service leave entitlements accruing during the year.

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

Council member costs
These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

17. RELATED PARTY TRANSACTIONS (Continued)

(c) Transactions with related parties

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

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

In addition to KMP compensation above the following transactions occurred with related parties:	2022 Actual $	2021 Actual $
Sale of goods and services	2,316	4,566
Purchase of goods and services	841	38,740
Amounts outstanding from related parties:		
Trade and other receivables	1,108	505
Amounts payable to related parties:		
Trade and other payables	0	25,470

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

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

ii. Other Related Parties

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

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

iii. Entities subject to significant influence by the Shire

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

18. FINANCIAL RISK MANAGEMENT

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

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

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

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

(a) Interest rate risk

Cash and cash equivalents

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

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

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	$	$	$	$
2022					
Cash and cash equivalents	0.12%	11,335,343	975,801	10,248,690	110,852
2021					
Cash and cash equivalents	0.16%	8,934,223	1,272,289	7,588,849	73,085

Sensitivity

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

	2022	2021
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	102,487	75,888

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 24(a).

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

18. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

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

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

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

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

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Less than 30 days past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2022					
Trade and other receivables					
Expected credit loss	2.87%	2.87%	2.87%	74.13%	
Gross carrying amount	426,735	23,922	29,389	486,171	966,217
Loss allowance	12,243	686	843	360,390	374,162
30 June 2021					
Trade and other receivables					
Expected credit loss	0.87%	0.88%	0.99%	80.57%	
Gross carrying amount	401,750	138,312	88,379	448,982	1,077,423
Loss allowance	3,976	1,216	876	361,767	367,835

(b) Credit risk

The loss allowances for trade receivables as at 30 June reconcile to the opening loss allowances as follows:

	Trade and other receivables	
	2022 Actual	2021 Actual
	$	$
Opening loss allowance as at 1 July	367,835	0
Increase in loss allowance recognised in profit or loss during the year	6,327	0
Unused amount reversed	0	367,835
Closing loss allowance at 30 June	374,162	367,835

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

18. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 15(c).

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

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
2022	$	$	$	$	$
Trade and other payables	7,031,364	0	0	7,031,364	7,031,364
Borrowings	484,668	2,271,474	769,218	3,525,360	3,066,521
	7,516,032	2,271,474	769,218	10,556,724	10,097,885
2021					
Trade and other payables	3,649,766	0	0	3,649,766	3,649,766
Borrowings	484,644	2,339,353	1,186,008	4,010,005	3,435,361
	4,134,410	2,339,353	1,186,008	7,659,771	7,085,127

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

19. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

In January 2023 ex tropical cyclone Ellie caused significant flooding in the district with Fitzroy Crossing and the Shire's road network severely damaged.

A large number of Shire assets have been impacted with reduced services being provided to the community. The value of assets damaged or destroyed by the flooding is yet to be determined.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

20. OTHER SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

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

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

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

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

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

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

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

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

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

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

k) Initial application of accounting standards
During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
- *AASB 2020-1 Amendments to Australian Accounting* Standards - Classification of *Liabilities as Current or Non-current*
- *AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- *AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*
- *AASB 2021-7 Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections*

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

21. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
Governance To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
General purpose funding To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
Law, order, public safety To provide services to help ensure a safer and environmentally conscious community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
Health To provide an operational framework for environmental and community health.	Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and environmental health administration.
Education and welfare To provide services to disadvantaged persons, the elderly, children and youth.	Year round care, housing for the aged and educational services.
Housing Help ensure adequate housing.	Management and maintenance of staff and rental housing.
Community amenities To provide services required by the community.	Rubbish collections, recycling, refuse site operations, litter control, administration of the town planning scheme, cemetery operations, public toilet facilities, sewerage and protection of the environment.
Recreation and culture To establish and effectively manage infrastructure and resources which help the social well being of the community.	Maintenance and operation of the Town Hall, the acquatic centre, recreation centre, library, community arts program, cultural activities and various services.
Transport To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths, street lighting, traffic management and airport. Purchase and disposal of Council's road plant, parking control and police licensing.
Economic services To help promote the Shire and its economic well being.	Building control, saleyards, tourism and area promotion, standpipes and pest control.
Other property and services To monitor and control the Shire's overheads operating accounts.	Private works operations, plant repairs and operation costs, stock and materials, property leases and rental, salaries and wages for council employees.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

21. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

	2022 Actual	2022 Budget	Restated 2021 Actual
	$	$	$
Income excluding grants, subsidies and contributions			
Governance	14,135	3,750	1,158
General purpose funding	7,885,151	7,923,414	7,646,679
Law, order, public safety	46,848	74,950	58,725
Health	24,846	45,019	49,966
Education and welfare	136	0	0
Housing	127,189	108,800	91,111
Community amenities	2,548,233	2,185,272	1,784,707
Recreation and culture	295,710	149,500	137,250
Transport	2,180,730	1,620,000	2,075,553
Economic services	98,658	57,000	78,149
Other property and services	73,017	72,504	107,815
	13,294,653	12,240,209	12,031,113
Grants, subsidies and contributions			
General purpose funding	7,452,624	3,130,711	6,137,770
Law, order, public safety	67,414	208,896	204,835
Health	672,002	661,497	571,058
Education and welfare	755,828	1,139,770	132,061
Housing	0	0	6,264
Community amenities	56,331	349,863	273
Recreation and culture	119,400	455,372	208,390
Transport	4,197,580	21,951,029	3,337,610
Economic services	17,481	105,000	5,686
Other property and services	0	10,000	23,778
	13,338,660	28,012,138	10,627,725
Total Income	26,633,313	40,252,347	22,658,838
Expenses			
Governance	(1,424,067)	(1,670,237)	(1,214,318)
General purpose funding	(504,878)	(434,987)	(609,156)
Law, order, public safety	(620,158)	(770,307)	(645,066)
Health	(1,198,494)	(1,460,607)	(961,513)
Education and welfare	(991,245)	(858,372)	(722,644)
Housing	(340,853)	(597,445)	(755,789)
Community amenities	(3,810,233)	(4,082,207)	(5,607,718)
Recreation and culture	(5,635,089)	(6,663,225)	(5,527,611)
Transport	(10,671,138)	(9,934,288)	(8,996,488)
Economic services	(1,150,525)	(1,323,943)	(1,156,541)
Other property and services	(549,166)	(139,722)	(109,567)
Total expenses	(26,895,846)	(27,935,340)	(26,306,411)
Net result for the period	(262,533)	12,317,007	(3,647,573)

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

21. FUNCTION AND ACTIVITY (Continued)

(c) Fees and Charges	2022 Actual $	2022 Budget $	2021 Actual $
Governance	1,557	3,750	836
General purpose funding	21,681	19,900	19,662
Law, order, public safety	26,087	43,700	27,393
Health	18,960	45,019	49,960
Housing	119,045	88,800	88,228
Community amenities	2,548,233	2,185,272	1,784,707
Recreation and culture	103,350	109,500	93,318
Transport	1,797,932	1,620,000	1,617,428
Economic services	23,736	56,000	14,648
Other property and services	12,916	8,500	9,264
	4,673,497	4,180,441	3,705,444

(d) Total Assets	2022 $	2021 $
Governance	218,080	444,879
General purpose funding	1,036,490	1,914,927
Law, order, public safety	445,201	437,689
Health	793,417	954,136
Education and welfare	3,077,403	2,957,037
Housing	9,473,455	9,634,125
Community amenities	5,740,209	5,786,852
Recreation and culture	20,719,513	21,026,205
Transport	288,863,166	288,304,566
Economic services	3,105,792	3,114,453
Other property and services	3,069,374	2,311,419
Unallocated	10,294,153	7,958,422
	346,836,253	344,844,710

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

22. RATING INFORMATION

(a) General Rates

RATE TYPE Rate Description	Basis of valuation	Rate in $	Number of Properties	2021/22 Actual Rateable Value *	2021/22 Actual Rate Revenue	2021/22 Actual Interim Rates	2021/22 Actual Back Rates	2021/22 Actual Total Revenue	2021/22 Budget Rate Revenue	2021/22 Budget Interim Rate	2021/22 Budget Back Rate	2021/22 Budget Total Revenue	2020/21 Actual Total Revenue
				$	$	$	$	$	$	$	$	$	$
GRV General	Gross rental valuation	0.1291	1,454	36,764,820	4,747,626	1,300	(25)	4,748,901	4,744,966	9,610	0	4,754,576	4,720,533
UV General	Unimproved valuation	0.0728	141	35,688,222	2,598,102	(2,046)	(34,652)	2,561,404	2,598,048	90	0	2,598,138	0
UV Pastoral	Unimproved valuation	0	0	0	0	0	0	0	0	0	0	0	2,049,515
UV Mining	Unimproved valuation	0	0	0	0	0	0	0	0	0	0	0	395,021
Sub-Total			1,595	72,453,042	7,345,728	(746)	(34,677)	7,310,305	7,343,014	9,700	0	7,352,714	7,165,069
Minimum payment		Minimum $											
GRV General	Gross rental valuation	1,320	220	1,135,440	290,400	0	0	290,400	290,400	0	0	290,400	185,887
UV General	Unimproved valuation	610	140	332,296	85,400	0	0	85,400	85,400	0	0	85,400	0
UV Pastoral	Unimproved valuation	0	0	0	0	0	0	0	0	0	0	0	8,216
UV Mining	Unimproved valuation	0	0	0	0	0	0	0	0	0	0	0	61,110
Sub-Total			360	1,467,736	375,800	0	0	375,800	375,800	0	0	375,800	255,213
			1,955	73,920,778	7,721,528	(746)	(34,677)	7,686,105	7,718,814	9,700	0	7,728,514	7,420,282
Discounts on general rates (Refer note 22(b))								(59,165)				(50,000)	(55,038)
Total amount raised from general rates								7,626,940				7,678,514	7,365,244
(b) Total Rates								**7,626,940**				7,678,514	7,365,244

* Rateable value is based on the value of properties at the time the rate is raised.

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 *Income for not-for-profit entities*.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

22. RATING INFORMATION (Continued)

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

Rates Discounts

Rate or Fee Discount Granted	Type	Discount	Discount	2022 Actual	2022 Budget	2021 Actual	Circumstances in which Discount is Granted
		%	$	$	$	$	
Discount	Rate	1.50%	0	59,165	50,000	55,038	A discount is offered to ratepayers whose payment of the full amount, including arrears and other charges is received on or before 21 days after the date appearing on the rate notice. The discount will apply to interim rates issued after the billing date.
				59,165	50,000	55,038	

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Waiver/ Concession	Discount	Discount	2022 Actual	2022 Budget	2021 Actual
			%	$	$	$	$
50% of facility hire fees	Fee and charge	Waiver	0.00%	0	0	0	650
					0	0	650
Total discounts/concessions (Note 22)					59,165	50,000	55,688

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
50% of facility hire fees	50% of use for some community organisations and shire staff.	To support clubs for contributions	made to the community and to protect the health and lifestyle of shire staff.

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

22. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		$	%	%
Option One				
Single full payment	13/10/2021	0	0.00%	7.00%
Option Two				
First instalment	13/10/2021	15	5.50%	7.00%
Second instalment	14/02/2022	15	5.50%	7.00%
Option Three				
First instalment	13/10/2021	15	5.50%	7.00%
Second instalment	13/12/2021	15	5.50%	7.00%
Third instalment	14/02/2022	15	5.50%	7.00%
Fourth instalment	14/04/2022	15	5.50%	7.00%

	2022 Actual	2022 Budget	2021 Actual
	$	$	$
Interest on unpaid rates	136,327	200,000	209,146
Interest on instalment plan	13,068	25,000	29,396
Charges on instalment plan	10,800	12,000	11,760
	160,195	237,000	250,302

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

23. RATE SETTING STATEMENT INFORMATION

	Note	2021/22 (30 June 2022 Carried Forward) $	2021/22 Budget (30 June 2022 Carried Forward) $	Restated 2020/21 (30 June 2021 Carried Forward $
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32.*				
Adjustments to operating activities				
Less: Profit on asset disposals	8(b)	(73,329)	0	(28,788)
Less: Movement in liabilities associated with restricted cash		0	0	402,441
Add: Loss on disposal of assets	8(b)	6,505	0	199,314
Add: Loss on revaluation of fixed assets	7(a)	0	0	2,053,909
Add: Depreciation	8(a)	7,806,061	7,131,200	7,268,331
Non-cash movements in non-current assets and liabilities:				
Pensioner deferred rates		(2,248)	0	15,140
Employee benefit provisions		(100,051)	0	78,375
Other provisions		187,379	0	367,928
Non-cash amounts excluded from operating activities		7,824,317	7,131,200	10,356,650
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserve accounts	25	(975,801)	(754,801)	(975,801)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	11	381,779	381,779	368,840
- Employee benefit provisions		402,441	402,441	402,441
Total adjustments to net current assets		(191,581)	29,419	(204,520)
Net current assets used in the Rate Setting Statement				
Total current assets		13,576,583	3,595,574	11,592,148
Less: Total current liabilities		(10,846,845)	(3,624,993)	(5,598,150)
Less: Total adjustments to net current assets		(191,581)	29,419	(204,520)
Net current assets used in the Rate Setting Statement		2,538,157	0	5,789,478

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

24. BORROWING AND LEASE LIABILITIES

(a) Borrowings

			Actual						Budget			
Purpose	Note	Loan	Principal at 1 July 2020	New Loans During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	Principal at 1 July 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022
			$	$	$	$	$	$	$	$	$	$	$
Staff housing		136	97,299	0	(22,023)	75,276	0	(23,491)	51,785	75,276	0	(23,491)	51,785
Staff housing		146	610,251	0	(45,371)	564,880	0	(48,289)	516,591	564,880	0	(48,289)	516,591
Staff housing		148	280,734	0	(18,112)	262,622	0	(18,934)	243,688	262,622	0	(18,934)	243,688
Civic Centre renovations		135	16,791	0	(16,791)	0	0	0	0	0	0	0	0
Wharf fenders, boat ramp		145	218,673	0	(25,278)	193,395	0	(27,044)	166,351	193,395	0	(27,044)	166,351
Derby wharf infrastructure		151	326,000	0	(36,605)	289,395	0	(37,719)	251,676	289,395	0	(37,719)	251,676
Derby Airport Infrastructure & wharf		152	1,907,970	0	(186,455)	1,721,515	0	(189,695)	1,531,820	1,721,515	0	(189,695)	1,531,820
Derby Visitors Centre		149	350,917	0	(22,639)	328,278	0	(23,668)	304,610	328,278	0	(23,668)	304,610
Total Borrowings	11		3,808,635	0	(373,274)	3,435,361	0	(368,840)	3,066,521	3,435,361	0	(368,840)	3,066,521

* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost.
All other loan repayments were financed by general purpose revenue.

Borrowing Interest Repayments

Purpose	Note	Loan	Function and activity	Institution	Interest Rate	Actual for year ending 30 June 2022	Budget for year ending 30 June 2022	Actual for year ending 30 June 2021
						$	$	$
Staff housing		136	Housing	WATC*	6.46%	(4,799)	(4,489)	(5,867)
Staff housing		146	Housing	WATC*	6.33%	(43,446)	(35,004)	(27,950)
Staff housing		148	Housing	WATC*	4.49%	(11,641)	(11,581)	(11,823)
Civic Centre renovations		135	Recreation and culture	WATC*	5.32%	0	0	(5)
Wharf fenders, boat ramp		145	Transport	WATC*	6.87%	(12,861)	(12,829)	(14,555)
Derby wharf infrastructure		151	Transport	WATC*	3.02%	(8,499)	(8,457)	(9,517)
Derby Airport Infrastructure & wharf		152	Transport	WATC*	1.72%	(29,037)	(28,965)	(32,114)
Derby Visitors Centre		149	Economic services	WATC*	4.49%	(14,552)	(14,476)	(15,419)
Total Interest Repayments	2(b)					(124,835)	(115,801)	(117,250)

* WA Treasury Corporation

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

25. RESERVE ACCOUNTS

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	2022 Budget Opening Balance	2022 Budget Transfer to	2022 Budget Transfer (from)	2022 Budget Closing Balance	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by council												
(a) Leave Reserve	402,441	0	0	402,441	402,441	0	0	402,441	402,441	0	0	402,441
(b) Office Building Reserve	314,511	0	0	314,511	314,511	0	(221,000)	93,511	814,511	0	(500,000)	314,511
(c) Airport Reserve	28,456	0	0	28,456	28,456	0	0	28,456	28,456	0	0	28,456
(d) Derby Wharf Maintenance Reserve	3,721	0	0	3,721	3,721	0	0	3,721	3,721	0	0	3,721
(e) Economic Development Reserve	19,936	0	0	19,936	19,936	0	0	19,936	19,936	0	0	19,936
(f) Fitzroy Crossing Recreation Hall Reserve	46,771	0	0	46,771	46,771	0	0	46,771	46,771	0	0	46,771
(g) Staff Housing Reserve	159,965	0	0	159,965	159,965	0	0	159,965	159,965	0	0	159,965
(h) Energy Developments Ltd West Kimberley Cement Donations Reserve	0	0	0	0	0	0	0	0	26,853	0	(26,853)	0
	975,801	0	0	975,801	975,801	0	(221,000)	754,801	1,502,654	0	(526,853)	975,801

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

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

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

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

26. TRUST FUNDS

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

	1 July 2021	Amounts Received	Amounts Paid	30 June 2022
	$	$	$	$
Public open spaces	295,981	0	0	295,981
	295,981	0	0	295,981

Notes to and Forming Part of The Financial Report

For the Year Ended 30 June 2022

27. CORRECTION OF PRIOR PERIOD ERROR

Paragraph 17A of the *Local Government (Financial Management) Regulation 1996* was amended to require all physical non-current asset to be valued on a fair value basis with full implementation by June 2017. At the time of application landfill assets were omitted in error.

A provision for the rehabilitation of the Derby and Fitzroy Crossing landfill sites was recognised as at 1 July 2017 as a prior period error correction in the 2018-19 financial statements and an asset recognised for the same value of the provision.

Review of these calculations and associated accounting in the current year identified prior period errors in both the provision and the carrying amount of the landfill assets. The rehabilitation provision was overstated due to the use of incorrect projected costs. The landfill assets useful life was also incorrectly calculated from 1 July 2017 on initial take up instead of when the rehabilitation asset components were considered to have been first established (i.e. when the landfill sites started operating).

The Shire has retrospectively applied the corrections and adjustments to the carrying amount of the two landfill sites and their associated rehabilitation provisions. The impact of these adjustments is provided below.

The Shire reclassified the landfill asset from property, plant and equipment to infrastructure in 2020-21, but not the 2019-20 comparatives. The adjustments below also reclassify the landfill asset as at 1 July 2020 from property, plant and equipment to infrastructure for comparability purposes.

Statement of Financial Position (Extract)	30 June 2021 $	Increase/ (Decrease) $	30 June 2021 (Restated) $	1 July 2020 $	Increase/ (Decrease) $	1 July 2020 (Restated) $
Property, plant and equipment	47,444,801	18,040	47,462,841	45,666,420	(6,001,404)	39,665,016
Infrastructure	291,233,418	(5,552,311)	285,681,107	149,684,526	3,629,114	153,313,640
Non current other provisions	11,332,588	(2,835,725)	8,496,863	9,969,121	(347,604)	9,621,517
Net assets	330,222,316	(2,698,546)	327,523,770	186,960,478	(2,024,686)	184,935,792
Retained earnings	63,069,114	(2,116,599)	60,952,515	66,097,921	(2,024,686)	64,073,235
Revaluation surplus	266,177,401	(581,947)	265,595,454	119,359,903	0	119,359,903
Total equity	330,222,316	(2,698,546)	327,523,770	186,960,478	(2,024,686)	184,935,792

Statement of Comprehensive Income (Extract)	2021 $	Increase/ (Decrease) $	2021 (Restated) $
By Nature or Type			
Depreciation	(7,414,109)	145,778	(7,268,331)
Finance costs	(117,250)	(237,691)	(354,941)
Net loss for the period	(3,555,660)	(91,913)	(3,647,573)
Other comprehensive income for the period			
Changes in asset revaluation surplus	146,817,498	(581,947)	146,235,551
Total other comprehensive income for the period	146,817,498	(581,947)	146,235,551
Total comprehensive income for the period	143,261,838	(673,860)	142,587,978

Note 13. Other provisions (Extract)	30 June 2021 $	Increase/ (Decrease) $	30 June 2021 (Restated) $
Make good provision	11,202,351	(2,835,725)	8,366,626

Note 14. Revaluation surplus (Extract)			
Revaluation surplus - Reclamation asset	1,414,901	(581,947)	832,954

Independent Auditor's Report

For the Year Ended 30 June 2022

Auditor General

INDEPENDENT AUDITOR'S REPORT
2022
Shire of Derby-West Kimberley

To the Councillors of the Shire of Derby-West Kimberley

Opinion

I have audited the financial report of the Shire of Derby-West Kimberley (Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, and the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – Restatement of comparative figures

I draw attention to Note 27 of the financial report which states that the amounts reported in the previously issued 30 June 2021 financial report have been restated and disclosed as comparatives in this financial report.

My opinion is not modified in respect of this matter.

Other information

The Chief Executive Officer (CEO) is responsible for preparing and the Council for overseeing, the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Independent Auditor's Report

For the Year Ended 30 June 2022

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Independent Auditor's Report

For the Year Ended 30 June 2022

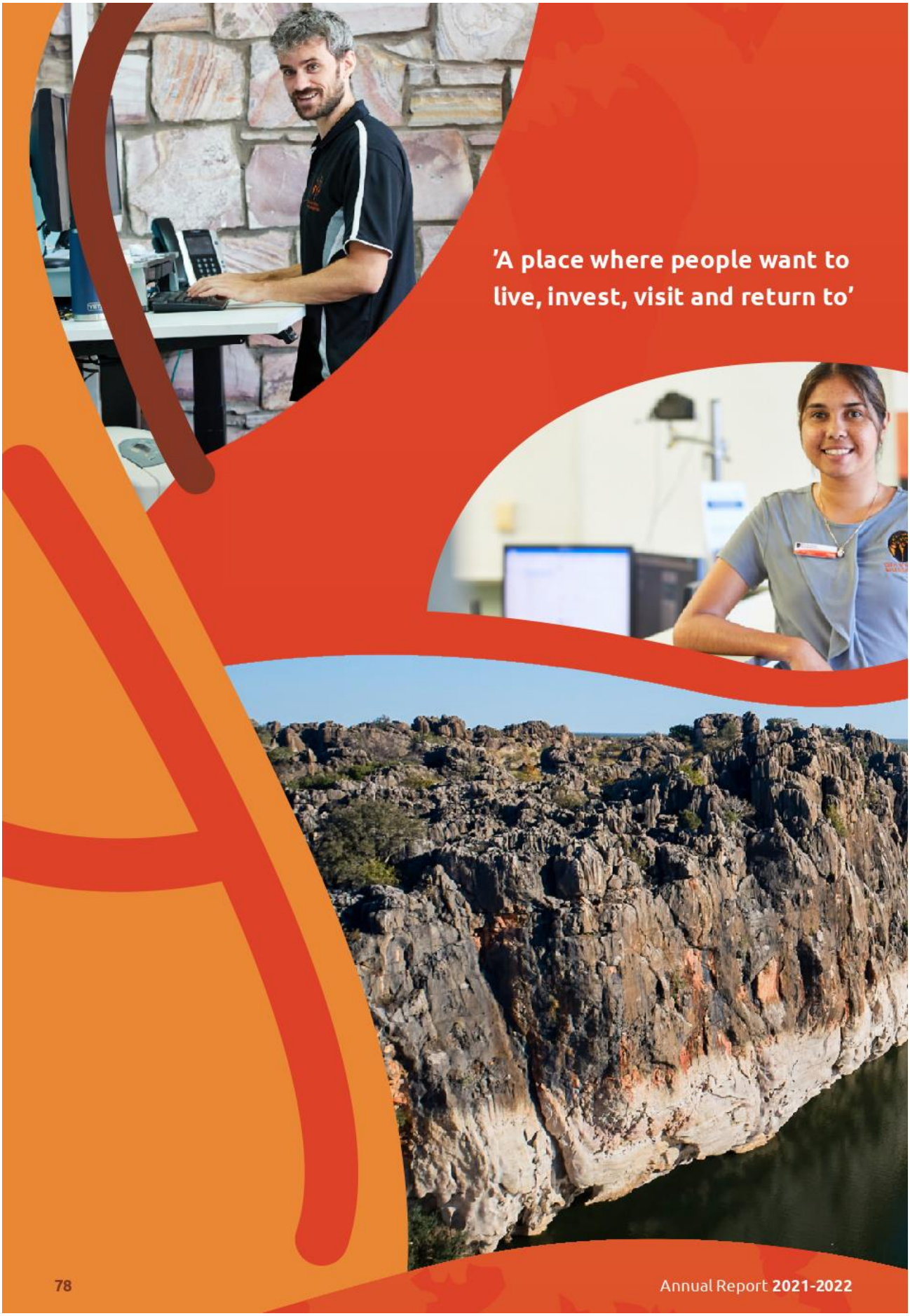
My independence and quality control relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Derby-West Kimberley for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Grant Robinson
Assistant Auditor General Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
18 April 2023


'A place where people want to live, invest, visit and return to'
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Shire of Derby/West Kimberley
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Shire of Derby / West Kimberley

12 CORPORATE SERVICES

12.1 SCHEDULE OF FEES AND CHARGES 2023/2024

File Number: **5145**

Author: **Tamara Clarkson, Acting Director of Corporate Services**

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

Authority/Discretion: **Legislative**

SUMMARY

As part of the 2023/24 budget process, fees and charges have been reviewed. This report presents the proposed fees and charges for adoption and inclusion in the 2023/24 budget.

The new schedule of Fees and Charges (attached) will take effect 1 July 2023.

DISCLOSURE OF ANY INTEREST

Nil

BACKGROUND

In accordance with Section 6.16(1) of the Local Government Act 1995, Council may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

Council is required to authorise fees and charges on an annual basis. The Long-Term Financial Plan provides an inflationary factor of CPI as an average increase, however the actual charge is based on either the cost of providing the service, importance to the community or a market price.

In accordance with the Local Government Act 1995 and associated Regulations, there is a requirement to give notice to the public of the intent to change or introduce new fees and charges. Following the adoption of the proposed fees and charges in June, the schedule will be readopted as part of the 2023/2024 budget process in accordance with legislative requirements.

The Schedule must identify all of the fees applicable for the year including:

- User charges for the hiring and use of various facilities
- Fees for accessing information
- Fees for lodgement of statutory forms and application
- Any bonds or deposits associated with the hire and use of facilities.

The Schedule of Fees and Charges does not include:

- Rates levied
- Service Charges levied under the Local Government Act 1995 (such as underground power)
- Rubbish service levies
- Infringements
- Leases or other individually negotiated licences.

The 2022/2023 Fees and Charges are attached for comparison.

STATUTORY ENVIRONMENT

Section 6.16(1) of the *Local Government Act 1995*

s 6.16 Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

(2) A fee or charge may be imposed for the following –

a) Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

b) Supplying a service or carrying out work at the request of a person;

c) Subject to section 5.94, providing information from local government records;

d) Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

e) Supplying goods;

f) Such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be –

g) (a) Imposed* during a financial year; and

h) (b) Amended* from time to time during the financial year.

*Absolute majority required.

POLICY IMPLICATIONS

FM2 – Budget Issues

FINANCIAL IMPLICATIONS

The increases are in line with expected cost increases in 2023/24 financial year.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Council does not endorse the 2023/2024 Fees and Charges with the consequential risk of deferred cash flow and thus inability to	Unlikely	Major	High	Recovery of costs associated with provision of services balanced with annual review to provide financially responsible fees. Appropriate

meet financial commitments.				authorisation of new fee structure which must be in accordance with legislation and include local public notice

CONSULTATION

To be advertised by local public notice and on Shire website.

COMMENT

The adoption of the Schedule of Fees and Charges prior to 30 June 2023 has a number of benefits, including:

- It provides consistency in both reviewing and amending fees and charges on an annual basis.
- It provides sufficient time for associated documentation and advertising to be updated in advance of the fees and charges becoming effective.
- It enables any necessary statutory advertising to be undertaken in advance of the fees and charges becoming effective.
- It enables sufficient time for customers to be advised of any changes to existing fees and charges.
- It assists in budget forecasting, as the adopted fees and charges are applicable for the full financial year.

Each Shire service area has reviewed the fees and charges applicable to their particular area and has provided recommendations as to the level of fees and charges to be imposed in 2023/24.

There a number of charges that are statutory charges, the level of which are set by external bodies and legislation, i.e. Council cannot determine the amount that is charged.

Where Council has the discretion to set the level of fees and charges, the following factors are generally considered in determining the level of fees and charges:

1. Full cost recovery or progressing towards full cost recovery. Examples of these charges are Waste Charges.

2. Charges for the hire or use of Shire facilities that are subsidised by rates. Examples of these charges includes swimming pool, children sports and community halls/buildings.

3. Considering CPI as a factor to determine the level of increase to certain fees and charges. For example, the hire charge for Shire halls, community buildings, ovals and hardcourts are normally increased every two years in line with two years' worth of CPI using the December Quarter to December Quarter percentage change figures.

4. Benchmarking the Shire's fees and charges with comparable fees and charges of other local governments. Examples of where this occurs is the Swimming Pool.

5. The concept of price elasticity of demand, i.e. the demand to use certain Shire facilities is considered highly elastic meaning demand for facilities drops significantly when an increase in fees is considered too high resulting in an overall drop in use and income.

Early consideration of fees and charges will allow for changes to occur on 1 July 2023 with adequate advertising of the changes.

The adoption of fees and charges in conjunction with the adoption of the 2023/2024 annual budget will provide a consistent approach to the implementation of any changes, with the schedule being readopted pursuant to Section 6.16 of the *Local Government Act 1995.*

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. **Draft 2023/24 Fees and Charges**
2. **2022/2023 Fees and Charges**

RESOLUTION 68/23

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

That Council by ABSOLUTE MAJORITY pursuant to Section 6.16 of the Local Government Act 1995,

1. **Adopts the draft Fees and Charges 2023/2024, as attached; and**
2. **Authorises the CEO to advertise by Local Public Notice the proposed Fees and Charges.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
03 General Purpose Funding						
Rates						
Instalment Charges						
Instalment Plans - Administration Fee per instalment notice. The administration fee does not apply to the first instalment (therefore a total fee of $45 per year). The fee is only applicable to ratepayers who elect to pay either by the two or four instalments option by the due date	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 67	$15.00	each	$20.00
Interest on Instalment Plan	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 68	5.5% pa	annual rate	5.5% pa
Interest Charges						
Penalty interest on overdue rates and service charges - calculated daily on rates and service charges unpaid by due date	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 70, 71	7%	annual rate	0.07
Rating Charges						
Dishonoured Cheque including administration fee	Yes	No	LG Act 1995	$60.00	each	$65.00
Rates Reprint - Cost per reprint sent by e-mail	No	No		$10.00	each	
Rates Reprint - Cost per reprint sent by e-mail	No	No		$10.00	each	
Account Enquiries - Rating Information per request only	No	No		$65.00	each	$70.00
Account Enquiries - Property Search which includes Building Dept Fee per request	No	No		$130.00	each	$140.00
Account Enquiries - Combined Rating and Property Search per request	No	No		$178.00	each	$192.00
Rate Book - Hard Copy per request *	No	No		$216.00	each	$233.00
Rate Book - Electronic Copy per request *	No	No		$27.00	each	$30.00
Electoral Roll per request	No	No		$205.00	each	$221.00
Rates - Alternative Payment Arrangements per request	No	No		$54.00	each	$59.00
Rates - Re-imbursement of Search/Legal Fees	No	No		Actual Cost	each	Actual Cost
Debt Recovery Cost: Rates Collection - All legal and court costs	No	No		Actual Cost		Actual Cost
Caveat Lodgement Fee	No	No		Actual Cost		Actual Cost
Caveat Withdrawal Fee	No	No		Actual Cost		Actual Cost
Fee for issueing a final demand	No	No	Fines, Penalties and Infringement Notices Enforcement Act 1994	NEW	each	$25.30
* Rate Book will only be provided on completion of a statutory declaration that the information will not be used for commercial purposes by the purchaser or another person						
04 Governance						
Other Governance						
Administrative Charges						
Debtors						
Debt Recovery Cost: Non-Rate Debt Collection - All legal and court costs	No	No		Actual Cost		Actual Cost
Non Payment Penalty Interest - Sundry Debtors (commences 35 days after date of issue, interest calculated daily)	No	No	LG Act 1995 Section 6.13	7%	annual rate	7%
Dishonoured Cheque including administration fee	No	Yes	LG Act 1995	60.00	each	$65.00
* At discretion of the Shire not to levy this charge						
Council Publications						
Minutes and Agendas						
Agenda and Minutes - per copy per meeting	No	No	LG Act 1995	$45.00	per copy	$45.00
Freedom of Information Requests						
Application for personal Information about the Applicant	No	Yes	FOI Reg 1993, Schedule 1	No Charge	each	No Charge
Application Fee under Section 12 (1) (e) for an application for non-personal information*	No	Yes	FOI Reg 1993, Schedule 1	$30.00	each	$30.00
Charge for time taken dealing with application, photocopying, access time supervised by staff, transcribing information from a tape or other device (per hour or pro rata for a part of an hour)	No	Yes	FOI Reg 1993, Schedule 1	$30.00	per hour	$30.00
Charge for duplicating a Tape, File or Computer Information	No	Yes	FOI Reg 1993, Schedule 1	Actual Cost		Actual Cost
Charge for delivery, packaging and postage	No	Yes	FOI Reg 1993, Schedule 1	Actual Cost		Actual Cost
Advance deposit may be required by the Shire of the estimated charges under Section 18 (1) of the FOI Act	No	Yes	FOI Reg 1993, Schedule 1	25%	% of cost	25%
Further advance deposit which may be required by the Shire under Section 18 (4) of the FOI Act	No	Yes	FOI Reg 1993, Schedule 1	75%	% of cost	75%
For financially disadvantaged applicants or those issued with a prescribed Pensioner Concession Card, the charge payable is reduced by:	No	No		25%		25%
* Members of the public may request an estimate of charges when lodging an application. If the charges are likely to exceed $25, the Shire will provide an estimate of charges and enquire whether the application is to proceed.						
Administration and Library Charges						
Scanning to Email: Charge per page	Yes	No		10.00	each	$11.00
Laminating:						
A4 per page	Yes	No		10.00	each	$11.00
A3 per page	Yes	No		10.00	each	$11.00
Printing or Copying:						
A4 Black and White - per side	Yes	No	LG Act 1995	1.00	each	$2.00
A4 Coloured - per side	Yes	No	LG Act 1995	2.00	each	$3.00
A3 Black and White - per Side	Yes	No	LG Act 1995	2.00	each	$3.00
A3 Coloured - per Side	Yes	No	LG Act 1995	3.00	each	$4.00
Students - Above fees are at a discounted rate of 50%	Yes	No	LG Act 1995	50%	each	50% of the above
Shire Special Series Number Plates	Yes	No		$300.00	each	$323.00
05 Law, Order, Public Safety						
Animal Control						
Animal trap bond * - per trap and refundable upon return of trap	No	No				$50.00
Animal Microchipping *						
Microchipping of dog or cat - where either 1 dog or 1 cat only	Yes	No	LG Act 1995	$55.00	each	$55.00
Microchipping of dog or cat - per animal where two or more	Yes	No	LG Act 1995	$50.00	each	$50.00
Microchipping of dog or cat - Eligible Pensioners where either 1 dog or 1 cat only	Yes	No	LG Act 1995	$50.00	each	$50.00
Microchipping of dog or cat - Eligible Pensioners per animal where two or more	Yes	No	LG Act 1995	$45.00	each	$45.00
* This service is a provision for the releasing dogs and cats from the pound - when and where other service providers are not available. It cannot be seen as an expectation from the Public and may not always be readily available. The principal Vet from the Derby Veterinary Clinic unconditionally supports the offer of this service						
Cat Regulation 2012, CAT ACT 2011						
Cat Breeders - Application for grant of, or renewal of approval to breed cats	No	Yes	Cat Act 2011	$200.00	each	$200.00
Cat Registration Fees and Charges *						
Sterilised Cat - 1 year	No	Yes	Cat Reg 2012, Schedule 3	$20.00	each	$20.00

Sterilised Cat - If application is made after 31st of May until next 31st of October	No	Yes	Cat Reg 2012, Schedule 3	$10.00	each	$10.00
Sterilised Cat - 3 years	No	Yes	Cat Reg 2012, Schedule 3	$42.50	each	$42.50
Sterilised Cat - Lifetime Registration	No	Yes	Cat Reg 2012, Schedule 3	$100.00	each	$100.00
Eligible Pensioners - Amount of above fee payable	No	Yes	Cat Reg 2012, Schedule 3	50%	each	50%
* Cat Registrations are due and payable on 1st November in the year of expiry of the licence						
Replacement Cat Tag	Yes	No	LG Act 1995	6.00	each	$6.00
Cat Seizure Fee - payable in addition to infringement fees	No	No	LG Act 1995	90.00	each	$90.00
Cat maintenance in pound - per cat per day	Yes	No	LG Act 1995	15.00		$15.00
Parasite treatment if required	Yes	No	LG Act 1995	11.00		$11.00
Dogs Local Law 2003, Dog Act 1976						
Dog Registration Fees and Charges *						
Sterilised Dogs - 1 year	No	Yes	Dog Act 1976	$20.00	each	$20.00
Sterilised Dog - If application is made after 31st of May until next 31st of October	No	Yes	Dog Act 1976	$10.00	each	$10.00
Sterilised Dogs - 3 years	No	Yes	Dog Act 1976	$42.50	each	$42.50
Sterilised Dog - Lifetime Registration	No	Yes	Dog Act 1976	$100.00	each	$100.00
Eligible Concession Card Holders - Amount of above fee payable (except Dangerous Dog)	No	Yes	Dog Act 1976	50%	each	50%
Working Dogs - Bona fide used in droving or tendering stock, Amount of above fee payable	No	Yes	Dog Act 1976	25%	each	25%
Lifetime dog sterilisation cost - only under RSPCA Pet Sterilisation Program	No	Yes	Dog Act 1976			No charge
Unsterilised Dogs - 1 year	No	Yes	Dog Act 1976	$50.00	each	$50.00
Unsterilised Dog - If application is made after 31st of May until next 31st of October	No	Yes	Dog Act 1976	$25.00	each	$25.00
Unsterilised Dogs - 3 years	No	Yes	Dog Act 1976	$120.00	each	$120.00
Unsterilised Dog - Lifetime	No	Yes	Dog Act 1976	$250.00	each	$250.00
Eligible Concession Card Holders - Amount of above fee payable (except Dangerous Dog)	No	Yes	Dog Act 1976	50%	each	50%
Working Dogs - Bona fide used in droving or tendering stock, Amount of above fee payable	No	Yes	Dog Act 1976	25%	each	25%
* Dog Registrations are due and payable on 1st November in the year of expiry of the licence						
Guide Dogs	No	Yes		No Charge		No Charge
Replacement Dog Tag	Yes	No	LG Act 1995	6.00	each	$6.00
Dangerous Dog - 1 year	No	Yes		$50.00	each	$50.00
Dangerous Dog initial property inspection	Yes	No	LG Act 1995	250.00	each	$250.00
Dangerous Dog annual inspection	Yes	No	LG Act 1995	200.00	each	$200.00
Dangerous Dog Collar	Yes	No	LG Act 1995	70.00	each	$70.00
Dangerous Dog Sign	Yes	No	LG Act 1995	45.00	each	$45.00
Dangerous Dog Muzzle	Yes	No	LG Act 1995	35.00	each	$35.00
Dog Local Laws and Dog Charges						
Dog Seizure Fee - payable in addition to infringement fees as per Dog Act 1976 and Dog Regulations 1976	Yes	No	LG Act 1995	90.00	each	$90.00
First impound - registered dog or cat	Yes	No	LG Act 1995	NEW	each	$50.00
First impound - unregistered dog or cat	Yes	No	LG Act 1995	NEW	each	$75.00
Second impound within 12 months	Yes	No	LG Act 1995	NEW	each	$100.00
Third and subsequent impound within 12 months	Yes	No	LG Act 1995	NEW	each	$150.00
Dog Seizure Fee - Without impound and return of dog	No	No	Dog Act 1976	No charge	each	No charge
Dog Maintenance in Pound - per dog per day	Yes	No	LG Act 1995	15.00	each	$15.00
Parasite treatment if required	Yes	No	LG Act 1995	11.00		$11.00
Destruction and/or Disposal of a Dog - At Owners request * To be charged at the discretion of Snr Ranger to ensure animal welfare is paramount	Yes	No	LG Act 1995	120.00	each	$120.00
Return Dog after hours * Dependent on availbality of Ranger	Yes	No	LG Act 1995	150.00	each	$150.00
Application for more than 2 Dogs - Charge per application	Yes	No	LG Act 1995	$150.00	each	$100.00
Boarding Kennels						
Boarding Kennel Registration licence	Yes	Yes	Dog Act 1976	200.00	each	$200.00
Annual kennel Licence (Inspection required before renewal of Licence)	Yes	Yes	Dog Act 1976	200.00	each	$220.00
Variation of Licence	No	Yes	Dog Act 1976	105.00		$105.00
Transfer of Licence	No	Yes	Dog Act 1976	70.00		$70.00
Livestock Poundage Fees						
Impound during business hours						
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$120.00	each	$120.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$120.00	each	$120.00
Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$60.00	each	$60.00
Impounded after 6pm and before 6am	Yes					
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$204.00	each	$204.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$240.00	each	$240.00
Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$120.00	each	$120.00
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$60.00	each	$60.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$60.00	each	$60.00
Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$30.00	each	$30.00
Subsequent each 24 hours of part thereof						
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$30.00	each	$30.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$30.00	each	$30.00

Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$15.00	each	$15.00
Note: No charge is payable in respect of a suckling animal under the age of six months running with its mother						
Charges for Sustenance of Stock Impounded - Daily per animal						
Entire horses, mules, asses, camels, bulls, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers or calves per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$35.00	each	$35.00
Pigs of any description per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$35.00	each	$35.00
Rams, wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$35.00	each	$35.00
Note: No charge is payable in respect of a suckling animal under the age of six months running with its mother						
Vehicle Impoundment - Per Vehicle						
Towing of Vehicle from Property	No	No		$250.00	each	$250.00
Impounding of Vehicle	No	No		20.00	each	$20.00
Impounded Vehicles - Storage Fee per Day	No	No		$10.00	each	$10.00
Fire Prevention						
Installing of firebreaks	No	No		NEW	each	At cost
Administration Fee firebreaks	No	No		NEW	each	$100.00
Infringements	No	Yes	Bushfires Act 1954	NEW	each	As per Act
Infringements						
Infringements, Court Fines and Penalties			Various			As per legislation
07 Health						
Caravan Park and Camping Ground						
Annual Registration Fee (Minimum)*	No	Yes		$200.00	per annum	$200.00
Transfer of Caravan Park Licence	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$100.00	each	$100.00
*OR - The amount calculated by multiplying the relevant amount below per site, by the maximum number of sites (including any sites that may be used in an overflow area) - WHICHEVER IS THE GREATER AMOUNT						
Registration per Long Stay Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$6.00	per annum	$6.00
Registration per Short Stay Site and Sites in Transit Parks	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$6.00	per annum	$6.00
Registration per Camp Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$3.00	per annum	$3.00
Registration per Overflow Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$1.50	per annum	$1.50
Additional fee for renewal after expiry (Reg 53)	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$20.00	each	$20.00
Temporary Licence - Refer to Schedule 3. Pro rata amount of the application fee payable for the period of time for which the licence is to be in force	No	Yes	Caravan Parks and Camping Ground Regulations 1997	Minimum of $100	each	Minimum of $100
Lodging House						
Annual Registration Fee	No	No	Health (Miscellaneous Provisions Act 1911)	$180.00	per annum	$180.00
Transfer of Ownership Licence	No	No	LG Act 1995	$100.00	each	$100.00
Public Buildings						
Low Risk - per building	No	No		$100.00	each	$100.00
Medium Risk - per building	No	No		$200.00	each	$200.00
High Risk - per building	No	No		$300.00	each	$300.00
Public Events	No	No		$100.00	each	$100.00
Reissue of Certificate of Approval	No	No		$50.00	each	$50.00
Public Event - Not-for-profit entity	No	No		No Charge	each	No Charge
Premises Inspection						
Food Premises Inspection Fee	No	No	LG Act 1995	$80.00	each	$80.00
Food Premises Re-Inspection Fee - Initial Failure	No	No	LG Act 1995	$120.00	each	120
Fee for Service of Demand * Includes Section 39 Certificate, freezer breakdown, inspection on request, assessment of noise management plans						
First hour or pro rata for a part of an hour	Yes	No		$194.00	each	$209.00
Every hour thereafter or pro rata for a part of an hour	Yes	No		$97.00	each	$105.00
Water Sampling/Analysis *Microbial - per sample on request	Yes	No	LG Act 1995	$77.00	each	$77.00
Pool Water Sampling	No	No	LG Act 1995	$57.00	each	$57.00
Pool Water Re-Sampling as failed initial test	No	No	LG Act 1995	$100.00	each	$100.00
Bore Water Sampling	Yes	No	LG Act 1995	$77.00	each	$77.00
Bore Water Re-Sampling as failed initial test	Yes	No	LG Act 1995	$130.00	each	$130.00
Reissue of Certificate of Approval - All health related approvals	Yes	No		$50.00	each	$54.00
Note: Fee for service applies to all Environmental Health Service Delivery and is not limited to food matters only						
Hairdresser/Beauty Therapy/Skin Penetration						
Initial Notification / Application	No	No	LG Act 1995	$110.00	each	$110.00
Annual Inspection Fee	No	No	LG Act 1995	$80.00	each	$80.00
Offensive Trades Fees						
Fees for Offensive Trades are as prescribed by the Health (Offensive Trades Fees) Regulations 1976 under the Health Act 1911	No	Yes		as per legislation	each	as per legislation
Septic Tank Applications*						
Local Government Application Fee	No	No		$118.00	each	$118.00
Fee for Grant of Permit (Reg 10(2))	No	No		$118.00	each	$118.00
Septic Tank Inspection Fee	No	No		$118.00	each	$118.00
*Other fees apply if building is not a single dwelling and produces more than 540 litres of sewerage per day (ie $56.00 fee to HDWA)						
Food Act Application Fee Construct or establish a food premises (s110 (3)) which includes Notification Fee						
High Risk	No	No		$400.00	each	$400.00
Medium Risk	No	No		$300.00	each	$300.00

Low Risk	No	No		$200.00	each	$200.00
Note: As per Food Act, any Fees and Charges set by statutory regulation take precedence over Council Fee's and Charges						
Food Act Notification Fee						
High, Medium and Low Risk Premises	No	No		$70.00	each	$70.00
Exempted Food Premises, not-for-profit, community groups and food business' licenced under Activities on Thoroughfares and Trading	No	No		No Charge	each	No Charge
Annual Risk Assessment/Inspection Fees						
High Risk - 4 Assessments per year	No	No		$500.00	each	$500.00
Medium Risk - 2 Assessments per year	No	No		$300.00	each	$300.00
Low Risk - 1 Assessment per year	No	No		$150.00	each	$150.00
Second and Subsequent Re-Assessment	No	No		$100.00	each	$100.00
Transfer Fee	No	No		$100.00	each	$100.00
Stallholders Permit						
Annual Fee	No	No		$260.00	per annum	$260.00
Monthly Fee	No	No		$60.00	per month	$60.00
Daily Fee	No	No		$30.00	each	$30.00
Charitable organisation or community group	No	No		0.00	each	$0.00
Traders Permit						
Annual Fee	No	No		$1,565.00	per annum	$1,565.00
Monthly Fee	No	No		$260.00	per month	$260.00
Daily Fee/One off	No	No		$55.00	each	$55.00
Infringements						
Offences under the Food Act 2008	No	Yes		As prescribed	each	As prescribed
Offences under the Food Regulations 2009	No	Yes		As prescribed	each	As prescribed

08 Education and Welfare						
Youth Services						
Derby Youth Centre - Alcohol is not allowed at this venue						
Bond*	No	No		$500.00	per hire	$500.00
Community and Non-Government Use - per hour	Yes	No		$15.00	per hour	$15.00
Community and Non-Government Use - half day (up to 5 hours)	Yes	No		$67.50	per half day	$67.50
Community and Non-Government Use - per day	Yes	No		$96.00	per day	$96.00
Commercial and Government Use - per hour	Yes	No		$30.00	per hour	$30.00
Commercial and Government Use - half day (up to 5 hours)				$135.00	per half day	$135.00
Commercial and Government Use - per day	Yes	No		$180.00	per day	$180.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Late key return, Community and Non-Govt Organisations - for keys not returned within hire period as specified above - per day	Yes	No		$70.00	per day	$150.00
Late key return, Government and Commercial Organisations - for keys not returned within hire period as specified above - per day	Yes	No		$140.00	per day	$300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$300.00
Note: Hire fees may be waived at the discretion of Council for the delivery of Youth Life Skills Programs						
09 Housing						
Housing - Council Staff As per Council Policy AF23 - Provision of Staff Housing	No	No				
10 Community Amenities						
Cemeteries:						
The Municipality of the Shire of Derby West Kimberley Local Laws relating to Derby Public Cemetery - Reserve No. 1227 and Fitzroy Crossing Public Cemetery - Reserve No. 29060						
Cemetery Enquiry - Search of Cemetery Records	Yes	No		60.00	each	$65.00
Burial - Application for Grant of Right of Burial						
On application for a "Form of Grant of Right of Burial" the following fees shall be payable:						
Grant of Right of Burial	No	No		162.00	each	$175.00
Sinking Fees - Ordinary Grave for an adult (1.8 - 2.1m deep)	No	No		646.00	each	$696.00
Sinking Fees - Grave for any child under 7 years (1.8 - 2.1m deep)	No	No		538.00	each	$579.00
Sinking Fees - Grave for any stillborn child (1.4m deep)	No	No		431.00	each	$464.00
Sinking fees - Double Burial Plot (2.4m deep)	No	No		700.00	each	$754.00
Sinking fees - Family to Dig Grave	No	No		377.00	each	$406.00
Burial - Extra Charges						
For each additional metre or part thereof	No	No		162.00	per metre	$175.00
Reopening an ordinary grave for each internment or exhumation - Standard Grave (1.8m deep)	No	No		807.00	each	$869.00
Reopening Double Plot for second burial at 1.8m deep	No	No		646.00	each	$696.00
Interment without due notice under By-law 6	No	No		269.00	each	$290.00
Re-interment after exhumations	No	No		269.00	each	$290.00
Weekend or Public Holiday	No	No		1,000.00	each	$1,000.00
Note: Where removal of kerbing, tiles, grass etc. is necessary, fees will be charged per labour hour incurred				Actual Cost	each	Actual Cost
Miscellaneous Charges						
Plot Reservation/Registration of Right of Burial (25 years)	No	No		162.00	each	$175.00
Registration of "Transfer of Form of Grant of Right of Burial"	No	No		27.00	each	$30.00
Copy of Right of Burial	No	No		27.00	each	$30.00
Funeral Director's Annual Licence Fee	No	No		269.00	per annum	$290.00
Monumental Mason's Annual Licence Fee	No	No		162.00	per annum	$175.00
Permit to erect Headstone	No	No		150.00	each	$150.00
Sanitation Household						
Refuse Collection						
Residential Rubbish - One Collection per bin per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$860.00	per annum	$860.00
Residential Rubbish - Additional Bin Charge for one collection per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$930.00	per annum	$930.00
Commercial Rubbish - One Collection per bin per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$1,340.00	per annum	$1,340.00
Commercial Rubbish - Additional Service per day/week	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$930.00	per annum	$930.00
Commercial Rubbish - Additional Bin Charge for one collection per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	1,340.00	per annum	$1,340.00
Domestic/Commercial Rubbish Bins - Replacement cost per bin	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	248.00	each	$267.00
Derby/Fitzroy Crossing Waste Management Facilities - Disposal Charge						
Domestic Household Refuse - Disposal at Landfill Site Only						
Delivered in trailer or utility loads only, including recyclables	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	No Charge	per m3	No Charge
Note: Any refuse from domestic premises if brought in by a commercial vehicle or operator will be charged at the commercial and industrial rates						
Separated Green Waste suitable for mulching						
Domestic	No	No		No Charge	per m3	No Charge
Commercial	No	No		No Charge	per m3	No Charge
Refuse from Commercial and Industrial Premises and 'Authorised' Collection of Household Waste, and Demolition Waste						
Compacted - Compactor Vehicles - per cubic metre or part thereof	Yes	No		65.00	per m3	$100.00
Not Compacted - per cubic metre or part there of	Yes	No		87.00	per m3	$85.00
Airconditioners						

General Public	No	No		No Charge	each	No Charge
Commercial Business - per item	Yes	No		60.00	each	$65.00
Asbestos Disposal						
Asbestos Disposal per cubic metre	Yes	No		135.00	per m3	$146.00
Asbestos Disposal Minimum Charge	Yes	No		323.00	per m3	$348.00
Batteries	No	No		No Charge	each	No Charge
Car Bodies	No	No		No Charge	each	No Charge
Clinical Waste Disposal - per cubic metre or part thereof	Yes	No		226.00	per m3	$244.00
Disposal of Animal Carcasses - Large animals e.g horses, cattle, camels, pigs	Yes	No		53.00	each	$56.00
E-Waste	No	No		No Charge	each	No charge
Empty Plastic 205 Litre Drums	Yes	No		17.00	each	$19.00
Empty Steel 205 Litre Drums	No	No		No Charge	each	No charge
Gas Bottles						
Liquid/Septage/Grease Trap Waste	No	No		No Charge	each	No charge
Deposited at Council Facility - per 1,000 ltrs or part thereof Note: Arrangements to be made with private contractors	Yes	No		194.00	per kilolitre	$209.00
Motor Oil and Cooking Oil - Contact Shire Officers for disposal information	No	No		No Charge	per litre	No Charge
Refrigerators or Freezers						
General Public	No	No		No Charge	each	No Charge
Commercial Business - per item	Yes	No		60.00	each	$60.00
Truck Bodies – See Waste Facility Contractors	No	No		No Charge	each	No Charge
Tyres						
Car Tyres	Yes	No		10.00	each	$10.00
Light Truck Tyres	Yes	No		20.00	each	$20.00
Truck Tyres	Yes	No		50.00	each	$50.00
Tractor and Large Machinery Tyres	Yes	No		$100.00	each	$100.00
Haul Pack/Dumptruck Tyres	Yes	No		1,200.00	each	$1,200.00
Any waste from outside the Shire's boundaries will incur double the stated fees above						
Minimum Charge of $15 per invoice per month	Yes	No		25.00	each	$25.00
Town Planning and Regional Development						
Statutory Planning Applications - In accordance with Planning and Development Regulations 2009, Reg 47 Schedule 2						
Fees are based on the estimated cost of development - Per Application * Determination of a Development Application (other than for an Extractive Industry) where the Development has not commenced or been carried out and the estimated cost of the Development is:						
A) Not more than $50,000	No	Yes	Planning and Development Act 2005	$147.00	each	$147.00
B) More than $50,000 but not more than $500,000	No	Yes	Planning and Development Act 2005	0.32% of the estimated cost of development		0.32% of the estimated cost of development
C) More than $500,000 but not more than $2.5 million	No	Yes	Planning and Development Act 2005	$1,700 plus 0.257% for every $1 in excess of $500,000		$1,700 plus 0.257% for every $1 in excess of $500,000
D) More than $2.5 million but not more than $5 million	No	Yes	Planning and Development Act 2005	$7,161 plus 0.206% for every $1 in excess of $2.5 million		$7,161 plus 0.206% for every $1 in excess of $2.5 million
E) More than $5 million but not more than $21.5 million	No	Yes	Planning and Development Act 2005	$12,633 plus 0.123% for every $1 in excess of $5 million		$12,633 plus 0.123% for every $1 in excess of $5 million
F) More than $21.5 million	No	Yes	Planning and Development Act 2005	$34,196.00	each	$34,196.00
* If the Development has commenced or been carried out without approval, an additional amount by way of penalty is payable. This penalty is twice the amount of the fee payable for the determination of the application fees						
Advertising Costs (TPS 5) SA/AA as appropriate	No	No		At Cost	each	At Cost
Resubmission of Lapsed Planning Approval	No	No		$295.00	each	$295.00
Request for Consideration of Amended Plan	No	No		$295.00	each	$295.00
Request for Extension of Time	No	No		$295.00	each	$295.00
Determining an application to cancel the development approval	No	No		$0.00	each	$0.00
Extractive Industry *						
Determination of Development Application	No	Yes	Planning and Development Act 2005	$739.00	each	$739.00
* If the Development has commenced or been carried out without approval, an additional amount of $1,478.00 by way of penalty is payable, in addition to the normal application fee. Thus the fee payable is 3 times the standard						
Change of Use and Non Conforming Use Application Only						
Application for change of use or for change of continuation of a non-conforming use where development is not occurring	No	Yes	Planning and Development Act 2005	$295.00	each	$295.00
Alteration, extension or change of non-conforming use where development already commenced or been carried out	No	Yes	Planning and Development Act 2005	$885.00	each	$885.00
Miscellaneous Fees						
Section 39 and 40 Certificates	No	Yes		$73.00	each	$73.00
Rural Roads						
Development Bond* for Transportable Houses - Refundable	No	No		$10,000.00	each	$10,000.00
Development Assessment Panel (DAP) - In accordance with Planning and Development Assessment Panels Regulations 2011						
A) $2 million but less than $7 million	Yes	Yes	DAP Amendment Regulations 2017	$5,603.00	each	$5,603.00
B) $7 million but less than $10 million	Yes	Yes	DAP Amendment Regulations 2017	$8,650.00	each	$8,650.00
C) $10 million but less than $12.5 million	Yes	Yes	DAP Amendment Regulations 2017	$9,411.00	each	$9,411.00
D) $12.5 million but less than $15 million	Yes	Yes	DAP Amendment Regulations 2017	$9,680.00	each	$9,680.00
E) $15 million but less than $17.5 million	Yes	Yes	DAP Amendment Regulations 2017	$9,948.00	each	$9,948.00
F) $17.5 million but less than $20 million	Yes	Yes	DAP Amendment Regulations 2017	$10,218.00	each	$10,218.00
G) $20 million or more	Yes	Yes	DAP Amendment Regulations 2017	$10,486.00	each	$10,486.00
Amendment or cancellation	Yes	Yes	DAP Amendment Regulations 2017	$241.00	each	$241.00
Home Occupation - In accordance with Planning and Development Regulations 2009, Reg 47, Schedule 2						
Initial Application for approval of a home occupation where the home occupation has not commenced	No	Yes	Planning and Development Act 2005	$222.00	each	$222.00
Initial Application for approval of a home occupation where the home occupation has commenced	No	Yes	Planning and Development Act 2005	$666.00	each	$666.00
Application for the renewal of approval of a home occupation before the approval expires	No	Yes	Planning and Development Act 2005	$73.00	each	$73.00
Application for the renewal of approval of a home occupation after the approval has expired	No	Yes	Planning and Development Act 2005	$219.00	each	$219.00
Planning Advice						

Issue of written planning advice	No	Yes	Planning and Development Act 2005	$73.00	each	$73.00
Replying to a property settlement questionnaire	No	Yes	Planning and Development Act 2005	$73.00	each	$73.00
Zoning			Planning and Development Act 2005			
Issue of Zoning Certificate	No	Yes	Planning and Development Act 2005	$73.00	each	$73.00
Written Zoning Enquiries	No	Yes	Planning and Development Act 2005	$73.00	each	$73.00
Copy of Monthly Statistics						
Per Month	Yes	No		$20.00	each	$20.00
Per Annum	Yes	No		$200.00	each	$200.00
Scheme Amendment and Structure Plans Calculated for individual applications as per Part 2 and 3 of the Town Planning (Local Government Planning Fees) Regulations 2000						
Planning Scheme Amendment, Structure Plans and Development Plans	No	Yes	Planning and Development Act 2005			
Director/Manager/Planner	No	Yes	Planning and Development Act 2005		per hour	$150.00
Environmental Health Officer or officer with qualifications relevant	No	Yes	Planning and Development Act 2005		per hour	$100.00
Secretary/Administration	No	Yes	Planning and Development Act 2005		per hour	$45.00
Professional Advice (Expert Witness Statement, Audits, Reports etc **Professional advice as a resource of Council may only be provided on agreement of the Chief Executive Officer. Other fees may be incurred if other internal staff is required).*	Yes	No			per hour	per hour
Director/Manager/Planner	Yes	No			per hour	$300.00
Environmental Health Officer or officer with qualifications relevant	Yes	No				$200.00
Secretary/Administration	Yes	No				$90.00
Any required amendments or changes to the application undertaken by a Shire Officer will be charged for the time taken - per hour Note: Above fees are based on the completed application being lodged	No	Yes	Planning and Development Regulations 2009	$175.00	per hour	$175.00
Provision of a Sub-Division/Strata Clearance (per lot)						
A) 1 to 5 lots - Charge per lot	No	Yes	Planning and Development Regulations 2009	$73.00	per lot	$73.00
B) Between 6 and 195 lots - Charge for first 5 lots $365.00, then $35.00 per additional lot	No	Yes	Planning and Development Regulations 2009	$365.00 for the first 5 lots, then $35.00 per additional lot	per lot	$365.00 for the first 5 lots, then $35.00 per additional lot
C) More than 195 lots	No	Yes	Planning and Development Regulations 2009	$7,393.00	each	$7,393.00
Strata Form 7 Clearance Certificate under section 5B(2), 8A(f) or 9(3) of the Strata Titles Act - Minimum Fee of $100.00 applies	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	0.20 per sqm of floor area	each	0.20 per sqm of floor area
Application for Certificate of Approval for Strata Plan (Form 24)	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)			
a) Up to and including 5 lots - $656 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	$656 plus $65 per lot	per lot	$656 plus $65 per lot
b) More than 5 and up to 100 lots - $981 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	$981 plus $42.50 per lot	per lot	$981 plus $42.50 per lot
c) more than 100 lots	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	5,113.50	Per lot	$5,113.50
Planning and building - Professional Services - Per hour	Yes	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	At cost plus 20% plus	Per Item	At cost plus 20% plus
11 Recreation and Culture						
Kimberley Art Prize						
Artist Entry Fee	Yes	No		$50.00	each	$50.00
Artist Entry Fee - Youth Category	Yes	No		$16.50	each	$16.50
Artist Entry Fee - Boabnut Category	Yes	No		$10.00	each	$10.00
Artist Entry Fee - Concession	Yes	No		$44.50	each	$44.50
Commission on Sale of Works	Yes	No		20%	per item	20%
Hanging System - Art piece	Yes	No			per item	$25.00
Kimberley Photographic Awards						
Artist Entry Fee	Yes	No		$30.00	each	$30.00
Artist Entry Fee - Snap & Send Category	Yes	No		$0.00	each	$0.00
Artist Entry Fee - Concession	Yes	No		$25.00	each	$25.00
Artist Entry Fee - Youth Category	Yes	No		$16.50	each	$16.50
Commission on Sale of Works	Yes	No		20%	per item	20%
Hanging System - Photographic entry	Yes	No			per item	$25.00
Library Services						
Lost or Damaged Membership Card replacement	Yes	No		$5.00	each	$5.00
Lost and Damaged Books/Items/Stock:						
Administration Fee for lost and damaged items	Yes	No		$5.50	each	$5.50
Replacement items	Yes	No		At Cost	each	
DVD Case - Single	Yes	No		$1.00	each	$1.00
DVD Case - Multi	Yes	No		$2.50	each	$2.50
CD Case	Yes	No		$12.00	each	$3.00
Exam Fee invigilation per person including exam room hire (per hour or pro rata for a part of an hour)- University exams	Yes	No	As prescribed by university		per hour	
Exam Fee invigilation per person including exam room hire (per hour or pro rata for a part of an hour)- All other exams	Yes	No		$110.00	per hour	$110.00
Used Books (Individual book)	Yes	No		2.00	per item	$2.00
Book series	Yes	No		10.00	per series	$10.00
Used DVD or CD	Yes	No		2.00	per item	$2.00
Used audio book	Yes	No		10.00	per item	$10.00
Used magazine bundle	Yes	No		5.00	per bundle	$5.00
Kids afternoon activities at Derby Library*	Yes	No		20.50	per child per	$2.00
* The full term is to be paid up front at the commencement of the program						
Internet/Email Use:						
Once per person per day only, for information search	No	No		No Charge	per day	No Charge

Students: Free internet use for study/homework only	No	No		No Charge	each	No Charge
Aquatic Facilities						
Derby Memorial Swimming Pool						
Spectator - Casual Entry	Yes	No		$1.00	each	$1.00
Child 0 - 4 - Casual Entry	No	No		No Charge	each	No charge
Child 5 to 15 - Casual Entry	Yes	No		$3.50	each	$3.50
Child 5 to 15 - 3 Month Pool Membership	Yes	No		$70.00	each	$76.00
Child 5 to 15 - 6 Month Pool Membership	Yes	No		$110.00	each	$119.00
Child 5 to 15 - 12 Month Pool Membership	Yes	No		$180.00	each	$194.00
Adult 16+ - Casual Entry	Yes	No		$5.50	each	$5.50
Adult 16+ - 3 Month Pool Membership	Yes	No		$105.00	each	$113.00
Adult 16+ - 6 Month Pool Membership	Yes	No		$210.00	each	$226.00
Adult 16+ - 12 Month Pool Membership	Yes	No		$320.00	each	$345.00
Concession - Casual Entry	Yes	No		$3.50	each	$3.50
Concession - 3 Month Pool Membership	Yes	No		$70.00	each	$76.00
Concession - 6 Month Pool Membership	Yes	No		$110.00	each	$119.00
Concession - 12 Month Pool Membership	Yes	No		$180.00	each	$194.00
School Groups - Per student, pool opening hours only	Yes	No		$2.00	each	$2.00
Community Pool Party - Pool Entry	Yes	No		2.00	each	$2.00
Family - Casual Entry	Yes	No		$15.00	each	$15.00
Family - 3 Month Pool Membership	Yes	No		$265.00	each	$286.00
Family - 6 Month Pool Membership	Yes	No		$410.00	each	$442.00
Family - 12 Month Pool Membership	Yes	No		$620.00	each	$668.00
Note: Family consists of 2 Adults and up to 4 Children						
Multi-Pass Swim (10 Entry)						
Adult 10 visit pass	Yes	No		$49.50	each	$49.50
Child 5 to 15 10 visit pass	Yes	No		$31.50	each	$31.50
Concession 10 visit pass	Yes	No		$31.50	each	$31.50
Spectator 10 visit pass	Yes	No		$9.00	each	$9.00
Aquatic Programs						$0.00
Adult- Group Fitness Classes	Yes	No		$10.00	each	$10.00
Junior- Group Fitness Classes	Yes	No		$5.00	each	$5.00
Concession - seniors, students, healthcare card - Group Fitness Classes	Yes	No		$8.00	each	$8.00
Dash and Splash Entry	Yes	No		$15.00	each	$15.00
Derby Swim Classic	Yes	No		$15.00	each	$15.00
						$0.00
Multi-Pass Aquatic Program (10 entry)						$0.00
Adult	Yes	No		$90.00	each	$90.00
Child 5 to 15	Yes	No		$45.00	each	$45.00
Concession	Yes	No		$72.00	each	$72.00
Swimming Lessons and Educational Programs*						$0.00
Adult (non-member) - Group	Yes	No		$15.00	per session	$15.00
Adult (member) - Group	Yes	No		$12.50	per session	$12.50
Junior (non-member) - Group	Yes	No		$13.00	per session	$13.00
Junior (member) - Group				$11.00	per session	$11.00
Adult - 1:1 teaching per 1/2 hour lesson	Yes	No		$37.00	each	$37.00
Junior - 1:1 teaching per 1/2 hour lesson	Yes	No		$37.00	each	$37.00
Additional Adult/Junior - 1:1 teaching per 1/2 hour lesson	Yes	No		$21.00	each	$21.00
Bronze Medallion Qualification - Full Course	Yes	No		$200.00	each	$200.00
Bronze Medallion Qualification - Requalification	Yes	No		$100.00	each	$100.00
* The full term is to be paid up front at the commencement of the program						
Aquatic - Other						
Lane Hire per hour - Per Lane	Yes	No		$15.00	per hour	$15.00
Pool Hire - per hour (Outside of normal opening hours with prior agreement only. Includes 1 Pool Operator qualified staff member)	Yes	No		$100.00	per hour	$100.00
Pool Hire with Inflatable - per hour (Outside of normal opening hours with prior agreement only. Includes 1 Pool Operator qualified staff member)	Yes	No		$150.00	per hour	$150.00
Facility Hire - Exclusive use during ordinary opening hours (eg School Carnivals). Includes 1 Pool Operator qualified staff member.	Yes	No		$450.00	per hire	$450.00
Additional Lifeguard (compulsory for events over 100 attendees)	Yes	No		$50.00	per hour	$50.00
Event Booking Bond* - during operational hours only	Yes	No		new fee	per event	$50.00
Bond* - private booking whole of facility	No	No		$300.00	per hire	$300.00
Bond*s can not be waived. In ALL cases a Bond* is to be paid prior to the function, when the booking is made. The Bond* will be refunded as soon as possible after the function should there be no damage or additional expenses incurred. The Bond* amount will normally be $300.00 for hire of the Derby Swimming Pool						
Cancellation of Bookings						
7 Days or more prior to booking				Full Refund		Full Refund
Between 1 and 7 Days prior to booking				50% Refund		50% Refund
Within 24 Hours of booking				No Refund		No Refund
Other Recreation and Sport						
Junior School Holiday Program: Primary School Sessions						
Individual Session	No	No		$11.00	per session	$11
One Week - All Sessions	No	No		$30.00	per week	$30.00
Two Weeks - All Sessions	No	No		$60.00	per two weeks	$60.00
Marquee Hire						
Hire Fee - First day (including labour hire to erect and dismantle)	Yes	No		$950.00	each	$950.00
Hire Fee - Each additional day	Yes	No		$200.00	per day	$200.00
Bond*	No	No		$550.00	per hire	$550.00
Note: It is compulsory for the Shire to erect and dismantle the Marquee						
Pop-up Gazebo Hire						
Daily Hire Fee	Yes	No		$200.00	per day	$200.00
Labour Hire to Erect or Dismantle (optional)	Yes	No		$375.00	each	$375.00
Bond*	No	No		$550.00	per hire	$550.00
Equipment						
BBQ Trailer Day Hire	Yes	No		$80.00	per day	$80.00
Note: When hiring the BBQ Trailer the Hirer must obtain a Food Permit, which may incur an additional cost						
Public Address System	Yes	No		$75.00	per day	$75.00
Projector	Yes	No		$50.00	per day	$50.00
Screen	Yes	No		$25.00	per day	$25.00
Bond*	No	No		$250.00	per hire	$250.00
Outdoor Cinema Screen	Yes	No		$350.00	per day	$350.00
Gladiator Ring	Yes	No		$350.00	per day	$350.00
Inflatible Obstacle Course	Yes	No		$350.00	per day	$350.00
Requirement to have Shire staff assist with set up. Minimum one hour required						

Labour hire per person per hour - Outdoor Cinema Screen, Gladiator Ring and Inflatible Obstacle Course	Yes	No		$100.00	per hour	As per labour rates under "14. Other Property and Services"
Bond* - Outdoor Cinema Screen, Gladiator Ring and Inflatible Obstacle Course	No	No		$500.00	per hire	$500.00
Bond*s can not be waived. In ALL cases a Bond* is to be paid prior to the function, when the booking is made. The Bond* will be refunded as soon as possible after the function should there be no damage or additional expenses						
Facility Hire						
All Facility Hire - Keys						
Late key return, Community and Non-Govt Organisations - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$150.00
Late key return, Government and Commercial Organisations - for keys not returned within hire period as specified above	Yes	No		$300.00	each	$300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire Staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$300.00
Key deposit – Per Key (Maximum of 2 keys per hire at discretion of Shire)	No	No		no charge	each	no charge
Bonds						
Bonds can not be waived. In ALL cases a Bond* is to be paid prior to the function, when the booking is made. The bond* will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Derby Wharf Covered Seating Area						
Private/exclusive use opportunity to one of the designated portions (two x 10m² sites available) of the new jetty eating area site – Any day EXCEPT Weekends/Public Holidays	Yes	No			$25/hour/site	$25/hour/site
Private/exclusive use opportunity to one of the designated portions (two x 10m² sites available) of the new jetty eating area site – Weekends/Public Holidays	Yes	No			$50/hour/site	$50/hour/site
Civic Centre - Alcohol is allowed at this venue						
Community and Non-Government Organisations - Daily Hall Hire Sunday to Thursday 10am to 11pm	Yes	No		$270.00	per day	$270.00
Community and Non-Government Organisations - Daily Hall Hire Friday and Saturday 10am to midnight	Yes	No		$270.00	per day	$270.00
Community and Non-Government Organisations - Hall Hire per hour	Yes	No		$45.00	per hour	$45.00
Government and Commercial Organisations - Daily Hall Hire Sunday to Thursday 10am to 11pm	Yes	No		$720.00	per day	$720.00
Government and Commercial Organisations - Daily Hall Hire Friday and Saturday 10am to midnight	Yes	No		$720.00	per day	$720.00
Government and Commercial Organisations - Hall Hire per hour	Yes	No		$90.00	per hour	$90.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond* - Without alcohol consumption	No	No		$500.00	per event	$500.00
Bond* - With alcohol consumption	No	No		$2,000.00	per event	$2,000.00
Charitable / Not for Profit Fundraising Events						
Hall Hire with Alcohol - per hour	Yes	No		$45.00	per hour	$45.00
Hall Hire with Alcohol - per day	Yes	No		$270.00	per day	$270.00
Hall Hire without Alcohol - per hour	Yes	No		$45.00	per hour	$45.00
Hall Hire without Alcohol - per day	Yes	No		$270.00	per day	$270.00
Hall Hire for funeral service only - per hour	Yes	No		$45.00	per hour	$45.00
Hall Hire for funeral service only - per day	Yes	No		$270.00	per day	$270.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	$110.00
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	$110.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	$80.00
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond* - Without alcohol consumption	No	No		$500.00	per event	$500.00
Bond* - With alcohol consumption	No	No		$2,000.00		$2,000.00
						$0.00
Per day rate is defined as 8 hours or greater of continual use, otherwise the facility is charged per hour of usage						
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Equipment						
Chairs and trestle tables are included in the facility booking fee - they will not be hired for use outside of Council facilities						
Council Chambers						
Community and Non-Government Use - per hour	Yes	No		$50.00	per day	$50.00
Community and Non-Government Use - per day	Yes	No		$150.00	per day	$150.00
Commercial and Government Use - per hour	Yes	No		$50.00	per hour	$100.00
Commercial and Government Use - per day	Yes	No		$300.00	per day	$300.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	
Bond*	No	No		$300.00	per event	$300.00

Per day rate is defined as 8 hours or greater of continual use, otherwise the facility is charged per hour of usage						
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Equipment						
Chairs and tables are included in the facility booking fee - they will not be hired for use outside of Council facilities						
Derby Recreation Centre - Alcohol is not allowed at this Venue						
Squash Courts - Charges per court						
Per 1/2 hour	Yes	No		$10.00	per half hour	$10.00
Per hour	Yes	No		$16.00	per hour	$16.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Community Room						
Community and Non-Government Use - per hour	Yes	No		$15.00	per hour	$15.00
Community and Non-Government Use - per day	Yes	No		$90.00	per day	$90.00
Commercial and Government Use - per hour	Yes	No		$30.00	per hour	$30.00
Commercial and Government Use - per day	Yes	No		$180.00	per day	$180.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	$110.00
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	$110.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	$80.00
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility hourly rate
Bond*	No	No		$300.00	per event	$300.00
Meeting Room						
Community and Non-Government Use - per hour	Yes	No		$12.50	per hour	$12.50
Community and Non-Government Use - per day	Yes	No		$75.00	per day	$75.00
Commercial and Government Use - per hour	Yes	No		$25.00	per hour	$25.00
Commercial and Government Use - per day	Yes	No		$165.00	per day	$165.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility hourly rate
Bond*	No	No		$300.00	per event	$300.00
Derby Courts - Charges are per Court						
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$20.00	per hour	$20.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		$35.00	per hour	$35.00
Community and Non-Government Use - per day - 6am to 6pm	Yes	No		$120.00	per day	$120.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$40.00	per hour	$40.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$70.00	per hour	$70.00
Commercial and Government Use - per day - 6am to 6pm	Yes	No		$240.00	per day	$240.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility hourly rate
Bond* (one off hire by individual user)**	No	No		$100.00	per event	$0.00
Bond* (larger regular user groups, sporting groups)**	No	No		$300.00	per event	$0.00
Derby Oval						
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$15.00	per hour	$15.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		$40.00	per hour	$40.00
Community and Non-Government Use - per day - Without Lighting	Yes	No		$90.00	per day	$90.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$30.00	per hour	$30.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$80.00	per hour	$80.00
Commercial and Government Use - per day - Without Lighting	Yes	No		180.00	per day	$180.00
Derby Oval Changerooms						
Changeroom Hire - Community and non-government organisations- per hour	Yes	No		$11.00	per hour	$11.00
Changeroom Hire - Community and non-government organisations- per day	Yes	No		$66.00	per day	$66.00
Changeroom Hire - Commercial and government - per hour	Yes	No		$22.00	per hour	$22.00
Changeroom Hire - Commercial and government - per day	Yes	No		$132.00	per day	$132.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond*	No	No		$500.00	per event	$500.00
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Fitzroy Crossing Recreation Centre - No alcohol allowed at this venue						
Community and Non-Government Use - per hour	Yes	No		30.00	per hour	$30.00
Community and Non-Government Use - per day	Yes	No		180.00	per day	$180.00

Commercial and Government Use - per hour	Yes	No		$60.00	per hour	$60.00
Commercial and Government Use - per day	Yes	No		360.00	per day	$360.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	
Bond* - Without alcohol consumption	No	No		$500.00	per event	$500.00
Fitzroy Crossing Courts - Charges are per Court						
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$20.00	per hour	$20.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		35.00	per hour	$35.00
Community and Non-Government Use - per day - 6am to 6pm	Yes	No		120.00	per day	$120.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$40.00	per hour	$40.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$70.00	per hour	$70.00
Commercial and Government Use - per day - 6am to 6pm	Yes	No		$240.00	per day	$240.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond* (one off hire by individual user)**	No	No		$100.00	per event	$100.00
Bond* (larger regular user groups, sporting groups)**	No	No		$300.00	per event	$300.00
Fitzroy Crossing Canteen and Changerooms						
Canteen Hire - Community and non-government organisations- per day	Yes	No		$15.00	per hour	$15.00
Canteen Hire - Community and non-government organisations- per hour	Yes	No		$90.00	per day	$90.00
Canteen Hire - Commercial and government - per day	Yes	No		$30.00	per hour	$30.00
Canteen Hire - Commercial and government - per hour	Yes	No		$180.00	per day	$180.00
Note- Hirers of the Canteen are required to obtain a food permit prior to the use of the facility. This may incur additional costs.						
Changeroom Hire - Community and non-government organisations- per day	Yes	No		$11.00	per hour	$11.00
Changeroom Hire - Community and non-government organisations- per hour	Yes	No		$66.00	per day	$66.00
Changeroom Hire - Commercial and government - per day	Yes	No		$22.00	per hour	$22.00
Changeroom Hire - Commercial and government - per hour	Yes	No		$132.00	per day	$132.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond*	No	No		$300.00	per event	$300.00
Fitzroy Crossing Gym (managed by Garnduwa)						
Key Bond*	No	No		$250.00	each	$250.00
Per day rate is defined as 8 hours or greater of continual use, otherwise the facility is charged per hour of usage						
Fitzroy Crossing Oval						
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$15.00	per hour	$15.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		$40.00	per hour	$40.00
Community and Non-Government Use - per day - Without Lighting	Yes	No		$90.00	per day	$90.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$30.00	per hour	$30.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$80.00	per hour	$80.00
Commercial and Government Use - per day - Without Lighting	Yes	No		$180.00	per day	$180.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond*	No	No		$500.00	per event	$500.00
Large Events						
Sideshows/Fairs/Expos/Travelling Shows per night of operation	Yes	No		$300.00	per night	$300.00
Sideshows/Fairs/Expos/Travelling Shows per night of non operation	Yes	No		$150.00	per night	$150.00
Circuses per night of operation	Yes	No		$500.00	per night	$500.00
Circuses per night of non operation	Yes	No		$250.00	per night	$250.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"

Staff to attend - Call Out Fee (outside of user agreement) - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Bond*	No	No		$1,000.00	per event	$1,000.00
Bond* - For Oval	No	No		$5,000.00	per event	$5,000.00
Recreation Programs						
Adult Sports - per session	Yes	No		$10.00	per session	$10.00
Children - per session	Yes	No		$5.00	per session	$5.00
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Bonds						

Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred

* Council retains the right to charge a higher bond if the hirer has previously caused damage or if the activity is likely to cause damage

** Council retains the right to retain bond if the hirer breaches any conditions of hire.

** Council retains the right to refuse bookings where there has been a prior breach of conditions of hire by the hirer for any of the shire venues at any time in the past

** Where an organisation will be hiring a venue or equipment multiple times throughout the year, one bond can be paid and held by the Shire for the entire year or until a refund of the bond is requested. The bond must be of the bond value applicable to the venue or equipment being hired. If multiple venues or equipment are required on the same day, the person or organisation hiring the facilities or equipment are to pay the additional bond applicable.

Definitions

Alcohol - Where alcohol is being served or otherwise provided, including BYO and gratis provision

Per Day Rates - Per day rate is up to a maximum of 14 hrs eg 10am - 12 midnight, Friday and Saturday only

Community and Non-Government Organisations - This category covers individuals (eg: birthday parties and weddings except where alcohol is being served), incorporated and non-incorporated community groups where the purpose is not for profit. This includes groups such as Churches, Playgroups, and Aboriginal Community Organisations (eg: Land Council etc)

Commercial and Government - All state, federal and other local governments including their agencies, or where the purpose is to generate a profit by a business (excludes fairs, circuses, sideshows or other large scale events)

Community Leases						
Annual Community Lease Fee				100.00		$100.00
Sport and Recreation User Agreements						
Derby						
Derby Boxing Area	No	No		New Charge		$1,000.00
Derby Oval – No Lights Team/Associations	Yes	No		$650.00		$650.00
Derby Oval – No Lights Jnr Team/Associations	Yes	No		$275.00		$275.00
Derby Oval – With Lights Team/Associations	Yes	No		$1,000.00		$1,000.00
Derby Oval – With Lights Jnr Team/Associations	Yes	No		$375.00		$375.00
Derby Community Room - Recreation Centre Jnr Team/Associations	Yes	No		$165.00		$165.00
Derby Community Room - Recreation Centre Team/Associations	Yes	No		$455.00		$455.00
Derby Covered Courts – No Lights Team/Associations - Per Court	Yes	No		$350.00		$350.00
Derby Covered Courts – No Lights Jnr Team/Associations - Per Court	Yes	No		$125.00		$125.00
Derby Covered Courts – With Lights Team/Associations - Per Court	Yes	No		$700.00		$700.00
Derby Covered Courts – With Lights Jnr Team/Associations - Per Court	Yes	No		$275.00		$275.00
Derby Outside Courts – No Lights Team/Associations - Per Court	Yes	No		$175.00		$175.00
Derby Outside Courts – No Lights Jnr Team/Associations - Per Court	Yes	No		$62.50		$62.50
Derby Outside Courts – With Lights Team/Associations - Per Court	Yes	No		$350.00		$350.00
Derby Outside Courts – With Lights Jnr Team/Associations - Per Court	Yes	No		$137.50		$137.50
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00		Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00		As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee (outside of user agreement) - per hour	Yes	No		$80.00		As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate		Facility Hourly Rate
User Agreement Key Bond*s	No	No		$100.00		$100.00
Fitzroy Crossing						
Fitzroy Crossing Gym	no	No		new Charge		$1,815.00
Fitzroy Crossing Oval – No Lights Team/Associations	Yes	No		$650.00		$650.00
Fitzroy Crossing Oval – No Lights Jnr Team/Associations	Yes	No		$275.00		$275.00
Fitzroy Crossing Oval – With Lights Team/Associations	Yes	No		$1,000.00		$1,000.00
Fitzroy Crossing Oval – With Lights Jnr Team/Associations	Yes	No		$375.00		$375.00
FX Covered Courts Single Court – No Lights Team/Associations	Yes	No		$175.00		$175.00
FX Covered Courts Single Court – No Lights Jnr Team/Associations	Yes	No		$70.00		$70.00
FX Covered Courts Single Court – With Lights Team/Associations	Yes	No		$385.00		$385.00
FX Covered Courts Single Court – With Lights Jnr Team/Associations	Yes	No		$155.00		$155.00
FX Covered Courts Two Courts – No Lights Team/Associations	Yes	No		$350.00		$350.00
FX Covered Courts Two Courts – No Lights Jnr Team/Associations	Yes	No		$125.00		$125.00
FX Covered Courts Two Courts – With Lights Team/Associations	Yes	No		$700.00		$700.00
FX Covered Courts Two Courts – With Lights Jnr Team/Associations	Yes	No		$275.00		$275.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00		Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00		As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee (outside of user agreement) - per hour	Yes	No		$80.00		As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate		Facility Hourly Rate
User Agreement Key Bond*s	No	No		$100.00		$100.00
Sport and Recreation User Agreements Conditions						

User Agreements entitle teams or associations to use the facility for up to two x 2 hour sessions per week, for the duration of their season

12 Transport						
Curtin and Derby Airports						
Charging Cycle						

Airport charges are on a **Calendar Year** basis (not a financial year). As per aviation regulations, airport landing charges will be invoiced to the registered owner of the aircraft only. This information is gathered from the Civil Aircraft Register supplied by the Australian Government's Civil Aviation Safety Authority. The CEO is authorised to negotiate with RPT or other commercial proponents on the condition that any proposal is advised to Councillors.						
Regular Passenger Transport and Charter Operators						
Landing Fees						
Aircraft < 10,750kg Per tonne/Per landing or part thereof (calculated on the Maximum Aircraft Take-Off Weight)	Yes	No	LG Act (S6.16)	$33.00		$35.00
Aircraft > 10,750kg Per tonne/Per landing or part thereof (calculated on the Maximum Aircraft Take-Off Weight)	Yes	No	LG Act (S6.16)	$33.00		$35.00
Non Regular Passenger Traffic **(including Charters not paying as RPT)**						
Fixed Wing Aircraft Landing Fee Per tonne/Per landing or part thereof (calculated on the Maximum Aircraft Take-Off Weight)	Yes	No	LG Act (S6.16)	$33/tonne, with a minumum charge of $55.		$35/tonne, with a minumum charge of $60.
Rotary Winged Aircraft (Helicopters) Landing Fee Per tonne/Per landing or part thereof (calculated on the Maximum Aircraft Take-Off Weight)	Yes	No	LG Act (S6.16)	$16.50/tonne, with a minumum charge of $27.50.		$17.50/tonne, with a minumum charge of $35.00.
Manually Required Landing Charge/Fee	Yes	No	LG Act (S6.16)	$100 + twice the applicable landing charge	per landing	$100 + twice the applicable landing charge
DPI Competition Protected Route: Negotiated Discounts may apply.	Yes	No	LG Act (S6.16)	As negotiated.	As Applicable	As negotiated.
Head Tax						
Embarking Head (when seating capacity exceeding 20 passengers)	Yes	No	LG Act (S6.16)	$20.00	per passenger	$30.00
Dis-Embarking Head (when seating capacity exceeding 20 passengers)	Yes	No	LG Act (S6.16)	$40.00	per passenger	$10.00
Aircraft Parking (Fixed Wing and Helicopter)						
Daily - All Aircraft without a Long Term Permit						
<20 tonne	Yes	No	LG Act (S6.16)	$20.00	per day after first 24 hours	$21.00
>20 tonne	Yes	No	LG Act (S6.16)	$40.00	per day after first 24 hours	$42.00
Long Term Permit - Commercial Use						
Single Engine (same aircraft)	Yes	No	LG Act (S6.16)	$2,500.00	per annum	$2,625.00
Single Engine (alternating aircraft usage)	Yes	No	LG Act (S6.16)	$1,000.00	per quarter	$1,050.00
Twin Engine (same aircraft)	Yes	No	LG Act (S6.16)	$5,000.00	per annum	$5,250.00
Twin Engine (alternating aircraft usage)	Yes	No	LG Act (S6.16)	$2,000.00	per quarter	$2,100.00
Long Term Permit - Private Use						
Single Engine (same aircraft) - per annum	Yes	No	LG Act (S6.16)	$1,500.00	per annum	$1,575.00
Twin Engine (same aircraft) - per annum	Yes	No	LG Act (S6.16)	$2,000.00	per annum	$2,100.00
Terminal Space						
User Agreement Note: Leases are managed via S3.58 of the Local Government Act)	Yes	No	LG Act (S6.16)	As Negotiated - Per customer or per plane fee, depending on circumstances (minimum annual charge of $400.	per m2 per annum	As Negotiated - Per customer or per plane fee, depending on circumstances (minimum annual charge of $500.
Signage (Note: Discount may apply if incorporated into Terminal Space User Agreement).	Yes	No	LG Act (S6.16)	$350.00	per m2 per annum	$365.00
Sandwich Boards	Yes	No	LG Act (S6.16)	$400.00	per annum	$420.00
Land Space						
User Agreement Note: Leases are managed via S3.58 of the Local Government Act)	Yes	No	LG Act (S6.16)	$20 (minimum annual charge of $1,000)	per m2 per annum	$21 (minimum annual charge of $1,100)
Water Rates and Charges						
Annual Rate (charged at Water Corporation's "25mm" Annual Water Meter Charge rate)	Yes	No	LG Act (S6.16)	$446.63/service (as per applicable Water Corportation charge)	Per Annum	$552.90/service (as per applicable Water Corportation charge)
Consumption (charged at Water Corporation Regional Area #9 rates)	Yes	No	LG Act (S6.16)	$5.396c/1000lts (as per applicable Water Corportation charge)	Per Kilolitre	$5.531c/100lts (as per applicable Water Corportation charge)
Labour Rates						
Labour Rates Notes: Discount apply when Embarking Head Charge applied. Hours charged to relect employee hours paid (e.g. minimum call-out hours).	Yes	No	LG Act (S6.16)	As per labour rates under "14. Other Property and Services"	per hour	As per labour rates under "14. Other Property and Services"
Exemptions & Variations						
Firefighting Aircraft are exempt. Note: Defence Aircraft by agreement, are charged through Australian Airports Association, with funds collected by AAA and remitted to the Shire.						
Fitzroy Airport						

Airport charges are on a **Calendar Year** basis (not a financial year). As per aviation regulations, airport landing charges will be invoiced to the registered owner of the aircraft only. This information is gathered from the Civil Aircraft Register supplied by the Australian Government's Civil Aviation Safety Authority. The CEO is authorised to negotiate with RPT or other commercial proponents on the condition that any proposal is advised to Councillors.						
Landing Fees						
Fixed Wing Aircraft Landing Fee	Yes	No	LG Act (S6.16)	$33/tonne, with a minumum charge of $55.	Per tonne/Per landing or part thereof (calculated on the Maximum Aircraft Take-Off Weight)	$35/tonne, with a minumum charge of $60.
Rotary Winged Aircraft (Helicopters) Landing Fee	Yes	No	LG Act (S6.16)	$16.50/tonne, with a minumum charge of $27.50.	Per tonne/Per landing or part thereof (calculated on the Maximum Aircraft Take-	$17.50/tonne, with a minumum charge of $35.00.
Manually Required Landing Charge/Fee	Yes	No	LG Act (S6.16)	$100 + twice the applicable landing charge	per landing	$100 + twice the applicable landing charge
DPI Competition Protected Route: Negotiated Discounts may apply.	Yes	No	LG Act (S6.16)	As negotiated.	As Applicable	As negotiated.
Head Tax	Yes	No	LG Act (S6.16)			
Embarking Head (when seating capacity exceeding ~~30~~ 20 passengers)	Yes	No	LG Act (S6.16)	0.00	per passenger	$20.00
Dis-Embarking Head (when seating capacity exceeding ~~30~~ 20 passengers)	Yes	No	LG Act (S6.16)	0.00	per passenger	$10.00
Aircraft Parking (Fixed Wing and Helicopter)	Yes	No	LG Act (S6.16)			
Daily - All Aircraft without a Long Term Permit	Yes	No	LG Act (S6.16)			
<20 tonne	Yes	No	LG Act (S6.16)	20.00	per day after first 24 hours	$21.00
>20 tonne	Yes	No	LG Act (S6.16)	40.00	per day after first 24 hours	$42.00
Long Term Permit - Commercial Use	Yes	No	LG Act (S6.16)			
Single Engine (same aircraft)	Yes	No	LG Act (S6.16)	2,500.00	per annum	$2,625.00
Single Engine (alternating aircraft usage)	Yes	No	LG Act (S6.16)	1,000.00	per quarter	$1,050.00
Twin Engine (same aircraft)	Yes	No	LG Act (S6.16)	5,000.00	per annum	$5,250.00
Twin Engine (alternating aircraft usage)	Yes	No	LG Act (S6.16)	2,000.00	per quarter	$2,100.00
Long Term Permit - Private Use	Yes	No	LG Act (S6.16)			
Single Engine (same aircraft) - per annum	Yes	No	LG Act (S6.16)	1,500.00	per annum	$1,575.00
Twin Engine (same aircraft) - per annum	Yes	No	LG Act (S6.16)	2,000.00	per annum	$2,100.00
Land Space	Yes	No	LG Act (S6.16)			
User Agreement Note: Leases are managed via S3.58 of the Local Government Act)	Yes	No	LG Act (S6.16)	$16.50 (minimum annual charge of $1,000)	per m2 per annum	$17.50 (minimum annual charge of $1,100)
Water Rates and Charges	Yes	No	LG Act (S6.16)			
Annual Rate (charged at Water Corporation's "25mm" Annual Water Meter Charge rate)	Yes	No	LG Act (S6.16)	$446.63/service (as per applicable Water Corportation charge)	Per Annum	$552.90/service (as per applicable Water Corportation charge)
Consumption (charged at Water Corporation Regional Area #9 rates)	Yes	No	LG Act (S6.16)	$5.396c/1000lts (as per applicable Water Corportation charge)	Per Kilolitre	$5.531c/100lts (as per applicable Water Corportation charge)
Labour Rates	Yes	No	LG Act (S6.16)			
Labour Rates Notes: Discount apply when Embarking Head Charge applied. Hours charged to relect employee hours paid (e.g. minimum call-out hours).	Yes	No	LG Act (S6.16)	As per labour rates under "14. Other Property and Services"	per hour	As per labour rates under "14. Other Property and Services"
Exemptions and Variations	Yes	No	LG Act (S6.16)			
Firefighting Aircraft are exempt. *Note: Defence Aircraft by agreement, are charged through Australian Airports Association, with funds collected by AAA and remitted to the Shire.*						
Wharfage Rates						
General Cargo - per tonne or m3 whichever is greater	Yes	No		$9.75	Greater of per tonne or m3	$10.00
Feed - Primary Producer - per tonne or m3 whichever is greater	Yes	No		$3.50	Greater of per tonne or m3	$3.50
Fish including ice - Primary Producer - per tonne or m3 whichever is greater	Yes	No		$7.00	Greater of per tonne or m3	$7.00
Bulk fuel by Road Tanker - per kilolitre	Yes	No		$13.85	per kilolitre	$15.00
Bulk Minerals - per tonne	Yes	No		$6.75	per tonne	
20-30 Foot Empty Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$60.00	per TEU	$65.00
20-30 Foot Loaded Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$210.00	per TEU	$220.00
40-45 Foot Empty Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$120.00	per TEU	$130.00
40-45 Foot Loaded Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$415.00	per TEU	$425.00
Livestock (Cattle)	Yes	No		$2.70	each	$2.85
Change of booking < 24hrs notice	Yes	No		$265.00	each	$265.00
* TEU = twenty-foot equivalent units. A twenty-foot equivalent unit is a measure of containerised cargo. In metric units this is 6.10 m (length) x 2.44 m (width) / (per tonne or m3 whichever is greater) x 2.59 m (height), or approximately 39m^3						
Berthage Dues						
Vessels over 200 GRT (Max 3hr period) - per tonne or Lm	Yes	No		$1.20	per tonne or lineal metre	$2.00
Vessels over 200 GRT (Max 3hr period) - minimum charge	Yes	No		$255.00	each	$270.00
Vessels under 200GRT (Max 3hr period) - per tonne or Lm	Yes	No		$1.20	per tonne or lineal metre	$2.00

Vessels under 200GRT (Max 3hr period) - minimum charge	Yes	No		$130.00	each	$140.00
Passenger/Charter Vessels (Max 3hr period) - per metre	Yes	No		$6.50	per metre	$7.00
Passenger/Charter Vessels (Max 3hr period) - minimum charge	Yes	No		$130.00	each	$140.00
Barging Vessels - per berthage	Yes	No		$160.00	each	$170.00
Storage Fees						
Cargo Storage: 1-3 Days - rate greater of per tonne or per m3 per day	Yes	No		$0.60	Greater of per tonne or m3	$0.65
Cargo Storage: 4-10 Days - rate greater of per tonne or per m3 per day	Yes	No		$1.60	Greater of per tonne or m3	$1.70
Cargo Storage: >10 Days - rate greater of per tonne or per m3 per day	Yes	No		$4.50	Greater of per tonne or m3	$4.75
It is the responsibility of the transporters of goods, to notify the Council of shipping/barging movements						
Security Officer - Minimum Charge of 2 hours						
Labour/Security Officer per hour *	Yes	No		125.00	per hour	$135.00
Labour/Security Officer per hour at time and a half *	Yes	No		185.00	per hour	$200.00
Labour/Security Officer per hour at Double time *	Yes	No		250.00	per hour	$269.00
Labour/Security Officer per hour at Double time and a half *	Yes	No		312.50	per hour	$337.00
* minimum per half hour increments						
Water Sales						
Water per litre - Caravans, Campers Etc FX	YES	No		$0.10	per litre	$0.10
Water Delivery						
Water per 1,000Lt - sourced from tanks onsite	Yes	No		$19.80	per kilolitre	$21.00
Includes Admin Fee, Water Cost and Headworks/Infrastructure Charge						
Delivery of Water to Barge at Wharf - Delivered by Truck	Yes	No		Cost plus 10%	per litre	Cost plus 10%
Minimum Charge of $14.00 per invoice per month	Yes	No		$14.00	each	$14.50
Land Space						
As per applicable Temporary User Agreement - per square metre, per year (< 1,000m2)	Yes	No		$15.75	per m2 per annum	$32.00
As per applicable Temporary User Agreement - per square metre, per year (=/> 1,000m2)	Yes	No		$15.75	per m2 per annum	$32,000 + $16/m2 for the area over 1,000m2
As per applicable Temporary User Agreement - per square metre, per year (Boat Trailer Storage Area Only)	Yes	No		15.75	per m2 per annum	$16.00
Minimum Charge per year	Yes	No		$555.00	per annum	$2,500.00
13 Economic Services						
Fitzroy Crossing Visitor Centre						
Souvenirs - At Manufacturer Recommended Retail Price	Yes	No		RRP	each	RRP
Commissionable Souvenirs and Art Work	Yes	No		12.5% - 20%	% of sales	12.5% - 20%
All tours and bus ticket prices as per tour and bus companies pricing structure						
Tours and Accommodation Commission where applicable	Yes	No		10% - 20%	% of sales	10% - 20%
Greyhound Bus Ticket Sales Commission	Yes	No		5% - 20%	% of sales	5% - 20%
Greyhound Freight Commission	Yes	No		20%	% of freight value	20%
Greyhound Freight Handling Fee - Per Item	Yes	No		$1.10	each	$1.10
Integrity Bus Ticket Sales Commission	Yes	No		15%	% of sales	15%
Booking Fee - Non-Commissionable product	Yes	No		$5.50	each	$5.50
Building Control						
Applications for Building and or Demolition Permits - In accordance with Building Act 2011 (s. 16(1)) **Certified Application for a Building Permit (s. 16(1))**						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
(a) For building work for a Class 1 or Class 10 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	0.19 % of the estimated value of the building work but not less than $105		0.19 % of the estimated value of the building work but not less than $110
(b) For building work for a Class 2 to Class 9 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	0.09 % of the estimated value of the building work but not less than $105		0.09 % of the estimated value of the building work but not less than $110
Uncertified Application for a Building Permit (s. 16(1))						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	0.32 % of the estimated value of the building work but not less than $105	each	0.32 % of the estimated value of the building work but not less than $110
Application for a Certificate of Design Compliance (CDC) for Class 2-9 building works (commercial) in the Shire	No	Yes	Building Regulations 2012 Schedule 2	$450 plus 0.1% of the estimated value of works		$450 plus 0.1% of the estimated value of works
Application for a Building Approval Certificate for a building in respect of which unauthorised work has been done.	No	Yes	Building Regulations 2012 Schedule 2	0.38 % estimated (inclusive of GST) value of the building work but not less than $105		0.38 % estimated (inclusive of GST) value of the building work but not less than $110
Amendment to existing Building Permit - Minor amendments	No	Yes	Building Regulations 2012 Schedule 2	$91.12		$91.12

Amendment to existing Building Permit - Major amendment :subject to additional hourly rate depending upon extent of changes (MPBS to confirm)	No	Yes	Building Regulations 2012 Schedule 2	$238.70 but subject to additional hourly rate depending upon extent of changes (MPBS to confirm)		$238.70 but subject to additional hourly rate depending upon extent of changes (MPBS to confirm)
Building and Construction Industry Training Levy if over $20,000	No	Yes	Building Regulations 2012 Schedule 2	0.2% of the estimated value (incl of GST) of the proposed construction, minimum $20,000 value		0.2% of the estimated value (incl of GST) of the proposed construction, minimum $20,000 value
Application for a Demolition Permit (s. 16(1))						
(a) For demolition work in respect of a Class 1 or Class 10 building or incidental structure	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
(b) For demolition work in respect of a Class 2 to Class 9 building	No	Yes	Building Regulations 2012 Schedule 2	$105.00 for each storey of the building		$110.00 for each storey of the building
Application to Extend the time during which a Building or Demolition Permit has effect (s. 32(3)(f))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application for Occupancy Permits and Building Approval Certific						
Application for an Occupancy Permit for a completed building (s. 46)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application for a Temporary Occupancy Permit for an incomplete building (s. 47)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application for modification of an Occupancy Permit for additional use of a building on a temporary basis (s. 48)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application for a Replacement Occupancy Permit for Permanent Change of the building's use, classification (s. 49)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application for an Occupancy Permit or Building Approval Certificate for registration of strata scheme or plan of re- subdivision (s. 50(1) and (2))	No	Yes	Building Regulations 2012 Schedule 2	$11.60 for each strata unit covered by the application, but not less than $115.00		$11.60 for each strata unit covered by the application, but not less than $110.00
Application for an Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$105.00
* Estimated value of the unauthorised work as determined by the relevant permit authority.	No	Yes	Building Regulations 2012 Schedule 2	0.18% of the estimated value of the unauthorised work* but not less than $105.00		0.18% of the estimated value of the unauthorised work* but not less than $110.00
Application for a Building Approval Certificate for a building or an incidental structure in respect of which unauthorised work has been done (s. 51(3))						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application to replace an Occupancy Permit for an existing building (s. 52(1))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application for a Building Approval Certificate for an existing building or an incidental structure where unauthorised work has not been done (s. 52 (2))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect (s. 65(3)(a))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$110.00
Application for Variation/Modification of Building Standards in which declaration is sought from Building Commissioner as defined in Regulation 31 (for each Building Standard in respect of which a Declaration is sought)	No	Yes	Building Regulations 2012, Part 9, Division 3	$2,160.15	per standard variation	$2,160.15
Inspections of Swimming Pool Enclosures $57.45, as defined in Regulation 53 (2), Division 2 of the Building Regulations Act 2012. This fee will be charged pro-rata on the Rates Notice for all properties with private swimming pools	No	Yes	Building Regulations 2012, Part 8, Division 2, reg 53 (2)	$14.36	per annum	$14.36
Swimming Pool re-inspection(s) and per request outside of normal inspection programs (Pursuant to S6.162 of the Local Government Act 1995)	No	No	LG Act 1995	$220.00	each	$220.00
Application for approval of Battery Powered Smoke Alarms	No	Yes	Building Regulations 2012, Part 8, Division 3, reg 61 (3) (b)	$179.40	each	$179.40
Application to search a property for Plans (plus photo copying charges)	Yes	No		52.00	each property	$72.00
Building Services Levy $45,000 or Less - Set by Building Services Commission						
Building Permit	No	Yes	Building Services Act 2011	$61.65	each	$61.65
Demolition Permit	No	Yes	Building Services Act 2011	$61.65	each	$61.65
Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$61.65
Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$61.65
Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	$123.30	each	$123.30
Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	$123.30	each	$123.30
Building Services Levy Over $45,000 - Set by Building Services Commission						
Building Permit	No	Yes	Building Services Act 2011	0.137% of the value of the work	each	0.137% of the value of the work
Demolition Permit	No	Yes	Building Services Act 2011	0.137% of the value of the work	each	0.137% of the value of the work
Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$61.65

Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$61.65
Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	0.274% of the value of the work	each	0.274% of the value of the work
Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	0.274% of the value of the work	each	0.274% of the value of the work
Private Swimming Pool inspection Fees						
Swimming Pool Inspection Fees and Follow Up Inspection Fees. Includes the following: Final Inspection of newly completed pools and pool fencing. Mandatory compliance inspection every four years (to be charged over 4 years); and any subsequent follow up inspections	No	Yes	Building Regulations 2012	58.45	Per Annum	58.45
14 Other Property and Services						
Plant and Labour Charge Out Rates						
Please note for plant items not specifically listed below, the CEO has the ability to approve hire and set rates on a per request basis						
Council Policy Council will only make plant available outside normal working hours. The plant is operated by a Shire employee, unless otherwise authorised by the Chief Executive Officer (only in an emergency)						
Plant Item						
Loader Kubota	Yes	No		$70.00	per hour	$76.00
Tractor - 4000kg - 6000kg	Yes	No		$70.00	per hour	$76.00
John Deere Tractor 6630	Yes	No		$100.00	per hour	$108.00
Tip Truck - up to 4T	Yes	No		$95.00	per hour	$103.00
Road Broom (Tractor Drawn)	Yes	No		$120.00	per hour	$130.00
Road Sweeper (Kubota Loader)	Yes	No		$100.00	per hour	$108.00
Tractor and Slasher	Yes	No		$120.00	per hour	$130.00
Plate Compactor	Yes	No		$35.00	per hour	$38.00
Litter Vacuum	Yes	No		$55.00	per hour	$60.00
Ute	Yes	No		$40.00	per hour	$44.00
Backhoe	Yes	No		$80.00	per hour	$87.00
12 Seater Bus	Yes	No		$40.00	per hour	$44.00
Truck 13T	Yes	No		$135.00	per hour	$146.00
Mower - Kubota Ride-On	Yes	No		$55.00	per hour	$60.00
All Plant items are charged per hour of usage, Plus Day Labour Charge Materials Staff Charge Out Rates - A minimum of one hour applies (with charges per hour, or part thereof) Staff Charge Out Rates: 6am to 6pm Monday to Friday - Per Hour (if not otherwise stated in this Fees & Charges Schedule)	Yes	No		Cost plus 30%	per hour	
Labour - Operator/Administration	Yes	No		105.00	per hour	$111.00
Labour - Leading Hand/Supervisor/Technical Officer	Yes	No		132.00	per hour	$139.00
Manager (e.g. Works and Services)	Yes	No		180.00	per hour	$189.00
Executive (e.g. Director Technical & Development Services)	Yes	No		205.00	per hour	$216.00
Labour - Leading Hand/Supervisor/Technical Officer (Double Time)	Yes	No		264.00	per hour	$278.00
Manager (e.g. Works and Services) (Double Time)	Yes	No		360.00	per hour	$378.00
Executive (e.g. Director Technical & Development Services) (Double Time)	Yes	No		410.00	per hour	$431.00
Standpipe Water						
Water taken from Standpipe at Shire Depot - per kilolitre	No	No		$3.50	per kilolitre	$4.00

Shire of Derby / West Kimberley

Schedule of Fees and Charges

2022/2023 Financial Year

www.sdwk.wa.gov.au

SHIRE OF DERBY / WEST KIMBERLEY

Fees and Charges 2022-23 (AMENDED)

Any Statutory Fees are fees imposed by other government agencies and are subject to change without warning

Collection of Fees and Charges will be in accordance with Council Policies

(F4 - Sundry Debtors Collection and F5 - Outstanding Rates Collection)

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Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
03 General Purpose Funding						
Rates						
Instalment Charges						
Instalment Plans - Administration Fee per instalment notice. The administration fee does not apply to the first instalment (therefore a total fee of $45 per year). The fee is only applicable to ratepayers who elect to pay either by the two or four instalments option by the due date	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 67	$15.00	each	$ 15.00
Interest on Instalment Plan	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 68	5.5% pa	annual rate	5.5% pa
Interest Charges						
Penalty interest on overdue rates and service charges - calculated daily on rates and service charges unpaid by due date	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 70, 71	7%	annual rate	7%
Rating Charges						
Dishonoured Cheque including administration fee	Yes	No	LG Act 1995	$55.00	each	$ 60.00
Rates Reprint - Cost per reprint sent by e-mail	No	No		$10.00	each	$ 10.00
Rates Reprint - Cost per reprint sent by post	No	No		$20.00	each	$ 20.00
Account Enquiries - Rating Information per request only	No	No		$60.00	each	$ 65.00
Account Enquiries - Property Search which includes Building Dept Fee per request	No	No		$120.00	each	$ 130.00
Account Enquiries - Combined Rating and Property Search per request	No	No		165.00	each	$ 178.00
Rate Book - Hard Copy per request *	No	No		$200.00	each	$ 216.00
Rate Book - Electronic Copy per request *	No	No		$25.00	each	$ 27.00
Electoral Roll per request	No	No		$190.00	each	$ 205.00
Rates - Alternative Payment Arrangements per request	No	No		$50.00	each	$ 54.00
Rates - Re-imbursement of Search/Legal Fees	No	No		Actual Cost	each	Actual Cost
Debt Recovery Cost: Rates Collection - All legal and court costs	No	No		Actual Cost		Actual Cost
Caveat Lodgement Fee	No	No		Actual Cost		Actual Cost
Caveat Withdrawal Fee	No	No		Actual Cost		Actual Cost
* Rate Book will only be provided on completion of a statutory declaration that the information will not be used for commercial purposes by the purchaser or another person						
04 Governance						
Other Governance						
Administrative Charges						
Debtors						
Debt Recovery Cost: Non-Rate Debt Collection - All legal and court costs	No	No		Actual Cost		Actual Cost
Non Payment Penalty Interest - Sundry Debtors (commences 35 days after date of issue, interest calculated daily)	No	No	LG Act 1995 Section 6.13	7%	annual rate	7%
Dishonoured Cheque including administration fee	No	Yes	LG Act 1995	$55.00	each	$ 60.00
* At discretion of the Shire not to levy this charge						
Council Publications						
Minutes and Agendas						
Agenda - per copy per meeting	No	No	LG Act 1995	$25.00	per copy	$25.00 (+ 25c/page over 100 pages)
Minutes - per copy per meeting	No	No	LG Act 1995	$25.00	per copy	$25.00 (+ 25c/page over 100 pages)
Agenda and Minutes - per copy per meeting	No	No	LG Act 1995	$45.00	per copy	$45.00 (+ 25c/page over 100 pages)
Freedom of Information Requests						
Application for personal Information about the Applicant	No	Yes	FOI Reg 1993, Schedule 1	No Charge	each	No Charge
Application Fee under Section 12 (1) (e) for an application for non-personal information*	No	Yes	FOI Reg 1993, Schedule 1	$30.00	each	$ 30.00
Charge for time taken dealing with application (per hour or pro rata for a part of an hour)	No	Yes	FOI Reg 1993, Schedule 1	$30.00	per hour	$ 30.00
Charge for access time supervised by Staff (per hour or pro rata for a part of an hour)	No	Yes	FOI Reg 1993, Schedule 1	$30.00	per hour	$ 30.00
Charge for photocopying – Staff time (per hour or pro rata for a part of an hour)	No	Yes	FOI Reg 1993, Schedule 1	$30.00	per hour	$ 30.00
Charge for time taken by staff transcribing information from a tape or other device (per hour or pro rata for a part of an hour)	No	Yes	FOI Reg 1993, Schedule 1	$30.00	per hour	$ 30.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Charge for duplicating a Tape, File or Computer Information	No	Yes	FOI Reg 1993, Schedule 1	Actual Cost		Actual Cost
Charge for delivery, packaging and postage	No	Yes	FOI Reg 1993, Schedule 1	Actual Cost		Actual Cost
Advance deposit may be required by the Shire of the estimated charges under Section 18 (1) of the FOI Act	No	Yes	FOI Reg 1993, Schedule 1	25%	% of cost	25%
Further advance deposit which may be required by the Shire under Section 18 (4) of the FOI Act	No	Yes	FOI Reg 1993, Schedule 1	75%	% of cost	75%
For financially disadvantaged applicants or those issued with a prescribed Pensioner Concession Card, the charge payable is reduced by:	No	No		25%		25%
* Members of the public may request an estimate of charges when lodging an application. If the charges are likely to exceed $25, the Shire will provide an estimate of charges and enquire whether the application is to proceed. The Shire must be notified within 30 days of an intention to proceed with the application. An advance deposit may be requested						
Shire Special Series Number Plates	Yes	No		$300.00	each	$ 323.00
Scanning to Email: 1 to 20 pages	Yes	No		$3.50	each	$ 10.00
Printing or Copying:						
A4 Black and White - per side	Yes	No	LG Act 1995	$0.50	each	$ 1.00
A4 Coloured - per side	Yes	No	LG Act 1995	$1.00	each	$ 2.00
A3 Black and White - per Side	Yes	No	LG Act 1995	$1.00	each	$ 2.00
A3 Coloured - per Side	Yes	No	LG Act 1995	$2.50	each	$ 3.00
Students - Above fees are at a discounted rate of 50%	Yes	No	LG Act 1995	50%	each	50% of above rates
05 Law, Order, Public Safety						
Animal Control						
Animal Microchipping *						
Microchipping of dog or cat - where either 1 dog or 1 cat only	Yes	No	LG Act 1995	$55.00	each	$ 55.00
Microchipping of dog or cat - per animal where two or more	Yes	No	LG Act 1995	$50.00	each	$ 50.00
Microchipping of dog or cat - Eligible Pensioners where either 1 dog or 1 cat only	Yes	No	LG Act 1995	$50.00	each	$ 50.00
Microchipping of dog or cat - Eligible Pensioners per animal where two or more	Yes	No	LG Act 1995	$45.00	each	$ 45.00
* This service is a provision for the releasing dogs and cats from the pound - when and where other service providers are not available. It cannot be seen as an expectation from the Public and may not always be readily available. The principal Vet from the Derby Veterinary Clinic unconditionally supports the offer of this service						
Cat Breeders						
Cat Breeders - Application for grant of, or renewal of approval to breed cats	No	Yes	Cat Act 2011	$200.00	each	$ 200.00
Cat Registration Fees and Charges *						
Sterilised Cat - 1 year	No	Yes	Cat Reg 2012, Schedule 3	$20.00	each	$ 20.00
Sterilised Cat - If application is made after 31st of May until next 31st of October	No	Yes	Cat Reg 2012, Schedule 3	$10.00	each	$ 10.00
Sterilised Cat - 3 years	No	Yes	Cat Reg 2012, Schedule 3	$42.50	each	$ 42.50
Sterilised Cat - Lifetime Registration	No	Yes	Cat Reg 2012, Schedule 3	$100.00	each	$ 100.00
Eligible Pensioners - Amount of above fee payable	No	Yes	Cat Reg 2012, Schedule 3	50%	each	50%
* Cat Registrations are due and payable on 1st November in the year of expiry of the licence						
Replacement Cat Tag	Yes	No	LG Act 1995	6.00	each	$ 6.00
Cat Seizure Fee - payable in addition to infringement fees	No	No	LG Act 1995	90.00	each	$ 90.00
Cat maintenance in pound - per cat per day	Yes	No	LG Act 1995			$ 15.00
Parasite treatment if required	Yes	No	LG Act 1995	0.00		$ 11.00
Cat Infringements - Fine per Cat Under Cat Regulations 2012, CAT Act 2011						
Boarding Kennels						
Boarding Kennel Registration licence	Yes	Yes	Dog Act 1976	200.00	each	$ 200.00
Annual kennel Licence (Inspection required before renewal of Licence)	Yes	Yes	Dog Act 1976	200.00	each	$ 220.00
Variation of Licence	No	Yes	Dog Act 1976			$ 105.00
Transfer of Licence	No	Yes	Dog Act 1976			$ 70.00
Dog Registration Fees and Charges *						
Sterilised Dogs - 1 year	No	Yes	Dog Act 1976	$20.00	each	$ 20.00
Sterilised Dog - If application is made after 31st of May until next 31st of October	No	Yes	Dog Act 1976	$10.00	each	$ 10.00
Sterilised Dogs - 3 years	No	Yes	Dog Act 1976	$42.50	each	$ 42.50
Sterilised Dog - Lifetime Registration	No	Yes	Dog Act 1976	$100.00	each	$ 100.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Eligible Concession Card Holders - Amount of above fee payable (except Dangerous Dog)	No	Yes	Dog Act 1976	50%	each	50%
Working Dogs - Bona fide used in droving or tendering stock, Amount of above fee payable	No	Yes	Dog Act 1976	25%	each	25%
Lifetime dog sterilisation cost - only under RSPCA Pet Sterilisation Program	No	Yes	Dog Act 1976			No charge
Unsterilised Dogs - 1 year	No	Yes	Dog Act 1976	$50.00	each	$ 50.00
Unsterilised Dog - If application is made after 31st of May until next 31st of October	No	Yes	Dog Act 1976	$25.00	each	$ 25.00
Unsterilised Dogs - 3 years	No	Yes	Dog Act 1976	$120.00	each	$ 120.00
Unsterilised Dog - Lifetime	No	Yes	Dog Act 1976	$250.00	each	$ 250.00
Eligible Concession Card Holders - Amount of above fee payable (except Dangerous Dog)	No	Yes	Dog Act 1976	50%	each	50%
Working Dogs - Bona fide used in droving or tendering stock, Amount of above fee payable	No	Yes	Dog Act 1976	25%	each	25%
* Dog Registrations are due and payable on 1st November in the year of expiry of the licence						
Guide Dogs	No	Yes		No Charge		No Charge
Dangerous Dog - 1 year	No	Yes		$50.00	each	$ 50.00
Dangerous Dog initial property inspection	Yes	No	LG Act 1995	200.00	each	$ 250.00
Dangerous Dog annual inspection	Yes	No	LG Act 1995	200.00	each	$ 200.00
Dangerous Dog Collar	Yes	No	LG Act 1995	70.00	each	$ 70.00
Dangerous Dog Sign	Yes	No	LG Act 1995	45.00	each	$ 45.00
Dangerous Dog Muzzle	Yes	No	LG Act 1995	35.00	each	$ 35.00
Replacement Dog Tag	Yes	No	LG Act 1995	6.00	each	$ 6.00
Dog Local Laws and Dog Charges						
Dog Seizure Fee - payable in addition to infringement fees as per Dog Act 1976 and Dog Regulations 1976	Yes	No	LG Act 1995	90.00	each	$ 90.00
Dog Seizure Fee - Without impound and return of dog	No	No	Dog Act 1976	No charge	each	No charge
Dog Maintenance in Pound - per dog per day	Yes	No	LG Act 1995	15.00	each	$ 15.00
Parasite treatment if required	Yes	No	LG Act 1995	0.00		$ 11.00
Destruction and/or Disposal of a Dog - At Owners request	Yes	No	LG Act 1995	100.00	each	$ 120.00
Return Dog after hours	Yes	No	LG Act 1995	100.00	each	$ 150.00
Application for more than 2 Dogs - Charge per application	Yes	No	LG Act 1995	$150.00	each	$ 150.00
Dog Infringements - Fine per Dog Under Dogs Local Law 2003, Dog Act 1976						
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$120.00	each	$ 120.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$120.00	each	$ 120.00
Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$60.00	each	$ 60.00
Impounded after 6pm and before 6am	Yes					
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$204.00	each	$ 204.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$240.00	each	$ 240.00
Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$120.00	each	$ 120.00
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$60.00	each	$ 60.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$60.00	each	$ 60.00
Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$30.00	each	$ 30.00
Subsequent each 24 hours of part thereof						
Entire horses, mules, asses, camels, bulls or boars per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$30.00	each	$ 30.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, rams or pigs per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$30.00	each	$ 30.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$15.00	each	$ 15.00
Note: No charge is payable in respect of a suckling animal under the age of six months running with its mother						
Charges for Sustenance of Stock Impounded - Daily per animal						
Entire horses, mules, asses, camels, bulls, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers or calves per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$35.00	each	$ 35.00
Pigs of any description per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$35.00	each	$ 35.00
Rams, wethers, ewes, lambs or goats per head	Yes	No	Local Government (Miscellanous Provisions) Act 1960	$35.00	each	$ 35.00
Note: No charge is payable in respect of a suckling animal under the age of six months running with its mother						
Vehicle Impoundment - Per Vehicle						
Animal trap bond - per trap and refundable upon return of trap	No	No				$ 50.00
***NEW Heading* "Vehicle/Impounding"**						
Towing of Vehicle from Property	No	No		$250.00	each	$ 250.00
Impounding of Vehicle	No	No		$100.00	each	$ 20.00
Impounded Vehicles - Storage Fee per Day	No	No		$10.00	each	$ 10.00
07 Health						
Caravan Park and Camping Ground						
Annual Registration Fee (Minimum)*	No	Yes		$200.00	per annum	$ 200.00
Transfer of Caravan Park Licence	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$100.00	each	$ 100.00
*OR - The amount calculated by multiplying the relevant amount below per site, by the maximum number of sites (including any sites that may be used in an overflow area) - WHICHEVER IS THE GREATER AMOUNT						
Registration per Long Stay Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$6.00	per annum	$ 6.00
Registration per Short Stay Site and Sites in Transit Parks	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$6.00	per annum	$ 6.00
Registration per Camp Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$3.00	per annum	$ 3.00
Registration per Overflow Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$1.50	per annum	$ 1.50
Additional fee for renewal after expiry (Reg 53)	No	Yes	Caravan Parks and Camping Ground Regulations 1997	$20.00	each	$ 20.00
Temporary Licence - Refer to Schedule 3. Pro rata amount of the application fee payable for the period of time for which the licence is to be in force	No	Yes	Caravan Parks and Camping Ground Regulations 1997	Minimum of $100	each	Minimum of $100
Lodging House						
Annual Registration Fee	No	No	Health (Miscellaneous Provisions Act 1911)	$180.00	per annum	$ 180.00
Transfer of Ownership Licence	No	No	LG Act 1995	$100.00	each	$ 100.00
Public Buildings						
Low Risk - per building	No	No		$100.00	each	$ 100.00
Medium Risk - per building	No	No		$200.00	each	$ 200.00
High Risk - per building	No	No		$300.00	each	$ 300.00
Public Events	No	No		$100.00	each	$ 100.00
Reissue of Certificate of Approval	No	No		$50.00	each	$ 50.00
Public Event - Not-for-profit entity	No	No		No Charge	each	No Charge
Premises Inspection						
Food Premises Inspection Fee	No	No	LG Act 1995	$80.00	each	$ 80.00
Food Premises Re-Inspection Fee - Initial Failure	No	No	LG Act 1995	$120.00	each	$ 120.00
Fee for Service of Demand * Includes Section 39 Certificate, freezer breakdown, inspection on request, assessment of noise management plans						
1st hour or pro rata for a part of an hour	Yes	No		$180.00	each	$ 194.00
Every hour thereafter or pro rata for a part of an hour	Yes	No		$90.00	each	$ 97.00
Water Sampling/Analysis *Microbial - per sample on request	Yes	No	LG Act 1995	100.00	each	$ 77.00
Pool Water Sampling	No	No	LG Act 1995	80.00	each	$ 57.00
Pool Water Re-Sampling as failed initial test	No	No	LG Act 1995	$140.00	each	$ 100.00
Bore Water Sampling	Yes	No	LG Act 1995	$100.00	each	$ 77.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Bore Water Re-Sampling as failed initial test	Yes	No	LG Act 1995	$130.00	each	$ 130.00
Reissue of Certificate of Approval - All health related approvals	Yes	No		$50.00	each	$ 54.00
Note: Fee for service applies to all Environmental Health Service Delivery and is not limited to food matters only						
Hairdresser/Beauty Therapy/Skin Penetration						
Initial Notification / Application	No	No	LG Act 1995	$110.00	each	$ 110.00
Annual Inspection Fee	No	No	LG Act 1995	$80.00	each	$ 80.00
Offensive Trades Fees						
Fees for Offensive Trades are as prescribed by the Health (Offensive Trades Fees) Regulations 1976 under the Health Act 1911	No	Yes		Refer to Reg 3	each	Refer to Reg 3
Septic Tank Applications*						
Local Government Application Fee	No	No		$118.00	each	$ 118.00
Fee for Grant of Permit (Reg 10(2))	No	No		$118.00	each	$ 118.00
Septic Tank Inspection Fee	No	No		$118.00	each	$ 118.00
*Other fees apply if building is not a single dwelling and produces more than 540 litres of sewerage per day (ie $56.00 fee to HDWA)						
Food Act Application Fee						
Construct or establish a food premises (s110 (3)) which includes Notification Fee						
High Risk	No	No		$400.00	each	$ 400.00
Medium Risk	No	No		$300.00	each	$ 300.00
Low Risk	No	No		$200.00	each	$ 200.00
Note: As per Food Act, any Fees and Charges set by statutory regulation take precedence over Council Fee's and Charges						
Food Act Notification Fee						
High, Medium and Low Risk Premises	No	No		$70.00	each	$ 70.00
Exempted Food Premises, not-for-profit, community groups and food business' licenced under Activities on Thoroughfares and Trading	No	No		No Charge	each	No Charge
Annual Risk Assessment/Inspection Fees						
High Risk - 4 Assessments per year	No	No		$500.00	each	$ 500.00
Medium Risk - 2 Assessments per year	No	No		$300.00	each	$ 300.00
Low Risk - 1 Assessment per year	No	No		$150.00	each	$ 150.00
2nd and Subsequent Re-Assessment	No	No		$100.00	each	$ 100.00
Transfer Fee	No	No		$100.00	each	$ 100.00
Stallholders Permit						
Annual Fee	No	No		$260.00	per annum	$ 260.00
Monthly Fee	No	No		$60.00	per month	$ 60.00
Daily Fee	No	No		$30.00	each	$ 30.00
Charitable organisation or community group	No	No		$0.00	each	$ -
Traders Permit						
Annual Fee	No	No		$1,565.00	per annum	$ 1,565.00
Monthly Fee	No	No		$260.00	per month	$ 260.00
Daily Fee/One off	No	No		$55.00	each	$ 55.00
Infringements						
Offences under the Food Act 2008	No	Yes		As prescribed	each	As prescribed
Offences under the Food Regulations 2009	No	Yes		As prescribed	each	As prescribed
08 Education and Welfare						
School Holiday Program: Primary School Sessions						
Individual Session	No	No		$11.00	per session	$ 11.00
One Week - All Sessions	No	No		$30.00	per week	$ 30.00
Two Weeks - All Sessions	No	No		$60.00	per two weeks	$ 60.00
Youth Services						
Derby Youth Centre - Alcohol is not allowed at this venue						
Community and Non-Government Use - per hour	Yes	No		$15.00	per hour	$ 15.00
Community and Non-Government Use - half day (up to 5 hours)	Yes	No		$67.50	per half day	$ 67.50
Community and Non-Government Use - per day	Yes	No		$96.00	per day	$ 96.00
Commercial and Government Use - per hour	Yes	No		$30.00	per hour	$ 30.00
Commercial and Government Use - half day (up to 5 hours)				$135.00	per half day	$ 135.00
Commercial and Government Use - per day	Yes	No		$180.00	per day	$ 180.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Bond	No	No		$500.00	per hire	$ 500.00
Late key return, Community and Non-Govt Organisations - for keys not returned within hire period as specified above - per day	Yes	No		$70.00	each	$ 70.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Late key return, Government and Commercial Organisations - for keys not returned within hire period as specified above - per day	Yes	No		$140.00	each	$ 140.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00
Note: Hire fees may be waived at the discretion of Council for the delivery of Youth Life Skills Programs						
09 Housing						
Housing - Council Staff As per Council Policy AF23 - Provision of Staff Housing	No	No				
10 Community Amenities						
Cemeteries:						
The Municipality of the Shire of Derby West Kimberley Local Laws relating to Derby Public Cemetery - Reserve No. 1227 and Fitzroy Crossing Public Cemetery - Reserve No. 29060						
Cemetery Enquiry - Search of Cemetery Records	Yes	No		$55.00	each	$ 60.00
Burial - Application for Grant of Right of Burial On application for a "Form of Grant of Right of Burial" the following fees shall be payable:						
Grant of Right of Burial	No	No		$150.00	each	$ 162.00
Sinking Fees - Ordinary Grave for an adult (1.8 - 2.1m deep)	No	No		$600.00	each	$ 646.00
Sinking Fees - Grave for any child under 7 years (1.8 - 2.1m deep)	No	No		$500.00	each	$ 538.00
Sinking Fees - Grave for any stillborn child (1.4m deep)	No	No		$400.00	each	$ 431.00
Sinking fees - Double Burial Plot (2.4m deep)	No	No		$650.00	each	$ 700.00
Sinking fees - Family to Dig Grave	No	No		$350.00	each	$ 377.00
Burial - Extra Charges						
For each additional metre or part thereof	No	No		$150.00	per metre	$ 162.00
Reopening an ordinary grave for each internment or exhumation - Standard Grave (1.8m deep)	No	No		$750.00	each	$ 807.00
Reopening Double Plot for second burial at 1.8m deep	No	No		$600.00	each	$ 646.00
Internment without due notice under By-law 6	No	No		$250.00	each	$ 269.00
Re-interment after exhumations	No	No		$250.00	each	$ 269.00
Weekend or Public Holiday	No	No		0.00	each	$ 1,000.00
Note: Where removal of kerbing, tiles, grass etc. is necessary, fees will be charged per labour hour incurred				Actual Cost	each	Actual Cost
Miscellaneous Charges						
Plot Reservation/Registration of Right of Burial (25 years)	No	No		$150.00	each	$ 162.00
Registration of "Transfer of Form of Grant of Right of Burial"	No	No		$25.00	each	$ 27.00
Copy of Right of Burial	No	No		$25.00	each	$ 27.00
Funeral Director's Annual Licence Fee	No	No		$250.00	per annum	$ 269.00
Monumental Mason's Annual Licence Fee	No	No		$150.00	per annum	$ 162.00
Permit to erect Headstone	No	No		$40.00	each	$ 150.00
Sanitation Household						
Refuse Collection						
Residential Rubbish - One Collection per bin per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$775.00	per annum	$ 860.00
Residential Rubbish - Additional Bin Charge for one collection per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$840.00	per annum	$ 930.00
Commercial Rubbish - One Collection per bin per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$1,210.00	per annum	$ 1,340.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Commercial Rubbish - Additional Service per day/week	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$550 Should be $670	per annum	$ 930.00
Commercial Rubbish - Additional Bin Charge for one collection per week (Two in wet season)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$1,000.00 Should be $1340	per annum	$ 1,340.00
Camballin Rubbish Collection - one day per week (as per FY21/22 rate model & charges raised)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	$640.00	per annum	$ 640.00
Domestic/Commercial Rubbish Bins - Replacement cost per bin	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	230.00	each	$ 248.00
Derby/Fitzroy Crossing Waste Management Facilities - Disposal Charge						
Domestic Household Refuse - Disposal at Landfill Site Only						
Delivered in trailer or utility loads only, including recyclables	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	No Charge	per m3	No Charge
Note: Any refuse from domestic premises if brought in by a commercial vehicle or operator will be charged at the commercial and industrial rates						
Separated Green Waste Suitable for Mulching						
Domestic	No	No		No Charge	per m3	No Charge
Commercial	No	No		No Charge	per m3	No Charge
Refuse from Commercial and Industrial Premises and 'Authorised' Collection of Household Waste, and Demolition Waste						
Compacted - Compactor Vehicles - per cubic metre or part thereof	Yes	No		65.00	per m3	$ 92.00
Not Compacted - per cubic metre or part thereof	Yes	No		85.00	per m3	$ 70.00
Airconditioners						
General Public	No	No		No Charge	each	No Charge
Commercial Business - per item	Yes	No		55.00	each	$ 60.00
Asbestos Disposal						
Asbestos Disposal per cubic metre	Yes	No		125.00	per m3	$ 135.00
Asbestos Disposal Minimum Charge	Yes	No		300.00	per m3	$ 323.00
Batteries	No	No		No Charge	each	No Charge
Car Bodies – See Waste Facility Contractors	No	No		No Charge	each	No Charge
Clinical Waste						
Clinical Waste Disposal - per cubic metre or part thereof	Yes	No		$210.00	per m3	$ 226.00
Disposal of Animal Carcasses - Large Stock						
Large animals e.g horses, cattle, camels, pigs	Yes	No		$50.00	each	$ 53.00
E-Waste	No	No		No Charge	each	No charge
Empty Plastic 205 Litre Drums	Yes	No		$15.00	each	$ 17.00
Empty Steel 205 Litre Drums	No	No		No Charge	each	No charge
Gas Bottles	No	No		No Charge	each	No charge
Liquid/Septage/Grease Trap Waste						
Deposited at Council Facility - per 1,000 ltrs or part thereof	Yes	No		180.00	per kilolitre	$ 194.00
Note: Arrangements to be made with private contractors						
Motor Oil and Cooking Oil						
Contact Shire Officers for disposal information	No	No		No Charge	per litre	No Charge
Refrigerators or Freezers						
General Public	No	No		No Charge	each	No Charge
Commercial Business - per item	Yes	No		55.00	each	$ 60.00
Truck Bodies – See Waste Facility Contractors	No	No		No Charge	each	No Charge
Tyres						
Car Tyres	Yes	No		$9.00	each	$ 10.00
Light Truck Tyres	Yes	No		$15.00	each	$ 20.00
Truck Tyres	Yes	No		$40.00	each	$ 50.00
Tractor and Large Machinery Tyres	Yes	No		$80.00	each	$ 100.00
Haul Pack/Dumptruck Tyres	Yes	No		$1,110.00	each	$ 1,200.00
Any waste from outside the Shire's boundaries will incur double the stated fees above						
Minimum Charge of $15 per invoice per month	Yes	No		$15.00	each	$ 25.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Town Planning and Regional Development						
Statutory Planning Applications - In accordance with Planning and Development Regulations 2009, Reg 47 Schedule 2						
Fees are based on the estimated cost of development - Per Application * Determination of a Development Application (other than for an Extractive Industry) where the Development has not commenced or been carried out and the estimated cost of the Development is:						
A) Not more than $50,000	No	Yes	Planning and Development Act 2005	$147.00	each	$ 147.00
B) More than $50,000 but not more than $500,000	No	Yes	Planning and Development Act 2005	0.32% of the estimated cost of development		0.32% of the estimated cost of development
C) More than $500,000 but not more than $2.5 million	No	Yes	Planning and Development Act 2005	$1,700 plus 0.257% for every $1 in excess of $500,000		$1,700 plus 0.257% for every $1 in excess of $500,000
D) More than $2.5 million but not more than $5 million	No	Yes	Planning and Development Act 2005	$7,161 plus 0.206% for every $1 in excess of $2.5 million		$7,161 plus 0.206% for every $1 in excess of $2.5 million
E) More than $5 million but not more than $21.5 million	No	Yes	Planning and Development Act 2005	$12,633 plus 0.123% for every $1 in excess of $5 million		$12,633 plus 0.123% for every $1 in excess of $5 million
F) More than $21.5 million	No	Yes	Planning and Development Act 2005	$34,196.00	each	$ 34,196.00
* If the Development has commenced or been carried out without approval, an additional amount by way of penalty is payable. This penalty is twice the amount of the fee payable for the determination of the application fees shown above, in addition to the normal application fee. Thus the fee payable is three times the standard fee. This is a statutory fee.						
Advertising Costs (TPS 5) SA/AA as appropriate	No	No		At Cost	each	At Cost
Resubmission of Lapsed Planning Approval	No	No		$295.00	each	$ 295.00
Request for Consideration of Amended Plan	No	No		$295.00	each	$ 295.00
Request for Extension of Time	No	No		$295.00	each	$ 295.00
Determining an application to cancel the development approval	No	No		$0.00	each	$ -
Extractive Industry *						
Determination of Development Application	No	Yes	Planning and Development Act 2005	$739.00	each	$ 739.00
* If the Development has commenced or been carried out without approval, an additional amount of $1,478.00 by way of penalty is payable, in addition to the normal application fee. Thus the fee payable is 3 times the standard fee. This is a statutory fee.						
Change of Use and Non Conforming Use Application Only						
Application for change of use or for change of continuation of a non-conforming use where development is not occurring	No	Yes	Planning and Development Act 2005	$295.00	each	$ 295.00
Alteration, extension or change of non-conforming use where development already commenced or been carried out	No	Yes	Planning and Development Act 2005	$885.00	each	$ 885.00
Miscellaneous Fees						
Section 39 and 40 Certificates	No	Yes		$73.00	each	$ 73.00
Rural Roads						
Development Bond for Transportable Houses - Refundable	No	No		$10,000.00	each	$ 10,000.00
Development Assessment Panel (DAP) - In accordance with Planning and Development Assessment Panels Regulations 2011						
A) $2 million but less than $7 million	Yes	Yes	DAP Amendment Regulations 2017	$5,603.00	each	$ 5,603.00
B) $7 million but less than $10 million	Yes	Yes	DAP Amendment Regulations 2017	$8,650.00	each	$ 8,650.00
C) $10 million but less than $12.5 million	Yes	Yes	DAP Amendment Regulations 2017	$9,411.00	each	$ 9,411.00
D) $12.5 million but less than $15 million	Yes	Yes	DAP Amendment Regulations 2017	$9,680.00	each	$ 9,680.00
E) $15 million but less than $17.5 million	Yes	Yes	DAP Amendment Regulations 2017	$9,948.00	each	$ 9,948.00
F) $17.5 million but less than $20 million	Yes	Yes	DAP Amendment Regulations 2017	$10,218.00	each	$ 10,218.00
G) $20 million or more	Yes	Yes	DAP Amendment Regulations 2017	$10,486.00	each	$ 10,486.00
Amendment or cancellation	Yes	Yes	DAP Amendment Regulations 2017	$241.00	each	$ 241.00
Home Occupation - In accordance with Planning and Development Regulations 2009, Reg 47, Schedule 2						
Initial Application for approval of a home occupation where the home occupation has not commenced	No	Yes	Planning and Development Act 2005	$222.00	each	$ 222.00
Initial Application for approval of a home occupation where the home occupation has commenced	No	Yes	Planning and Development Act 2005	$666.00	each	$ 666.00
Application for the renewal of approval of a home occupation before the approval expires	No	Yes	Planning and Development Act 2005	$73.00	each	$ 73.00
Application for the renewal of approval of a home occupation after the approval has expired	No	Yes	Planning and Development Act 2005	$219.00	each	$ 219.00
Planning Advice						
Issue of written planning advice	No	Yes	Planning and Development Act 2005	$73.00	each	$ 73.00
Replying to a property settlement questionnaire	No	Yes	Planning and Development Act 2005	$73.00	each	$ 73.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Zoning			Planning and Development Act 2005			
Issue of Zoning Certificate	No	Yes	Planning and Development Act 2005	$73.00	each	$ 73.00
Written Zoning Enquiries	No	Yes	Planning and Development Act 2005	$73.00	each	$ 73.00
Copy of Monthly Statistics						
Per Month	Yes	No		$20.00	each	$ 20.00
Per Annum	Yes	No		$200.00	each	$ 200.00
Scheme Amendment and Structure Plans Calculated for individual applications as per Part 2 and 3 of the Town Planning (Local Government Planning Fees) Regulations 2000						
Planning Scheme Amendment, Structure Plans and Development Plans	No	Yes	Planning and Development Act 2005			
Director/Manager/Planner	No	Yes	Planning and Development Act 2005		per hour	$ 88.00
Environmental Health Officer or officer with qualifications relevant	No	Yes	Planning and Development Act 2005		per hour	$ 66.00
Secretary/Administration	No	Yes	Planning and Development Act 2005		per hour	$ 30.00
Professional Advice (Expert Witness Statement, Audits, Reports etc ***Professional advice as a resource of Council may only be provided on agreement of the Chief Executive Officer. Other fees may be incurred if other internal staff is required).*	Yes	No			per hour	per hour
Director/Manager/Planner	Yes	No			per hour	$ 300.00
Environmental Health Officer or officer with qualifications relevant	Yes	No				$ 200.00
Secretary/Administration	Yes	No				$ 90.00
Any required amendments or changes to the application undertaken by a Shire Officer will be charged for the time taken - per hour	No	Yes	Planning and Development Regulations 2009	$175.00	per hour	$ 175.00
Note: Above fees are based on the completed application being lodged						
Provision of a Sub-Division/Strata Clearance (per lot)						
A) 1 to 5 lots - Charge per lot	No	Yes	Planning and Development Regulations 2009	$73.00	per lot	$ 73.00
B) Between 6 and 195 lots - Charge for first 5 lots $365.00, then $35.00 per additional lot	No	Yes	Planning and Development Regulations 2009	$365.00 for the first 5 lots, then $35.00 per additional lot	per lot	$365.00 for the first 5 lots, then $35.00 per additional lot
C) More than 195 lots	No	Yes	Planning and Development Regulations 2009	$7,393.00	each	$ 7,393.00
Strata Form 7 Clearance Certificate under section 5B(2), 8A(f) or 9(3) of the Strata Titles Act - Minimum Fee of $100.00 applies	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	0.20 per sqm of floor area	each	0.20 per sqm of floor area
Application for Certificate of Approval for Strata Plan (Form 24)	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)			
a) Up to and including 5 lots - $656 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	$656 plus $65 per lot	per lot	$656 plus $65 per lot
b) More than 5 and up to 100 lots - $981 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	$981 plus $42.50 per lot	per lot	$981 plus $42.50 per lot
c) more than 100 lots	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	5,113.50	Per lot	$ 5,113.50
Planning and building - Professional Services - Per hour	Yes	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	At cost plus 20% plus	Per Item	At cost plus 20% plus
11 Recreation and Culture						
Kimberley Art Prize						
Artist Entry Fee	Yes	No		$50.00	each	$ 50.00
Artist Entry Fee - Youth Category	Yes	No		$16.50	each	$ 16.50
Artist Entry Fee - Boabnut Category	Yes	No		$10.00	each	$ 10.00
Commission on Sale of Works	Yes	No		20%	per item	20%
Artist Entry Fee - Concession	Yes	No		$44.50	each	$ 44.50
Kimberley Photographic Awards						
Artist Entry Fee	Yes	No		$30.00	each	$ 30.00
Artist Entry Fee - Snap & Send Category	Yes	No		$0.00	each	$ -
Artist Entry Fee - Concession	Yes	No		$25.00	each	$ 25.00
Artist Entry Fee - Youth Category	Yes	No		$16.50	each	$ 16.50
Commission on Sale of Works	Yes	No		20%	per item	20%
Library Services						
Lost or Damaged Membership Card replacement	Yes	No		$5.00	each	$ 5.00
Lost and Damaged Books/Items/Stock:						
Administration Fee for lost and damaged items	Yes	No		$5.50	each	$ 5.50
Replacement items	Yes	No		At Cost	each	At Cost
DVD Case - Single	Yes	No		$1.00	each	$ 1.00
DVD Case - Multi	Yes	No		$2.50	each	$ 2.50
CD Case	Yes	No		$12.00	each	$ 3.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Exam Fee invigilation per person including exam room hire (per hour or pro rata for a part of an hour)- University exams	Yes	No	As prescribed by university		per hour	
Exam Fee invigilation per person including exam room hire (per hour or pro rata for a part of an hour)- All other exams	Yes	No		$110.00	per hour	$ 110.00
Used Books (Individual book)	Yes	No			per item	$ 2.00
Book series	Yes	No			per series	$ 10.00
Used DVD or CD	Yes	No			per item	$ 2.00
Used audio book	Yes	No			per item	$ 10.00
Used magazine bundle	Yes	No			per bundle	$ 5.00
Kids afternoon activities at Derby Library*	Yes	No		20.50	per child per	$ 2.00
* The full term is to be paid up front at the commencement of the program						
Internet/Email Use:						
First 5 minutes - Once per person per day only, for information search	No	No		No Charge	per day	No Charge
Between 6 and 30 minutes	Yes	No		No Charge	per use	No Charge
Between 31 minutes and 1 hour	Yes	No		No Charge	per use	No Charge
Between 1 and 2 hours	Yes	No		No Charge	per use	No Charge
Between 2 and 3 hours	Yes	No		No Charge	per use	No Charge
Students: Free internet use for study/homework only	No	No		No Charge	each	No Charge
Scanning to Email:						
Scan per page	Yes	No		$0.20	each	$ 0.20
Students - Above fees are at a discounted rate of 50%	Yes	No		50% of above rates	each	50% of above rates
Disc Cleaning: per disc	Yes	No		$2.00	each	$ 2.00
Laminating:						
A4 per page	Yes	No		$3.00	each	$ 3.00
A3 per page	Yes	No		$4.00	each	$ 3.00
Students - Above fees are at a discounted rate of 50%	Yes	No		50%	each	50% of above rates
Printing or Photocopying:						
A4 Black and White - per side	Yes	No		$0.50	each	$ 1.00
A4 Coloured - per side	Yes	No		$1.00	each	$ 2.00
A3 Black and White - per side	Yes	No		$1.00	each	$ 2.00
A3 Coloured - per side	Yes	No		$2.50	each	$ 3.00
Students - Above fees are at a discounted rate of 50%	Yes	No		50%	each	50% of above rates
Aquatic Facilities						
Derby Memorial Swimming Pool						
Spectator - Casual Entry	Yes	No		$1.00	each	$ 1.00
Child 0 - 4 - Casual Entry	No	No		No Charge	each	No charge
Child 5 to 15 - Casual Entry	Yes	No		$3.50	each	$ 3.50
Child 5 to 15 - 3 Month Pool Membership	Yes	No		$70.00	each	$ 73.50
Child 5 to 15 - 6 Month Pool Membership	Yes	No		$110.00	each	$ 115.50
Child 5 to 15 - 12 Month Pool Membership	Yes	No		$180.00	each	$ 189.00
Adult 16+ - Casual Entry	Yes	No		$5.50	each	$ 5.50
Adult 16+ - 3 Month Pool Membership	Yes	No		$105.00	each	$ 110.50
Adult 16+ - 6 Month Pool Membership	Yes	No		$210.00	each	$ 220.50
Adult 16+ - 12 Month Pool Membership	Yes	No		$320.00	each	$ 336.00
Concession - Casual Entry	Yes	No		$3.50	each	$ 3.50
Concession - 3 Month Pool Membership	Yes	No		$70.00	each	$ 73.50
Concession - 6 Month Pool Membership	Yes	No		$110.00	each	$ 115.50
Concession - 12 Month Pool Membership	Yes	No		$180.00	each	$ 189.00
School Groups - Per student, pool opening hours only	Yes	No		$2.00	each	$ 2.00
Community Pool Party - Pool Entry	Yes	No		2.00	each	$ 2.00
Family - Casual Entry	Yes	No		$15.00	each	$ 15.00
Family - 3 Month Pool Membership	Yes	No		$265.00	each	$ 278.50

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Family - 6 Month Pool Membership	Yes	No		$410.00	each	$ 430.50
Family - 12 Month Pool Membership	Yes	No		$620.00	each	$ 651.00
Note: Family consists of 2 Adults and up to 4 Children						
Multi-Pass Swim (10 Entry)						
Adult 10 visit pass	Yes	No		$49.50	each	$ 49.50
Child 5 to 15 10 visit pass	Yes	No		$31.50	each	$ 31.50
Concession 10 visit pass	Yes	No		$31.50	each	$ 31.50
Spectator 10 visit pass	Yes	No		$9.00	each	$ 9.00
Aquatic Programs						
Adult- Group Fitness Classes	Yes	No		$10.00	each	$ 10.00
Junior- Group Fitness Classes	Yes	No		$5.00	each	$ 5.00
Concession - seniors, students, healthcare card - Group Fitness Classes	Yes	No		$8.00	each	$ 8.00
Dash and Splash Entry	Yes	No		$15.00	each	$ 15.00
Derby Swim Classic	Yes	No		$15.00	each	$ 15.00
Multi-Pass Aquatic Program (10 entry)						
Adult	Yes	No		$90.00	each	$ 90.00
Child 5 to 15	Yes	No		$45.00	each	$ 45.00
Concession	Yes	No		$72.00	each	$ 72.00
Swimming Lessons and Educational Programs*						
Adult (non-member) - Group	Yes	No		$15.00	per session	$ 15.00
Adult (member) - Group	Yes	No		$12.50	per session	$ 12.50
Junior (non-member) - Group	Yes	No		$13.00	per session	$ 13.00
Junior (member) - Group				$11.00	per session	$ 11.00
Adult - 1:1 teaching per 1/2 hour lesson	Yes	No		$37.00	each	$ 37.00
Junior - 1:1 teaching per 1/2 hour lesson	Yes	No		$37.00	each	$ 37.00
Additional Adult/Junior - 1:1 teaching per 1/2 hour lesson	Yes	No		$21.00	each	$ 21.00
Bronze Medallion Qualification - Full Course	Yes	No		$200.00	each	$ 200.00
Bronze Medallion Qualification - Requalification	Yes	No		$100.00	each	$ 100.00
* The full term is to be paid up front at the commencement of the program						
Aquatic - Other						
Lane Hire per hour - Per Lane	Yes	No		$15.00	per hour	$ 15.00
Pool Hire - per hour (Outside of normal opening hours with prior agreement only. Includes 1 Pool Operator qualified staff member)	Yes	No		$100.00	per hour	$ 100.00
Pool Hire with Inflatable - per hour (Outside of normal opening hours with prior agreement only. Includes 1 Pool Operator qualified staff member)	Yes	No		$150.00	per hour	$ 150.00
Facility Hire - Exclusive use during ordinary opening hours (eg School Carnivals). Includes 1 Pool Operator qualified staff member.	Yes	No		$450.00	per hire	$ 450.00
Additional Lifeguard (compulsory for events over 100 attendees)	Yes	No		$50.00	per hour	$ 50.00
Bond	No	No		$300.00	per hire	$ 300.00
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred. The bond amount will normally be $300.00 for hire of the Derby Swimming Pool						
Cancellation of Bookings						
7 Days or more prior to booking				Full Refund		Full Refund
Between 1 and 7 Days prior to booking				50% Refund		50% Refund
Within 24 Hours of booking				No Refund		No Refund
Other Recreation and Sport						
Marquee Hire						
Hire Fee - First day (including labour hire to erect and dismantle)	Yes	No		$950.00	each	$ 950.00
Hire Fee - Each additional day	Yes	No		$200.00	per day	$ 200.00
Bond	No	No		$550.00	per hire	$ 550.00
Note: It is compulsory for the Shire to erect and dismantle the Marquee						
Pop-up Gazebo Hire						
Daily Hire Fee	Yes	No		$200.00	per day	$ 200.00
Labour Hire to Erect or Dismantle (optional)	Yes	No		$375.00	each	$ 375.00
Bond	No	No		$550.00	per hire	$ 550.00
Equipment						
BBQ Trailer Day Hire	Yes	No		$80.00	per day	$ 80.00
Note: When hiring the BBQ Trailer the Hirer must obtain a Food Permit, which may incur an additional cost						
Public Address System	Yes	No		$75.00	per day	$ 75.00
Projector	Yes	No		$50.00	per day	$ 50.00
Screen	Yes	No		$25.00	per day	$ 25.00
Bond	No	No		$250.00	per hire	$ 250.00
Outdoor Cinema Screen	Yes	No		$350.00	per day	$ 350.00
Labour hire	Yes	No		$100.00	per hour	$ 100.00
Bond	No	No		$500.00	per hire	$ 500.00
Note: At least 1 staff member required when hired						
Gladiator Ring	Yes	No		$350.00	per day	$ 350.00
Labour hire per person per hour	Yes	No		$100.00	per hour	$ 100.00
Bond	No	No		$500.00	per hire	$ 500.00
Note: At least 1 staff member required when hired						
Inflatible Obstacle Course	Yes	No		$350.00	per day	$ 350.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Labour hire per person per hour	Yes	No		$100.00	per hour	$ 100.00
Bond	No	No		$500.00	per hire	$ 500.00
Note: At least 1 staff member required when hired						
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Facility Hire						
Derby Wharf Covered Area's - Rotunda and Deck						
Private/exclusive use opportunity to one of the designated portions (two x 10m² sites available) of the new jetty eating area site – Any day EXCEPT Weekends/Public Holidays	Yes	No			$25/hour/site	$25/hour/site
Private/exclusive use opportunity to one of the designated portions (two x 10m² sites available) of the new jetty eating area site – Weekends/Public Holidays	Yes	No			$50/hour/site	$50/hour/site
Civic Centre - Alcohol is allowed at this venue						
Community and Non-Government Organisations - Daily Hall Hire Sunday to Thursday 10am to 11pm	Yes	No		$270.00	per day	$ 270.00
Community and Non-Government Organisations - Daily Hall Hire Friday and Saturday 10am to midnight	Yes	No		$270.00	per day	$ 270.00
Community and Non-Government Organisations - Hall Hire per hour	Yes	No		$45.00	per hour	$ 45.00
Government and Commercial Organisations - Daily Hall Hire Sunday to Thursday 10am to 11pm	Yes	No		$720.00	per day	$ 720.00
Government and Commercial Organisations - Daily Hall Hire Friday and Saturday 10am to midnight	Yes	No		$720.00	per day	$ 720.00
Government and Commercial Organisations - Hall Hire per hour	Yes	No		$90.00	per hour	$ 90.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond - Without alcohol consumption	No	No		$500.00	per event	$ 500.00
Bond - With alcohol consumption	No	No		$2,000.00	per event	$ 2,000.00
Late key return, Community and Non-Govt Organisations - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return, Government and Commercial Organisations - for keys not returned within hire period as specified above - per day Sunday to Thursday	Yes	No		$300.00	each	$ 300.00
Late key return, Government and Commercial Organisations - for keys not returned within hire period as specified above - per day Friday and Saturday	Yes	No		$300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire Staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00
Charitable / Not for Profit Fundraising Events						
Hall Hire with Alcohol - per hour	Yes	No		$45.00	per hour	$ 45.00
Hall Hire with Alcohol - per day	Yes	No		$270.00	per day	$ 270.00
Hall Hire without Alcohol - per hour	Yes	No		$45.00	per hour	$ 45.00
Hall Hire without Alcohol - per day	Yes	No		$270.00	per day	$ 270.00
Hall Hire for funeral service only - per hour	Yes	No		$45.00	per hour	$ 45.00
Hall Hire for funeral service only - per day	Yes	No		$270.00	per day	$ 270.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	$ 80.00
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond - Without alcohol consumption	No	No		$500.00	per event	$ 500.00
Bond - With alcohol consumption	No	No		$2,000.00		$ 2,000.00
Late key return, Hall Hire with Alcohol - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return, Hall Hire without Alcohol - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return, Hall Hire for funeral service - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00
Per day rate is defined as 8 hours or greater of continual use, otherwise the facility is charged per hour of usage						
Key deposit – Per Key (Maximum of 2 keys per hire at discretion of Shire)	No	No		no charge	each	no charge
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Equipment						
Chairs and trestle tables are included in the facility booking fee - they will not be hired for use outside of Council facilities						
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage, additional expenses incurred and keys are returned.						
Council Chambers						
Community and Non-Government Use - per hour	Yes	No		$25.00	per day	$ 50.00
Community and Non-Government Use - per day	Yes	No		$150.00	per day	$ 150.00
Commercial and Government Use - per hour	Yes	No		$50.00	per hour	$ 100.00
Commercial and Government Use - per day	Yes	No		$300.00	per day	$ 300.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond	No	No		$300.00	per event	$ 300.00
Late key return, Community and Non-Govt Organisations - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return, Government and Commercial Organisations - for keys not returned within hire period as specified above - per day Sunday to Thursday	Yes	No		$300.00	each	$ 300.00
Late key return, Government and Commercial Organisations - for keys not returned within hire period as specified above - per day Friday and Saturday	Yes	No		$300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire Staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00
Per day rate is defined as 8 hours or greater of continual use, otherwise the facility is charged per hour of usage						
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Equipment						
Chairs and tables are included in the facility booking fee - they will not be hired for use outside of Council facilities						
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage, additional expenses incurred and keys are returned.						
Derby Recreation Centre - Alcohol is not allowed at this Venue						
Squash Courts - Charges are per Court						
Per 1/2 hour	Yes	No		$10.00	per half hour	$ 10.00
Per hour	Yes	No		$16.00	per hour	$ 16.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Community Room						
Community and Non-Government Use - per hour	Yes	No		$15.00	per hour	$ 15.00
Community and Non-Government Use - per day	Yes	No		$90.00	per day	$ 90.00
Commercial and Government Use - per hour	Yes	No		$30.00	per hour	$ 30.00
Commercial and Government Use - per day	Yes	No		$180.00	per day	$ 180.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	$ 80.00
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond	No	No		$300.00	per event	$ 300.00
Meeting Room						
Community and Non-Government Use - per hour	Yes	No		$12.50	per hour	$ 12.50
Community and Non-Government Use - per day	Yes	No		$75.00	per day	$ 75.00
Commercial and Government Use - per hour	Yes	No		$25.00	per hour	$ 25.00
Commercial and Government Use - per day	Yes	No		$165.00	per day	$ 165.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond	No	No		$300.00	per event	$ 300.00
Late key return, Community and Non-Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$80.00	each	$ 80.00
Late key return, Commercial and Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Derby Courts - Charges are per Court						
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$20.00	per hour	$ 20.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		$35.00	per hour	$ 35.00
Community and Non-Government Use - per day - 6am to 6pm	Yes	No		$120.00	per day	$ 120.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$40.00	per hour	$ 40.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$70.00	per hour	$ 70.00
Commercial and Government Use - per day - 6am to 6pm	Yes	No		$240.00	per day	$ 240.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond (one off hire by individual user)**	No	No		$100.00	per event	$ 100.00
Bond (larger regular user groups, sporting groups)**	No	No		$300.00	per event	$ 300.00
Late key return, Community and Non-Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return, Commercial and Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Derby Oval						
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$15.00	per hour	$ 15.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		$40.00	per hour	$ 40.00
Community and Non-Government Use - per day - Without Lighting	Yes	No		$90.00	per day	$ 90.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$30.00	per hour	$ 30.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$80.00	per hour	$ 80.00
Commercial and Government Use - per day - Without Lighting	Yes	No		180.00	per day	$ 180.00
Derby Oval Changerooms						
Changeroom Hire - Community and non-government organisations- per day	Yes	No		$11.00	per hour	$ 11.00
Changeroom Hire - Community and non-government organisations- per hour	Yes	No		$66.00	per day	$ 66.00
Changeroom Hire - Commercial and government - per day	Yes	No		$22.00	per hour	$ 22.00
Changeroom Hire - Commercial and government - per hour	Yes	No		$132.00	per day	$ 132.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	$ 80.00
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond*	No	No		$500.00	per event	$ 500.00
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Bonds						
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred * Council retains the right to charge a higher bond if the hirer has previously caused damage or if the activity is likely to cause damage ** Council retains the right to retain bond if the hirer breaches any conditions of hire. ** Council retains the right to refuse bookings where there has been a prior breach of conditions of hire by the hirer for any of the shire venues at any time in the past ** Where an organisation will be hiring a venue or equipment multiple times throughout the year, one bond can be paid and held by the Shire for the entire year or until a refund of the bond is requested. The bond must be of the bond value applicable to the venue or equipment being hired. If multiple venues or equipment are required on the same day, the person or organisation hiring the facilities or equipment are to pay the additional bond applicable.						
Definitions **Alcohol** - Where alcohol is being served or otherwise provided, including BYO and gratis provision **Per Day Rates** - Per day rate is up to a maximum of 14 hrs eg 10am - 12 midnight, Friday and Saturday only **Community and Non-Government Organisations** - This category covers individuals (eg: birthday parties and weddings except where alcohol is being served), incorporated and non-incorporated community groups where the purpose is not for profit. This includes groups such as Churches, Playgroups, and Aboriginal Community Organisations (eg: Land Council etc) **Commercial and Government** - All state, federal and other local governments including their agencies, or where the purpose is to generate a profit by a business (excludes fairs, circuses, sideshows or other large scale events)						
Fitzroy Crossing Recreation Centre- Alcohol is allowed in this venue (RECOMMEND ALCOHOL IS NOT ALLOWED)						
Community and Non-Government Use - per hour	Yes	No		30.00	per hour	$ 30.00
Community and Non-Government Use - per day	Yes	No		180.00	per day	$ 180.00
Commercial and Government Use - per hour	Yes	No		$60.00	per hour	$ 60.00
Commercial and Government Use - per day	Yes	No		360.00	per day	$ 360.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond - Without alcohol consumption	No	No		$500.00	per event	$ 500.00
Late key return, Community and Non-Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return, Commercial and Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Fitzroy Crossing Courts - Charges are per Court						
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$20.00	per hour	$ 20.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		35.00	per hour	$ 35.00
Community and Non-Government Use - per day - 6am to 6pm	Yes	No		120.00	per day	$ 120.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$40.00	per hour	$ 40.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$70.00	per hour	$ 70.00
Commercial and Government Use - per day - 6am to 6pm	Yes	No		$240.00	per day	$ 240.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond (one off hire by individual user)**	No	No		$100.00	per event	$ 100.00
Bond (larger regular user groups, sporting groups)**	No	No		$300.00	per event	$ 300.00
Late key return, Community and Non-Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return, Commercial and Government Use - for keys not returned within hire period as specified above - per day	Yes	No		$300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Fitzroy Crossing Canteen and Changerooms						
Canteen Hire - Community and non-government organisations- per day	Yes	No		$15.00	per hour	$ 15.00
Canteen Hire - Community and non-government organisations- per hour	Yes	No		$90.00	per day	$ 90.00
Canteen Hire - Commercial and government - per day	Yes	No		$30.00	per hour	$ 30.00
Canteen Hire - Commercial and government - per hour	Yes	No		$180.00	per day	$ 180.00
Note- Hirers of the Canteen are required to obtain a food permit prior to the use of the facility. This may incur additional costs.						
Changeroom Hire - Community and non-government organisations- per day	Yes	No		$11.00	per hour	$ 11.00
Changeroom Hire - Community and non-government organisations- per hour	Yes	No		$66.00	per day	$ 66.00
Changeroom Hire - Commercial and government - per day	Yes	No		$22.00	per hour	$ 22.00
Changeroom Hire - Commercial and government - per hour	Yes	No		$132.00	per day	$ 132.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	$ 80.00
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond	No	No		$300.00	per event	$ 300.00
Late key return -Community group and non-government organisations- for keys not returned within hire period as specified above - per day	Yes	No		$150.00	each	$ 150.00
Late key return - Commercial and government agencies - for keys not returned within hire period as specified above - per day	Yes	No		$300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		$600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		$300.00	each	$ 300.00
Fitzroy Crossing Gym (managed by Gamduwa)						
Key Bond	No	No		$250.00	each	$ 250.00
Per day rate is defined as 8 hours or greater of continual use, otherwise the facility is charged per hour of usage						
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred						
Fitzroy Crossing Oval						

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Community and Non-Government Use - per hour - Without Lighting	Yes	No		$15.00	per hour	$ 15.00
Community and Non-Government Use - per hour - With Lighting	Yes	No		$40.00	per hour	$ 40.00
Community and Non-Government Use - per day - Without Lighting	Yes	No		$90.00	per day	$ 90.00
Commercial and Government Use - per hour - Without Lighting	Yes	No		$30.00	per hour	$ 30.00
Commercial and Government Use - per hour - With Lighting	Yes	No		$80.00	per hour	$ 80.00
Commercial and Government Use - per day - Without Lighting	Yes	No		$180.00	per day	$ 180.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee - per hour	Yes	No		$80.00	per hour	As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate	per hour	Facility Hourly Rate
Bond*	No	No		$500.00	per event	$ 500.00
Large Events						
Sideshows/Fairs/Expos/Travelling Shows per night of operation	Yes	No		$300.00	per night	$ 300.00
Sideshows/Fairs/Expos/Travelling Shows per night of non operation	Yes	No		$150.00	per night	$ 150.00
Circuses per night of operation	Yes	No		$500.00	per night	$ 500.00
Circuses per night of non operation	Yes	No		$250.00	per night	$ 250.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00	per hour	$ 110.00
Staff to attend - Call Out Fee (outside of user agreement) - per hour	Yes	No		$80.00	per hour	$ 80.00
Bond*	No	No		$1,000.00	per event	$ 1,000.00
Bond - For Oval	No	No		$5,000.00	per event	$ 5,000.00
Late key return -Community group and non-government organisations- for keys not returned within hire period as specified above - per day	Yes	No		150.00	each	$ 150.00
Late key return - Commercial and government agencies - for keys not returned within hire period as specified above - per day	Yes	No		300.00	each	$ 300.00
Lost key return - for keys not surrendered within 5 business day after the event, in addition to late key return fees charged	Yes	No		600.00	each	$ 600.00
After hours Inspection (Weekends, Public Holidays etc.) - when a post hire inspection by Shire staff or a contractor is required outside of normal Shire business hours (being an additional fee on top of the normal hireage fee as specified above)	Yes	No		300.00	each	$ 300.00
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred * Council retains the right to charge a higher bond if the event is likely to cause damage						
Recreation Programs						
Adult Sports - per session	Yes	No		$10.00	per session	$ 10.00
Children - per session	Yes	No		$5.00	per session	$ 5.00
Cancellation of Bookings						
14 Days or more prior to booking				Full Refund		Full Refund
Between 8 and 13 Days prior to booking				75% Refund		75% Refund
Between 2 and 7 Days prior to booking				50% Refund		50% Refund
Within 48 Hours of booking				No Refund		No Refund
Bonds						
Bonds can not be waived. In ALL cases a bond is to be paid prior to the function, when the booking is made. The bond will be refunded as soon as possible after the function should there be no damage or additional expenses incurred * Council retains the right to charge a higher bond if the hirer has previously caused damage or if the activity is likely to cause damage ** Council retains the right to retain bond if the hirer breaches any conditions of hire. ** Council retains the right to refuse bookings where there has been a prior breach of conditions of hire by the hirer for any of the shire venues at any time in the past ** Where an organisation will be hiring a venue or equipment multiple times throughout the year, one bond can be paid and held by the Shire for the entire year or until a refund of the bond is requested. The bond must be of the bond value applicable to the venue or equipment being hired. If multiple venues or equipment are required on the same day, the person or organisation hiring the facilities or equipment are to pay the additional bond applicable.						
Definitions						
Alcohol - Where alcohol is being served or otherwise provided, including BYO and gratis provision **Per Day Rates** - Per day rate is up to a maximum of 14 hrs eg 10am - 12 midnight, Friday and Saturday only **Community and Non-Government Organisations** - This category covers individuals (eg: birthday parties and weddings except where alcohol is being served), incorporated and non-incorporated community groups where the purpose is not for profit. This includes groups such as Churches, Playgroups, and Aboriginal Community Organisations (eg: Land Council etc) **Commercial and Government** - All state, federal and other local governments including their agencies, or where the purpose is to generate a profit by a business (excludes fairs, circuses, sideshows or other large scale events)						
Community Leases						
Annual Community Lease Fee						$ 100.00
Sport and Recreation User Agreements						

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Derby						
Derby Oval – No Lights Team/Associations	Yes	No		$650.00		$ 650.00
Derby Oval – No Lights Jnr Team/Associations	Yes	No		$275.00		$ 275.00
Derby Oval – With Lights Team/Associations	Yes	No		$1,000.00		$ 1,000.00
Derby Oval – With Lights Jnr Team/Associations	Yes	No		$375.00		$ 375.00
Derby Community Room - Recreation Centre Jnr Team/Associations	Yes	No		$165.00		$ 165.00
Derby Community Room - Recreation Centre Team/Associations	Yes	No		$455.00		$ 455.00
Derby Covered Courts – No Lights Team/Associations - Per Court	Yes	No		$350.00		$ 350.00
Derby Covered Courts – No Lights Jnr Team/Associations - Per Court	Yes	No		$125.00		$ 125.00
Derby Covered Courts – With Lights Team/Associations - Per Court	Yes	No		$700.00		$ 700.00
Derby Covered Courts – With Lights Jnr Team/Associations - Per Court	Yes	No		$275.00		$ 275.00
Derby Outside Courts – No Lights Team/Associations - Per Court	Yes	No		$175.00		$ 175.00
Derby Outside Courts – No Lights Jnr Team/Associations - Per Court	Yes	No		$62.50		$ 62.50
Derby Outside Courts – With Lights Team/Associations - Per Court	Yes	No		$350.00		$ 350.00
Derby Outside Courts – With Lights Jnr Team/Associations - Per Court	Yes	No		$137.50		$ 137.50
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00		Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00		As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee (outside of user agreement) - per hour	Yes	No		$80.00		As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate		Facility Hourly Rate
User Agreement Key Bonds	No	No		$100.00		$ 100.00
Fitzroy Crossing						
Fitzroy Crossing Oval – No Lights Team/Associations	Yes	No		$650.00		$ 650.00
Fitzroy Crossing Oval – No Lights Jnr Team/Associations	Yes	No		$275.00		$ 275.00
Fitzroy Crossing Oval – With Lights Team/Associations	Yes	No		$1,000.00		$ 1,000.00
Fitzroy Crossing Oval – With Lights Jnr Team/Associations	Yes	No		$375.00		$ 375.00
FX Covered Courts Single Court – No Lights Team/Associations	Yes	No		$175.00		$ 175.00
FX Covered Courts Single Court – No Lights Jnr Team/Associations	Yes	No		$70.00		$ 70.00
FX Covered Courts Single Court – With Lights Team/Associations	Yes	No		$385.00		$ 385.00
FX Covered Courts Single Court – With Lights Jnr Team/Associations	Yes	No		$155.00		$ 155.00
FX Covered Courts Two Courts – No Lights Team/Associations	Yes	No		$350.00		$ 350.00
FX Covered Courts Two Courts – No Lights Jnr Team/Associations	Yes	No		$125.00		$ 125.00
FX Covered Courts Two Courts – With Lights Team/Associations	Yes	No		$700.00		$ 700.00
FX Covered Courts Two Courts – With Lights Jnr Team/Associations	Yes	No		$275.00		$ 275.00
Additional Cleaning Charges per hour (where required)	Yes	No		$110.00		Cleaning Contractor Costs + 20%
Additional Rubbish Collection by Shire Staff per hour (where required)	Yes	No		$110.00		As per labour rates under "14. Other Property and Services"
Staff to attend - Call Out Fee (outside of user agreement) - per hour	Yes	No		$80.00		As per labour rates under "14. Other Property and Services"
Additional time using facility outside of user agreement - Charged at facility hourly rate listed above	Yes	No		Facility Hourly Rate		
User Agreement Key Bonds	No	No		$100.00		
Sport and Recreation User Agreements Conditions						
User Agreements entitle teams or associations to use the facility for up to two x 2 hour sessions per week, for the duration of their season This flat fee structure remains the same irrespective of whether teams/organisations use the facility or not Wet Season is from October to March and Dry Season from April to September. Groups who exceed a six (6) month season, may be charged for multiple agreements The duration of each booking is negotiated with Shire staff dependent on demand and availability There may be some requirement for organisations to share venues during periods of peak demand Bookings do not automatically recur each season but must always be renewed						
12 Transport						
Curtin and Derby Airports						
Charging Cycle						

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Most airport charges are charged on a Calendar Year basis, which changes endorsed by Council and applicable from 1 January to 31 December annually.						
As per aviation regulations, airport landing charges will be invoiced to the registered owner of the aircraft only. This information is gathered from the Civil Aircraft Register supplied by the Australian Government's Civil Aviation Safety Authority. The CEO is authorised to negotiate with RPT or other commercial proponents on the condition that any proposal is presented to the Ports Working Group.						
Aircraft Landing Fees Calculated on Maximum Take-Off Weight of the Aircraft - per tonne						
All regular passenger traffic and charter operators > 10,750kg	Yes	No		$27.00	per landing	$ 33.00
Discount may apply to RPT if performed under DPI protected route						
General Aviation	Yes	No		$20.00	per landing	$ 33.00
Security Officer/Passenger Handling Officer/Ground Handling Officer/ Check In Officer/Baggage Handling Officer/Refuelling Officer Charge if passenger handling fee not utilised						
Labour at Ordinary and Overtime Rates	Yes	No		Cost plus 30%	per hour	As per labour rates under "14. Other Property and Services"
Fuel Delivery Charge						
Per litre additional charge to registered fuel price of litres issued into plane - Normal RPT Jet Flight times	Yes	No		$0.16	per litre	Plus 25% on fuel price
Per litre additional charge to registered fuel price of litres issued into plane - Public holidays and outside of normal working hours	Yes	No		$0.23	per litre	Plus 50% on fuel price
Emergency Call Out/Out of Hours Work - per hour, minimum charge 3 hours	Yes	No		$123.00	per hour	As per labour rates under "14. Other Property and Services"
Aircraft Parking Fees						
Itinerant/Non-Regular Aircraft						
For aircraft under 20 tonne - per day	Yes	No		$15.00	per day	$ 20.00
For aircraft over 20 tonne - per day	Yes	No		$30.00	per day	$ 40.00
Rotary Winged Aircraft (Helicopters)						
Rotary Winged Aircraft - per 1,000kg per landing	Yes	No		$15.00	per landing	$ 20.00
Terminal Space						
As per applicable User Agreement	Yes	No		$290.00	per m2 per annum	As Negotiated - Per customer fee or per plane, depending on circumstances.
Signage (if no User Agreement) - per square metre, per year	Yes	No		$290.00	per m2 per annum	$ 350.00
Minimum Charge - per year	Yes	No		$290.00	per annum	$ 400.00
Sandwich Boards - per year	Yes	No		$355.00	per annum	$ 400.00
Land Space						
As per applicable Temporary User Agreement - per square metre, per year	Yes	No		$15.00	per m2 per annum	$ 20.00
Minimum Charge per year	Yes	No		$550.00	per annum	$ 1,000.00
Per Embarking Head	Yes	No		$13.00	per passenger	$ 20.00
Per Disembarking Head	Yes	No		$13.00	per passenger	$ 20.00
Non Regular Passenger Traffic including Charters						
Weight – KG						
Per 1,000kg per landing (or part thereof)	Yes	No		$30/tonne, with a minumum charge of $50.	per landing	$33/tonne, with a minumum charge of $55.

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Manually Required Landing Charge/Fee	Yes	No			per landing	$100 + twice the applicable landing charge
Single Engine (same aircraft) - per annum	Yes	No		$1,100.00	per annum	$ 1,500.00
Twin Engine (same aircraft) - per annum	Yes	No		$1,290.00	per annum	$ 2,000.00
Parking Fees - Charter Aircraft						
Single Engine (same aircraft) - per annum	Yes	No		$2,000.00	per annum	$ 2,500.00
Single Engine (alternating aircraft) - per quarter	Yes	No		$850.00	per quarter	$ 1,000.00
Twin Engine (same aircraft) - per annum	Yes	No		$3,700.00	per annum	$ 5,000.00
Twin Engine (alternating aircraft) - per quarter	Yes	No		$1,300.00	per quarter	$ 2,000.00
Rotary Winged Aircraft (Helicopters)						
Aircraft - Doesn't operate from an airport based hanger - per 1,000kg per landing	Yes	No		$15.00/tonne, with a minumum charge of $25.	per landing	$16.50/tonne, with a minumum charge of $27.50.
Manually Required Landing Charge/Fee	Yes	No			per landing	$100 + twice the applicable landing charge
Terminal Space						
Land Space						
Head Tax Derby						
Regular Passenger Traffic and Charter Operations with a seating capacity exceeding 30 passengers - per embarking head	Yes	No		$12.00	per passenger	$20.00
Aircraft Parking Fees						
For aircraft under 20 tonne - per day	Yes	No		$15.00	per day	$ 15.00
For aircraft over 20 tonne - per day	Yes	No		$30.00	per day	$30.00
Water Rates and Charges						
Annual Rate					$446.63/serviceable lease area/year	As per applicable Water Corportation charge
Consumption Charge					$5.396c/1000lts	As per applicable Water Corportation charge
Minimum Charges						
Minimum Invoice Charge per month	Yes	No		$14.00	per invoice	$25.00
Fitzroy Airport						
Charging Cycle Most airport charges are charged on a Calendar Year basis, which changes endorsed by Council and applicable from 1 January to 31 December annually.						
Weight – KG						
Per 1,000kg per landing (or part thereof)	Yes	No		$30/tonne, with a minumum charge of $50.	per landing	$33/tonne, with a minumum charge of $55.

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Manually Required Landing Charge/Fee	Yes	No			per landing	$100 + twice the applicable landing charge
Parking Fees - Private Aircraft						
Single Engine (same aircraft) - per annum	Yes	No		$1,100.00	per annum	$1,500.00
Twin Engine (same aircraft) - per annum	Yes	No		$1,290.00	per annum	$2,000.00
Parking Fees - Charter Aircraft						
Single Engine (same aircraft) - per annum	Yes	No		$2,000.00	per annum	$2,500.00
Single Engine (alternating aircraft) - per quarter	Yes	No		$850.00	per quarter	$1,000.00
Twin Engine (same aircraft) - per annum	Yes	No		$3,700.00	per annum	$5,000.00
Twin Engine (alternating aircraft) - per quarter	Yes	No		$1,300.00	per quarter	$2,000.00
Rotary Winged Aircraft (Helicopters)						
Aircraft - Doesn't operate from an airport based hanger - per	Yes	No		$15/tonne, with a	per landing	$16.50/tonne,
Manually Required Landing Charge/Fee	Yes	No			per landing	$100 + twice the applicable landing charge
As per applicable Temporary User Agreement - per square metre, per year	Yes	No		$15.00	per m2 per annum	$ 16.50
Minimum Charge per year	Yes	No		$555.00	per annum	$ 1,000.00
Head Tax Fitzroy Crossing						
Regular Passenger Traffic and Charter Operations with a seating capacity exceeding 30 passengers - per embarking head	Yes	No		$7.50	per passenger	$ 10.00
Aircraft Parking Fees						
For aircraft under 20 tonne - per day	Yes	No		$15.00	per day	$ 20.00
For aircraft over 20 tonne - per day	Yes	No		$30.00	per day	$ 40.00
Water Rates and Charges						
Annual Rate					$446.63/serviceable lease area/year	As per applicable Water Corportation charge
Consumption Charge					$5.396c/1000lts	As per applicable Water Corportation charge
Minimum Charges						
Minimum Invoice Charge per month	Yes	No		$14.00	per invoice	$ 25.00
Derby Wharf						
The CEO is authorised to negotiate with commercial proponents on the condition that any proposal is presented to the Ports Working Group						
Wharfage Rates						

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
General Cargo - per tonne or m3 whichever is greater	Yes	No		$9.75	Greater of per tonne or m3	$ 10.00
Feed - Primary Producer - per tonne or m3 whichever is greater	Yes	No		$3.50	Greater of per tonne or m3	$ 3.50
Fish including ice - Primary Producer - per tonne or m3 whichever is greater	Yes	No		$7.00	Greater of per tonne or m3	$ 7.00
Bulk fuel by Road Tanker - per kilolitre	Yes	No		$13.85	per kilolitre	$ 15.00
Bulk Minerals - per tonne	Yes	No		$6.75	per tonne	$ 6.75
20-30 Foot Empty Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$60.00	per TEU	$ 65.00
20-30 Foot Loaded Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$210.00	per TEU	$ 220.00
40-45 Foot Empty Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$120.00	per TEU	$ 130.00
40-45 Foot Loaded Containers - per TEU * - roll on ramp charge (per tonne or m3 whichever is greater)	Yes	No		$415.00	per TEU	$ 425.00
Livestock (Cattle)	Yes	No		$2.70	each	$ 2.85
Change of booking < 24hrs notice	Yes	No		$265.00	each	$ 265.00
* TEU = twenty-foot equivalent units. A twenty-foot equivalent unit is a measure of containerised cargo. In metric units this is 6.10 m (length) x 2.44 m (width) / (per tonne or m3 whichever is greater) x 2.59 m (height), or approximately 39m³						
Berthage Dues						
Vessels over 200 GRT (Max 3hr period) - per tonne or Lm	Yes	No		$1.20	per tonne or lineal metre	$ 2.00
Vessels over 200 GRT (Max 3hr period) - minimum charge	Yes	No		$255.00	each	$ 270.00
Vessels under 200GRT (Max 3hr period) - per tonne or Lm	Yes	No		$1.20	per tonne or lineal metre	$ 2.00
Vessels under 200GRT (Max 3hr period) - minimum charge	Yes	No		$130.00	each	$ 140.00
Passenger/Charter Vessels (Max 3hr period) - per metre	Yes	No		$6.50	per metre	$ 7.00
Passenger/Charter Vessels (Max 3hr period) - minimum charge	Yes	No		$130.00	each	$ 140.00
Barging Vessels - per berthage	Yes	No		$160.00	each	$ 170.00
Storage Fees						
Cargo Storage: 1-3 Days - rate greater of per tonne or per m3 per day	Yes	No		$0.60	Greater of per tonne or m3	$ 0.65
Cargo Storage: 4-10 Days - rate greater of per tonne or per m3 per day	Yes	No		$1.60	Greater of per tonne or m3	$ 1.70
Cargo Storage: >10 Days - rate greater of per tonne or per m3 per day	Yes	No		$4.50	Greater of per tonne or m3	$ 4.75
It is the responsibility of the transporters of goods, to notify the Council of shipping/barging movements and quantities						
Security Officer - Minimum Charge of 2 hours						
Labour/Security Officer per hour *	Yes	No		125.00	per hour	$ 135.00
Labour/Security Officer per hour at time and a half *	Yes	No		185.00	per hour	$ 200.00
Labour/Security Officer per hour at Double time *	Yes	No		250.00	per hour	$ 269.00
Labour/Security Officer per hour at Double time and a half *	Yes	No			per hour	$ 337.50
* minimum per half hour increments						
Water Sales						
Water per litre - Caravans, Campers Etc FX	YES	No		$0.10	per litre	$ 0.10
Water Delivery						
Water per 1,000Lt - sourced from tanks onsite	Yes	No		$19.80	per kilolitre	$ 21.00
Includes Admin Fee, Water Cost and Headworks/Infrastructure Charge						
Delivery of Water to Barge at Wharf - Delivered by Truck	Yes	No		Cost plus 10%	per litre	Cost plus 10%
Minimum Charge of $14.00 per invoice per month	Yes	No		$14.00	each	$ 14.50
Land Space						
As per applicable Temporary User Agreement - per square metre, per year (< 1,000m2)	Yes	No		$15.75	per m2 per annum	$ 32.00
As per applicable Temporary User Agreement - per square metre, per year (=/> 1,000m2)	Yes	No		$15.75	per m2 per annum	$32,000 + $16/m2 for the area over 1,000m2
As per applicable Temporary User Agreement - per square metre, per year (Boat Trailer Storage Area Only)	Yes	No		15.75	per m2 per annum	$ 16.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Minimum Charge per year	Yes	No		$555.00	per annum	$ 2,500.00
13 Economic Services						
Fitzroy Crossing Visitor Centre						
Souvenirs - At Manufacturer Recommended Retail Price	Yes	No		RRP	each	RRP
Commissionable Souvenirs and Art Work	Yes	No		12.5% - 20%	% of sales	12.5% - 20%
All tours and bus ticket prices as per tour and bus companies pricing structure						
Tours and Accommodation Commission where applicable	Yes	No		10% - 20%	% of sales	10% - 20%
Greyhound Bus Ticket Sales Commission	Yes	No		5% - 20%	% of sales	5% - 20%
Greyhound Freight Commission	Yes	No		20%	% of freight value	20%
Greyhound Freight Handling Fee - Per Item	Yes	No		$1.10	each	$ 1.10
Integrity Bus Ticket Sales Commission	Yes	No		15%	% of sales	15%
Booking Fee - Non-Commissionable product	Yes	No		$5.50	each	$ 5.50
Building Control						
Applications for Building and or Demolition Permits - In accordance with Building Act 2011 (s. 16(1))						
Certified Application for a Building Permit (s. 16(1))						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
(a) For building work for a Class 1 or Class 10 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	0.19 % of the estimated value of the building work but not less than $105		0.19 % of the estimated value of the building work but not less than $110
(b) For building work for a Class 2 to Class 9 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	0.09 % of the estimated value of the building work but not less than $105		0.09 % of the estimated value of the building work but not less than $110
Uncertified Application for a Building Permit (s. 16(1))						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	0.32 % of the estimated value of the building work but not less than $105	each	0.32 % of the estimated value of the building work but not less than $110
Application for a Certificate of Design Compliance (CDC) for Class 2-9 building works (commercial) in the Shire	No	Yes	Building Regulations 2012 Schedule 2	$450 plus 0.1% of the estimated value of works		$450 plus 0.1% of the estimated value of works
Application for a Building Approval Certificate for a building in respect of which unauthorised work has been done.	No	Yes	Building Regulations 2012 Schedule 2	0.38 % estimated (inclusive of GST) value of the building work but not less than $105		0.38 % estimated (inclusive of GST) value of the building work but not less than $110
Amendment to existing Building Permit - Minor amendments	No	Yes	Building Regulations 2012 Schedule 2	$91.12		$ 91.12
Amendment to existing Building Permit - Major amendment :subject to additional hourly rate depending upon extent of changes (MPBS to confirm)	No	Yes	Building Regulations 2012 Schedule 2	$238.70 but subject to additional hourly rate depending upon extent of changes (MPBS to confirm)		$238.70 but subject to additional hourly rate depending upon extent of changes (MPBS to confirm)
Building and Construction Industry Training Levy if over $20,000	No	Yes	Building Regulations 2012 Schedule 2	0.2% of the estimated value (incl of GST) of the proposed construction, minimum $20,000 value		0.2% of the estimated value (incl of GST) of the proposed construction, minimum $20,000 value
Application for a Demolition Permit (s. 16(1))						
(a) For demolition work in respect of a Class 1 or Class 10 building or incidental structure	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
(b) For demolition work in respect of a Class 2 to Class 9 building	No	Yes	Building Regulations 2012 Schedule 2	$105.00 for each storey of the building		$110.00 for each storey of the building
Application to Extend the time during which a Building or Demolition Permit has effect (s. 32(3)(f))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application for Occupancy Permits and Building Approval Certific						

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Application for an Occupancy Permit for a completed building (s. 46)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application for a Temporary Occupancy Permit for an incomplete building (s. 47)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application for modification of an Occupancy Permit for additional use of a building on a temporary basis (s. 48)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application for a Replacement Occupancy Permit for Permanent Change of the building's use, classification (s. 49)	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application for an Occupancy Permit or Building Approval Certificate for registration of strata scheme or plan of re- subdivision (s. 50(1) and (2))	No	Yes	Building Regulations 2012 Schedule 2	$11.60 for each strata unit covered by the application, but not less than $115.00		$11.60 for each strata unit covered by the application, but not less than $110.00
Application for an Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 105.00
* Estimated value of the unauthorised work as determined by the relevant permit authority.	No	Yes	Building Regulations 2012 Schedule 2	0.18% of the estimated value of the unauthorised work* but not less than $105.00		0.18% of the estimated value of the unauthorised work* but not less than $110.00
Application for a Building Approval Certificate for a building or an incidental structure in respect of which unauthorised work has been done (s. 51(3))						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application to replace an Occupancy Permit for an existing building (s. 52(1))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application for a Building Approval Certificate for an existing building or an incidental structure where unauthorised work has not been done (s. 52 (2))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect (s. 65(3)(a))	No	Yes	Building Regulations 2012 Schedule 2	$105.00	each	$ 110.00
Application for Variation/Modification of Building Standards in which declaration is sought from Building Commissioner as defined in Regulation 31 (for each Building Standard in respect of which a Declaration is sought)	No	Yes	Building Regulations 2012, Part 9, Division 3	$2,160.15	per standard variation	$ 2,160.15
Inspections of Swimming Pool Enclosures $57.45, as defined in Regulation 53 (2), Division 2 of the Building Regulations Act 2012. This fee will be charged pro-rata on the Rates Notice for all properties with private swimming pools	No	Yes	Building Regulations 2012, Part 8, Division 2, reg 53 (2)	$14.36	per annum	$ 14.36
Swimming Pool re-inspection(s) and per request outside of normal inspection programs (Pursuant to S6.162 of the Local Government Act 1995)	No	No	LG Act 1995	$220.00	each	$ 220.00
Application for approval of Battery Powered Smoke Alarms	No	Yes	Building Regulations 2012, Part 8, Division 3, reg 61 (3) (b)	$179.40	each	$ 179.40
Application to search a property for Plans (plus photo copying charges)	Yes	No		52.00	each property	$ 72.00
Building Services Levy $45,000 or Less - Set by Building Services Commission						
Building Permit	No	Yes	Building Services Act 2011	$61.65	each	$ 61.65
Demolition Permit	No	Yes	Building Services Act 2011	$61.65	each	$ 61.65
Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$ 61.65
Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$ 61.65
Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	$123.30	each	$ 123.30
Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	$123.30	each	$ 123.30
Building Services Levy Over $45,000 - Set by Building Services Commission						
Building Permit	No	Yes	Building Services Act 2011	0.137% of the value of the work	each	0.137% of the value of the work
Demolition Permit	No	Yes	Building Services Act 2011	0.137% of the value of the work	each	0.137% of the value of the work
Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$ 61.65
Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	$61.65	each	$ 61.65
Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	0.274% of the value of the work	each	0.274% of the value of the work

Fee Description	GST	Statutory Fee	Legislation	Fee 2021/22	Fee Unit	Fee 2022/23
Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	0.274% of the value of the work	each	0.274% of the value of the work
Private Swimming Pool inspection Fees						
Swimming Pool Inspection Fees and Follow Up Inspection Fees. Includes the following: Final Inspection of newly completed pools and pool fencing. Mandatory compliance inspection every four years (to be charged over 4 years); and any subsequent follow up inspections	No	Yes	Building Regulations 2012	58.45	Per Annum	$ 58.45
14 Other Property and Services						
Plant and Labour Charge Out Rates						
Please note for plant items not specifically listed below, the CEO has the ability to approve hire and set rates on a per request basis						
Council Policy **Plant Item**						
Loader Kubota	Yes	No		$70.00	per hour	$ 76.00
Tractor - 4000kg - 6000kg	Yes	No		$70.00	per hour	$ 76.00
John Deere Tractor 6630	Yes	No		$100.00	per hour	$ 108.00
Tip Truck - up to 4T	Yes	No		$95.00	per hour	$ 103.00
Road Broom (Tractor Drawn)	Yes	No		$120.00	per hour	$ 130.00
Road Sweeper (Kubota Loader)	Yes	No		$100.00	per hour	$ 108.00
Tractor and Slasher	Yes	No		$120.00	per hour	$ 130.00
Plate Compactor	Yes	No		$35.00	per hour	$ 38.00
Litter Vacuum	Yes	No		$55.00	per hour	$ 60.00
Ute	Yes	No		$40.00	per hour	$ 44.00
Backhoe	Yes	No		$80.00	per hour	$ 87.00
12 Seater Bus	Yes	No		$40.00	per hour	$ 44.00
Truck 13T	Yes	No		$135.00	per hour	$ 146.00
Mower - Kubota Ride-On	Yes	No		$55.00	per hour	$ 60.00
All Plant items are charged per hour of usage, **Plus Day Labour Charge** **Materials** **Staff Charge Out Rates - A minimum of one hour applies (with charges per hour, or part thereof)** **Staff Charge Out Rates: 6am to 6pm Monday to Friday - Per Hour (if not otherwise stated in this Fees & Charegs Schedule)**	Yes	No		Cost plus 30%	per hour	Cost plus 30%
Labour - Operator/Administration	Yes	No		$105.00	per hour	$ 111.00
Labour - Leading Hand/Supervisor/Technical Officer	Yes	No		$132.00	per hour	$ 139.00
Manager (e.g. Works and Services)	Yes	No		$180.00	per hour	$ 189.00
Executive (e.g. Director Technical & Development Services)	Yes	No		$205.00	per hour	$ 216.00
Labour - Leading Hand/Supervisor/Technical Officer	Yes	No		$264.00	per hour	$ 278.00
Manager (e.g. Works and Services)	Yes	No		$360.00	per hour	$ 378.00
Executive (e.g. Director Technical & Development Services)	Yes	No		$410.00	per hour	$ 431.00
Standpipe Water						
Water taken from Standpipe at Shire Depot - per kilolitre	No	No		$3.50	per kilolitre	$ 3.50

12.2 DELEGATION OF AUTHORITY REGISTER - 2023 ANNUAL REVIEW

File Number: **4120**

Author: **Janyce Smith, Governance Administration Officer**

Responsible Officer: **Tamara Clarkson, Acting Director of Corporate Services**

Authority/Discretion: **Legislative**

SUMMARY

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

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

DISCLOSURE OF ANY INTEREST

Nil applicable.

BACKGROUND

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

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

Council last reviewed its delegations at the Ordinary Meeting of Council held on 26 May 2022 (Resolution No. 61/22). Delegation details must be recorded in a register, which is available for inspection by the public.

STATUTORY ENVIRONMENT

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

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

Local Government Act 1995 s5.17 Limits on delegation of powers and duties to certain committees
A local government can delegate to a committee comprising council members only, any of the council's power or duties except any power or duty that requires a decision of an absolute majority or a 75% majority of the local government and any other power or duty that is prescribed.

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

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

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

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

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

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

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

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

Other Legislation

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

CONSULTATION

Executive Team

No community consultation is required.

COMMENT

This review needs to be completed prior to 30 June 2023 to ensure that a non-compliance is avoided.

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

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

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

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

Since the last review in May 2022 the following amendments have been made:

Reviewed by	Date Approved	References
Council	28 July 2022	Council approved new delegation 1.4.1 Behaviour Complaints Committee – Authority on Complaints.
Chief Executive Officer	19 August 2022	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change position of Senior Environmental Health Officer to Environmental Health Officer.
Chief Executive Officer	21 September 2022	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to change/add position Ranger Coordinator.
Chief Executive Officer	15 March 2023	The CEO utilised delegation 1.1.34 Amendments to Policies and Delegations to include the Director Strategic Business as a delegate / sub delegate.
Council	30 March 2023	Change to Delegation 1.1.18 Tenders for Goods and Services – Accepting and rejecting tenders, varying contracts and exercising contract extension options. Amended to include an exception of purchases relevant to addressing impacts of Ex-Tropical Cyclone Ellie.

Director Strategic Business	3 May 2023	Change to Delegations 9.2.1 Town Planning Scheme No's 5 and 7: Determination of Applications and 9.2.2 Interim Development Order No 9: Determination of Applications. The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director – Technical and Development Services and Manager Development Services.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Delegated Authority Register 2023

RESOLUTION 69/23

Moved: Cr Geoff Davis
Seconded: Cr Peter McCumstie

That Council by ABSOLUTE MAJORITY:

1. **Adopts the attached Shire of Derby/West Kimberley Delegated Authority Register 2023 and requests the CEO to publish on the Shire's website; and**
2. **Notes that the next annual review of the Shire's delegations will be reported to Council by 30 June 2024.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Shire of Derby / West Kimberley

Delegated Authority Register 2023

Version 1.0

www.sdwk.wa.gov.au

REVIEW

Reviewed by	Date Approved	References
Council	29 June 2023	OCM Agenda Item No. xxxx, Resolution No. xxx/23.

Review

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INTRODUCTION

Introduction

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

The Delegation Register describes the function being delegated, and details the head of power for each delegation, including legislation and Council policies, to enable cross-referencing. The Register will be reviewed on an annual basis in accordance with the Local Government Act 1995. The coordination of the review will be performed by the Chief Executive Officer. All Executive Managers will provide a report to the CEO before 31 March each year with recommendations for any delegation changes. Unless deemed urgent, changes to the register will only occur at the annual review.

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

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

Background to Delegations and Authorisations

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

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

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

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

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

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

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

The Concept of "Acting Through"

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

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

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

Determining What Should be Delegated

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

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

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

Standard Conditions of Delegations

All delegations are subject to the following Standard Conditions:

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

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

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

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

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

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

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

Delegation registers are stored on Synergy File 4120.

Review

DELEGATIONS

1.0 LOCAL GOVERNMENT ACT 1995 DELEGATIONS

1.1 Council to CEO and Shire President

Delegation	**1.1.1 Performing Functions Outside the District**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	*Local Government Act 1995*: s.3.20(1) Performing functions outside district.
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	Chief Executive Officer
Conditions	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegate	Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.2 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995*: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.22(1) Compensation; and s.3.23 Arbitration.
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	Chief Executive Officer
Conditions	a. Delegation is limited to settlements which do not exceed a material value of $2,000. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegate	Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.3 Powers of Entry to Perform Local Government Functions**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.28 When this Subdivision applies; s.3.32 Notice of entry; s.3.33 Entry under warrant; s.3.34 Entry in an emergency; and s.3.36 Opening fences.
Function	1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995: s.9.10 Appointment of authorised persons – refer also s.3.32(2)]; Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry; and

	s.3.34(2) Entry in an emergency – Refer to CEO Delegation. Local Laws: • Local Government Property; and • Activities on Thoroughfares and Trading in Thoroughfares and Public Places.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.4 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.40A(4) Abandoned vehicle wreck may be taken.
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.5 Confiscated or Uncollected Goods (Disposing of) or alternatively, referred for Council decision. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.6 Disposal of Sick or Injured Animals**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.47A Sick or injured animals, disposal of; and s.3.48 Impounding expenses, recovery of.
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation. The delegate that authorised the impounding must not be party to any disposal determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Delegation	**1.1.8 Control Reserves and Certain Unvested Facilities**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.53(3) Control of certain unvested facilities; and s.3.54(1) Reserves under control of local government.
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within two or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Derby/West Kimberley that the Shire could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Delegates	Chief Executive Officer
Conditions	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Property Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. c. "Standard Conditions" as outlined in this Register of Delegations. When determining to grant permission to obstruct a public footpath or thoroughfare under this Delegated: 1. There is authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4) (d)]]. 2. There is authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. There is authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)]. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws. Shire Fees and Charges – Bond amount to be charged.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	When determining to grant permission to for a dangerous excavation under this Delegated: 1. There is authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. There is authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. There is authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws. Shire Fees and Charges – Bond amount to be charged.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Refer also Delegation 1.3.1 under the Template Activities in Thoroughfares and Public Places and Trading Local Law. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.13 Private Works on, over or under Public Places**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the

	Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws. Shire Fees and Charges – Bond amount to be charged.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Delegation	**1.1.14 Works Required for Supply of Water**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.20(1) Works required for supply of gas or water — Sch. 9.1 cl. 11.
Function	To carry out works that are necessary for the purpose of providing, maintaining or modifying the supply system [ULP r.20(1)].
Delegates	Chief Executive Officer
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Works may only be undertaken where there is an approved budget allocation. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not Applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Uniform Local Provisions) 1996: r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12.
Function	Authority to give notice to a land owner/occupier if it is considered that clearing the owner/occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.16 Expressions of Interest for Goods and Services**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.21 Limiting who can tender, procedure for; and r.23 Rejecting and accepting expressions of interest to be acceptable tenderer.
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Chief Executive Officer
Conditions	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New Delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, added express power to subdelegate information, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

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

Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F2 Asset Management F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

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

	b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The original tender accepted by Council decision has not been able to be finalised into a contract (with exception of purchases relevant to addressing the impacts of Ex-Tropical Cyclone Ellie, where the CEO may accept original or replacement tenders up to a maximum of $600,000, consistent with Council Policy F1 Procurement of Goods and Services; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers where invited to supply. d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term. f. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F2 Asset Management F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
30 Mar 2023	Amended Delegation	Amended to include an exception of purchases relevant to addressing impacts of Ex-Tropical Cyclone Ellie.	OCM Agenda Item No. 10.1, Resolution No. 15/23
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

Delegation	**1.1.19 Tenders for Goods and Services - Exempt Procurement**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.3.57 Tenders for providing goods or services. Local Government (Functions and General) Regulations 1996: r.11(2) When tenders have to be publicly invited (exemptions).
Function	1. Authority to undertake tender exempt procurement, in accordance with policy F1 Procurement of Goods and Services) requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Delegates	Chief Executive Officer
Conditions	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum $value specified for the following categories: Category Maximum Value for individual contracts WALGA Preferred Supplier Program [F&G.r.11(2)(b)] >$250,000 Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)] >$250,000 Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)] >$250,000 Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11 (2)(g)] >$250,000 Goods or services supplied by a person registered on the Aboriginal Business Directory WA or Indigenous Minority Supplier Office Limited (T/as Supply Nation) and where satisfied that the contract represents value for money. [F&G.r.11(2)(h)] >$250,000* *as specified in F&G.r.11(2)(h)(ii) Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)] >$250,000 b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification;

	iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. c. Where the total consideration of a Tender Exempt procurement contract exceeds the $250,000 delegated above, the decision is to be referred to Council. d. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. WALGA Subscription Service – Procurement Toolkit.
Policy	F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to function, subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

Delegation	**1.1.20 Application of Regional Price Preference Policy**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Functions and General) Regulations 1996: r.24G Adopted regional price preference policy, effect of.
Function	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	F7 Regional Price Preference F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

Approved	Type	Amendment	References
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Delegation	**1.1.21 Payments from the Municipal or Trust Funds**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government (Financial Management) Regulations1996: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making.
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	Chief Executive Officer
Conditions	a. Authority to make payments is subject to annual budget limitations. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Finance
Subdelegate conditions	1. Delegates must comply with the procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval. 4. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995. Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996. Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards. Department of Local Government, Sport and Cultural Industries: Accounting Manual.
Policy	F8 Transaction Cards
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

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

	F6 Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. File Locations in Synergy: Rates Rebate/deferred 5172; and Accounts receivable 5112.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

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

Review

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. File location in Synergy – 5185.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

Delegation	**1.1.24 Rate Record Amendment**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.39(2)(b) Rate record.
Function	Authority to determine any requirement to amend the rate record for the five year period preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Manager Finance
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. File Location in Synergy – 5174 and relevant property file.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

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

	File Location in Synergy – 5174 and relevant property file.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.26 Determine Due Date for Rates or Service Charges**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.6.50 Rates or service charges due and payable.
Function	Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegation. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	File Location in Synergy – Debt Management and Recovery 5128, and relevant property file.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Policy	F4 Sundry Debtors Collection Policy F5 Outstanding Rates Collection Policy F6 Financial Hardship Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

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

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

Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	f. The CEO cannot sub-delegate this authority (excluding for occasions where they are not physically present in the district). g. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	a. Can only be utilised on occasions where the CEO is not physically present in the district. b. As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996. WALGA Subscription Service – Procurement Toolkit.
Policy	F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions, subdelegates, policy and added information to statutory framework.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

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

Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996. WALGA Subscription Service – Procurement Toolkit.
Policy	F1 Procurement of Goods and Services
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Delegation	**1.1.33 Applying Common Seal**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s. 5.41 Functions of CEO
Function	The Shire President and Chief Executive Officer are delegated to: (a) Execute documents on behalf of the Shire where there is a requirement for the document to be executed as a deed, pursuant to s. 9.49A(5) of the Act; (b) Affix the Common Seal to documents, pursuant to s. 9.49A(2) and s.9.49A(3) of the act, and (c) Sign documents on behalf of the Shire for all matters arising under delegated authority (s. 5.42) and s. 9.49A(4) of the Act, and generally as is necessary or appropriate in reasonably carrying out functions under the act or any other written law.
Delegates	Shire President Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Not permitted under the Local Government Act section 9.49A.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Power to Lease pursuant to Section 46 of the Land Administration Act 1997.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.34 Minor Amendments to Policies and Delegations**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s. 2.7(2)(b) Role of council (policies)
Function	To make minor amendments to the Policy Manual and Register of Delegations.
Delegates	Chief Executive Officer
Conditions	Amendments are for the purpose of accuracy and expediency only. Only minor changes are to be made which do not otherwise affect the intent on the policy/ delegation (e.g. due to for example, any changes in officer/representative names/titles, renumbering or reformatting, or similar minor administrative requirements). "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Strategic Business
Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.1.35 Submissions**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s.2.7(1) Role of Council (function and affairs).
Function	1. To register an interest in any native title claim affecting the Shire, in order for the Shire to have sufficient interest to become a party to the native title application. 2. Responding to the Department of Mines, Industry and Regulation for proposed: a. Exploration Licence pursuant to section 119 of the Mining Act 1978 and b. Mining Licence pursuant to Sections 41,58,70C, 86 and 91 of the Mining Act 1978 and Regulation 64 of the Mining Regulations 1981. 3. Responding to the Department of Planning, Lands and Heritage for proposed: a. Power to Lease pursuant to Section 46 of the Land Administration Act 1997; and b. Licence pursuant to section 91 Land Administration Act 1997. 4. Responding to the Department of Water and Environmental Regulation for proposed Clearing Permit Applications pursuant to section 51E of the Environmental Protection Act 1986.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Licence pursuant to section 91 Land Administration Act 1997. Exploration Licence pursuant to section 119 of the Mining Act 1978. Mining Licence pursuant to Sections 41,58,70C, 86 and 91 of the Mining Act 1978 and Regulation 64 of the Mining Regulations 1981 Clearing Permit Applications pursuant to section 51E of the Environmental Protection Act 1986.
Policy	PC1 Risk and Opportunity Management Policy

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added express power to delegate, express power or duty delegated and subdelegate information, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

1.2 CEO to Employees

Delegation	**1.2.1 Determine if an Emergency (for Emergency Powers of Entry)**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government Act 1995: s.3.34(2) Entry in emergency.
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Property Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Review

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to subdelegate and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

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

Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.2.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8.
Function	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Director Technical and Development Services Director Strategic Business
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.1.13 Private Works on, over or under Public Places. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.2.5 Appoint Persons (other than employees) to Open Tenders**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Functions and Genera) Regulations 1996: r.16(3) Receiving and opening tenders, procedure for.
Function	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
Delegates	A/Director of Community Services A/Director of Corporate Services Director of Corporate and Community Director of Strategic Business Director Technical and Development Services
Conditions	To be allocated by the CEO on an "as required" basis. "Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Review

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

Review

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

	b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Delegation	**1.2.7 Destruction of Electoral Papers**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Elections) Regulations 1996: r.82(4) Keeping election papers – s4.84(a).
Function	Authority to, after a period of four-years, destroy the parcels of election papers in the presence of at least two other employees [Elect. r.82(4)].
Delegates	A/Director of Corporate Services Director of Corporate and Community Director Strategic Business
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	• Cemeteries; • Dogs; • Extractive Industries; • Local Government Property; and • Activities on Thoroughfares and Trading in Thoroughfares and Public Places.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system. Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to function, delegate and added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Preview

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.2.10 Financial Management Systems and Procedures**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Financial Management) Regulations 1996: r.5 CEO's Duties as to financial management.
Function	Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Shire; ii. Safe custody and security of money collected or held by the Shire; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority1 .1.21 Payments from the Municipal or Trust Funds; and vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	A/Director of Corporate Services Director of Corporate and Community Director Strategic Business
Conditions	a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each three financial years. [Audit r.17]. c. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

	Local Government Act 1995. Local Government (Financial Management) Regulations 1996. Local Government (Audit) Regulations 1996. Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards.
Policy	F1 Procurement of Goods and Services F2 Asset Management F3 Significant Account Policies F8 Transaction Cards F11 Budget Issues F13 Reserve Accounts F14 Loan Borrowings F16 Cash Flow Management F17 Investments PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Delegation	**1.2.11 Audit – CEO Review of Systems and Procedures**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government (Audit) Regulations 1996: r.17 CEO to review certain systems and procedures.
Function	Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to: i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
Delegates	A/Director of Corporate Services Director of Corporate and Community Director Strategic Business
Conditions	a. Each matter is to be reviewed at least once within every three financial years, with a report on each matter to be provided to the Audit Committee that details the findings, including any identified deficiencies, and actions required. b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996.
Policy	PC1 Risk and Opportunity Management Policy All other Shire policies relevant to the area of the review being undertaken.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**1.2.12 Infringement Notices (Local Government and Various Acts)**
Head of power	Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted; s.9.19 Extension of Time; and s.9.20 Withdrawal of Notice. Building Regulations 2012: r.70(1A), (1), (2) Approved officers and authorised officers.
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Conditions	a. A delegate who participated in a decision to issue an infringement notice, must not determine any matter related to that infringement notice under this Delegation. b. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices: (i) Director – Technical & Development Services. (ii) Director – Corporate & Community Services. (iii) A/Director – Corporate Services NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by the delegate under delegation 2.1.10. c. "Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023

Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to delegate and conditions, added information to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

1.3 Local Law Delegations to CEO

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

	iii. cause any obstruction to a vehicle or person using a thoroughfare; iv. cause any obstruction to a water channel; v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare; vi. damage a thoroughfare; vii. light any fire or burn anything on a thoroughfare; viii. fell any tree onto a thoroughfare; ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare; x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare; xi. use or do anything so as to create a nuisance; xii. place or cause to be placed in on a thoroughfare a bulk rubbish container; and xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare; c. Drive or take a vehicle on a closed thoroughfare [cl.2.19]; d. Erect or place an advertising or directional sign [cl.3.2]; e. Use of portable signs [cl.3.4]; f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5]; and g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)]. 1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)]. 2. Use of Public Places 2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)]. 3. Crossings 3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)]. 4. Thoroughfares and Verges 4A. Authority to determine and maintain the list of "acceptable materials"' which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6]. 4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11]. 4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15].

	4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to: a. Alter the direction of a sprinkler or other watering equipment [cl.9.1]; and b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2]; 4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to: Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3]; and Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4]. 4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Fitzroy Crossing Works Supervisor Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. A register of all special environmental areas must be maintained under cl.5.8 of the Activities in Thoroughfares and Public Places and Trading Local Law. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer CEO Delegations 1.1.11 and 1.1.13. Crossing permits are approved under Regulations 12 and 13 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer Delegation 1.1.12 Crossings – Construction, Repair and Removal. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	H1 Traders and Stall Holders' Permits
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	3B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16]. 3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 3D. Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Manager Development Services Environmental Health Officer
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Laws.
Policy	H1 Traders and Stall Holders' Permits
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

1.4 Council to Council Committees

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

Subdelegate conditions	Not applicable.
Statutory framework	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021
Policy	C10 Code of Conduct Behaviour Complaints Management Policy
Record keeping	All relevant delegation material to be filed in hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

2.0 BUILDING ACT 2011 DELEGATIONS
2.1 Council to CEO

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

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: s.119 Building and demolition permits – application for review by SAT; s.23 Time for deciding application for building or demolition permit; and s.17 Uncertified application to be considered by building surveyor. Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT. Building Services (Registration Act) 2011 – Section 7. Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2. Building and Construction Industry Training Levy Act 1990. Heritage Act 2018.
Policy	TP5 Transportable/Relocated Dwellings TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

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

	Building Act 2011: s.119 Building and demolition permits – application for review by SAT; and s.23 Time for deciding application for building or demolition permit. Building Services (Complaint Resolution and Administration) Act 2011 -– Part 7, Division 2. Building and Construction Industry Training Levy Act 1990. Heritage Act 2018.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Policy	TP5 Transportable/Relocated Dwellings TP3 Minimum Finished Floor Level of New Buildings (other than Outbuildings) Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Revision

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

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: s.111 Notice of proposed building order other than building order (emergency); s.112 Content of building order; s.113 Limitation on effect of building order; s.114 Service of building order; and Part 9 Review - s.122 Building orders – application for review by SAT.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**2.1.6 Inspection and Copies of Building Records**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.131(2) Inspection, copies of building records.
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011 - s.146 Confidentiality.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**2.1.7 Referrals and Issuing Certificates (Building)**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Act 2011: s.145A Local Government functions.
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Act 2011: s.61 Form and content of occupancy, permit, building approval certificate s.62 Conditions imposed by permit authority s.63 To whom form of permit, modification, certificate issued.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**2.1.8 Private Pool Barrier – Alternative and Performance Solutions**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Regulations 2012: r.51 Approvals by permit authority.
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51 (3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Regulations 2012: r.51 Approvals by permit authority.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**2.1.9 Smoke Alarms – Alternative Solutions**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Regulations 2012: r.55 Terms Used (alternative building solution approval); and r.61 Local Government approval of battery powered smoke alarms.
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Regulations 2012: r.51 Approvals by permit authority. r.55 Terms Used (alternative building solution approval); and r.61 Local Government approval of battery powered smoke alarms.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx.x Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	New delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to statutory framework, record keeping and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Delegation	**2.1.10 Appointment of Approved Officers and Authorised Officers (Building)**
Head of power	Building Act 2011
Delegator	Council
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government.
Express power or duty delegated	Building Regulations 2012: r.70 Approved officers and authorised officers.
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers";. 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	~~A/Director of Corporate Services~~ ~~Director of Corporate and Community~~ Director Technical and Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Building Regulations 2012: r. 70(3) each authorised officer must be issued a certificate of appointment.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Delegation	**3.1.1 Make Request to FES Commissioner – Control of Fire**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.13(4) Duties and powers of bush fire liaison officers.
Function	Authority to request on behalf of the Shire that the Fire and Emergency Services Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13 (4)].
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	As outlined in Council Conditions for this Delegation.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**3.1.2 Prohibited Burning Times - Vary**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government; and s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8)).
Express power or duty delegated	Bush Fires Act 1954: s.17(7) Prohibited burning times may be declared by Minister Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.; r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times; and r.39B Crop dusters etc., use of in restricted or prohibited burning times.
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	a. Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	Bush Fire Brigades Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	10. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	NIL. – Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Delegation	**3.1.5 Control of Operations Likely to Create Bush Fire Danger**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.27D Requirements for carriage and deposit of incendiary material Bush Fires Regulations 1954; r.39C Welding and cutting apparatus, use of in open air; r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc.; r.39D Explosives, use of; and r.39E Fireworks, use of.
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]; b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]; c. a person using explosives [r.39D(2)]; and d. a person using fireworks [r.39E(3); 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**3.1.7 Firebreaks**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.33 Local government may require occupier of land to plough or clear fire-breaks.
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: a. clearing of firebreaks as determined necessary and specified in the notice; b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]: a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.38 Local Government may appoint bush fire control officer.
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)]. 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]: a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**3.1.9 Control and Extinguishment of Bush Fires**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.46 Bush fire control officer or forest officer may postpone lighting fire.
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]: a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.58 General penalty and recovery of expenses incurred.
Function	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fire Brigades Local Laws.
Policy	R1 Fire Control Authorities
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

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

Delegation	**3.1.11 Prosecution of Offences (Bush Fires)**
Head of power	Bush Fires Act 1954
Delegator	Council
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government.
Express power or duty delegated	Bush Fires Act 1954: s.59 Prosecution of offences; and s.59A Alternative procedure – infringement notices.
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)]. 3. Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	"Standard Conditions" as outlined in this Register of Delegations
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Bush Fires Act 1954: s.65 Proof of certain matters; and s.66 Proof of ownership or occupancy. Bush Fire Brigades Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

4.0 CAT ACT 2011 DELEGATIONS
4.1 Council to CEO

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

	Senior Customer Services Officer Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation. Only Director – Corporate & Community Services or A/Director – Corporate Services to have authority for Function #5 above (vis. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)]).
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration; r.12 Period of registration (s.9(7)); r.11 Changes in registration; r.14 Registration certificate (s.11(1)(b)); and r.15 Registration tags (s.76(2)). Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**4.1.2 Cat Control Notices**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Act 2011: s.26 Cat control notice may be given to cat owner.
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**4.1.3 Approval to Breed Cats**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Act 2011: s.37 Approval to breed cats; s.38 Cancellation of approval to breed cats; and s.39 Certificate to be given to approved cat breeder.
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)); r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)); r.23 Person who not be refused approval to breed cats (s.37(5)); r.24 Duration of approval to breed cats (s.37(6)); and r.25 Certificate given to approved cat breeder (s.39(1)).
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**4.1.4 Recovery of Costs – Destruction of Cats**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Act 2011: s.49(3) Authorised person may cause cat to be destroyed.
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Act 2011: s.49(3) Authorised person may cause cat to be destroyed.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**4.1.5 Applications to Keep Additional Cats**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat (Uniform Local Provisions) Regulations 2013: r.8 Application to keep additional number of cats; and r.9 Grant of approval to keep additional number of cats.
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8 (4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the Cat (Uniform Local Provisions) Regulations 2013. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat (Uniform Local Provisions) Regulations 2013: r.8 Application to keep additional number of cats; and r.9 Grant of approval to keep additional number of cats.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**4.1.6 Reduce or Waiver a Cat Registration Fee**
Head of power	Cat Act 2011
Delegator	Council
Express power to delegate	Cat Act 2011: s.44 Delegation by local government.
Express power or duty delegated	Cat Regulations 2012: Schedule 3 Fees clause 1(4).
Function	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer
Conditions	a. This delegation does not provide authority to determine to reduce or waiver the fees payable in regard to any "class of cat" within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: Schedule 3 Fees clause 1(4).
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

4.2 CEO to Employees

Delegation	**4.2.1 Infringement Notices – Extensions and Withdrawals**
Head of power	Cat Act 2011
Delegator	Chief Executive Officer
Express power to delegate	Cat Act 2011: s.45 Delegation by CEO of local government.
Express power or duty delegated	Cat Act 2011: s.64 Extension of time; and s.65 Withdrawal of notice.
Function	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Cat Regulations 2012: r.28 Withdrawal of infringement notice (s.65(1)).
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

5.0 DOG ACT 1976 DELEGATIONS
5.1 Council to CEO

Delegation	**5.1.1 Part Payment of Dog Sterilisation Costs/Directions to Veterinary Surgeons**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.10A Payments to veterinary surgeons towards costs of sterilisation.
Function	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of $50 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

	Senior Customer Service and Tourism Officer Manager Administration Customer Service Officer Customer Service and Administration Officer ~~Team Leader Customer Services~~ Senior Customer Services Officer Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Dog Act 1976: s.17A If no application for registration made – procedure for giving notice of decision under s.16(3). Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6). Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

Approved	Type	Amendment	References
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
23 Feb 2022	Amended delegation	Required to add Senior Ranger (Temp) as they have slightly different delegations (in relation to Bush Fire Control) to the incumbent of the Senior Ranger.	Nil.
26 May 2022	Amended delegation	Review of delegation, amendment to express duty or power delegated, conditions, added information to express power to subdelegate, subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
21 Sept 2022	Amended delegation	The CEO utilised delegation 1.1.34 Minor Amendments to Policies and Delegations to change add the position of Ranger Coordinator.	Synergy Record No. N18564.
29 June 2023	Amended delegation	Review of delegation, amendments to subdelegates – adding Senior Customer Service and Tourism Officer (will eventually replace FX Senior Customer Services Officer), Customer Service and Administration Officer	OCM Agenda Item xx.x Res. No. xx/23.

		and deleting out Team Leader Customer Service.	

Delegation	**5.1.3 Dog Kennel Establishments**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.27 Licensing of approved kennel establishments.
Function	Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	Chief Executive Officer
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Derby/West Kimberley Dogs Local Law. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Review

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

Review

Delegation	**5.1.4 Recovery of Moneys Due Under the Dog Act**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.29(5) Power to seize dogs.
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense; s.33M Local government expenses to be recoverable; s.47 Veterinary service expenses recoverable from local government; and r.31 Local government expenses as to dangerous dogs (declared). Dogs Local Laws.
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**5.1.5 Dispose of or Sell Dogs Liable to be Destroyed**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.29(11) Power to seize dogs.
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	Chief Executive Officer
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Subdelegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Dogs Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**5.1.6 Declare a Dog Dangerous**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.33E(1) Individual dog may be declared to be dangerous dog (declared).
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Subdelegates	Director Technical and Development Services Manager Development Services Ranger Senior Ranger Senior Ranger (Temp) Ranger Coordinator Works Supervisor – Fitzroy Crossing
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	PC1 Risk and Opportunity Management Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.33H(5) Local government may revoke declaration or proposal to destroy.
Function	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation).
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. The delegate that authorised the notice must not be party to any dismissal/upholding determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties.
Express power or duty delegated	Dog Act 1976: s.33M(1)(a) Local Government expenses to be recoverable.
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	A/Director of Corporate Services Director of Corporate and Community Director Technical and Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Dogs Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
19 Nov 2021	Amended delegation	19.11.2021 CEO advised that Corporate and Community Departments will be divided for 12 months. The position of Director and Community Development has been split to A/Director of Community Development and A/Director of Corporate Services. Delegations have been amended to reflect this change.	Synergy Record No. N17778.
26 May 2022	Amended delegation	Review of delegation, amendment to conditions and express power to subdelegate, added information to subdelegates, statutory framework and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23.

Review

6.0 FOOD ACT 2008 DELEGATIONS
6.1 Council to CEO and Employees

Delegation	**6.1.1 Determine Compensation**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.56(2) Compensation to be paid in certain circumstances; and s.70(2) and (3) Compensation.
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of $500. Compensation requests above this value are to be reported to Council. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**6.1.2 Prohibition Orders (Food Act)**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.65(1) Prohibition orders; s.66 Certificate of clearance to be given in certain circumstances; and s.67(4) Request for re-inspection.
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67 (4)].
Delegates	Manager Development Services Environmental Health Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**6.1.3 Food Business Registrations**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.110(1) and (5) Registration of food business; and s.112 Variation of conditions or cancellation of registration of food businesses.
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	Director Technical and Development Services Manager Development Services Environmental Health Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; • WA Priority Classification System; and • Verification of Food Safety Program Guideline. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**6.1.5 Debt Recovery and Prosecutions (Food Act)**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Act 2008: s.54 Cost of destruction or disposal of forfeited item; and s.125 Institution of proceedings.
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3). 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Delegates	Chief Executive Officer Director Technical and Development Services Manager Development Services Environmental Health Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Food Act 2008: s.54 Cost of destruction or disposal of forfeited item; and s.125 Institution of proceedings.
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**6.1.6 Abattoir Inspections and Fees**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Regulations 2009: r.43 Local government may require security; and r.45 Withdrawal of inspection services.
Function	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	Director Technical and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Food Regulations 2009: r.43 Local government may require security; and r.45 Withdrawal of inspection services.
Policy	F4 Sundry Debtors Collection Policy
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**6.1.7 Food Businesses List – Public Access**
Head of power	Food Act 2008
Delegator	Council
Express power to delegate	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it; (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]; and (4) Sub-delegation permissible only if expressly provided in regulations.
Express power or duty delegated	Food Regulations 2009: r.51 Enforcement agency may make list of food.
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	Director Technical and Development Services Manager Development Services Environmental Health Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Food Regulations 2009 do not provide for sub-delegation.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Food Regulations 2009: r.51 Enforcement agency may make list of food.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

7.0 GRAFFITI VANDALISM ACT 2016 DELEGATIONS
7.1 Council to CEO

Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.18(2) Notice requiring removal of graffiti; and s.19(3) & (4) Additional powers when notice is given.
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government.
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**7.1.2 Notices – Deal with Objections and Give Effect to Notices (Graffiti)**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.22(3) Objection may be lodged; and s.24(1)(b) & (3) Suspension of effect of notice.
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	Chief Executive Officer
Conditions	a. "Standard Conditions" as outlined in this Register of Delegations. b. The delegate that authorised the notice must not make the objection/appeal determination under this Delegation.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.25(1) Local government graffiti powers on land not local government property.
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	Chief Executive Officer
Conditions	a. Subject to exercising Powers of Entry. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Director Technical and Development Services Director Strategic Business
Subdelegate conditions	a. As outlined in Council Conditions for this Delegation. b. "Standard Conditions" as outlined in this Register of Delegations. In addition, are the Director Strategic Business Conditions: a. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. b. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Graffiti Vandalism Act 2016: s.25(1) Local government graffiti powers on land not local government property.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**7.1.4 Powers of Entry (Graffiti Vandalism Act)**
Head of power	Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government.
Express power or duty delegated	Graffiti Vandalism Act 2016: s.28 Notice of entry; and s.29 Entry under warrant.
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Graffiti Vandalism Act 2016: s.28 Notice of entry; and s.29 Entry under warrant.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

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

Delegation	**8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos)**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Health (Asbestos) Regulations 1992: r.15D(7) Infringement Notices.
Express power or duty delegated	Health (Asbestos) Regulations 1992: r.15D(5) Infringement Notices.
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 [r.15D(5)].
Delegates	Chief Executive Officer
Conditions	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)]. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	The Health (Asbestos) Regulations 1992 do not provide a power to sub-delegate
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Criminal Procedure Act 2004 – Part 2. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

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

Delegation	**8.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Chief Executive Officer Environmental Health Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Nil. – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**8.1.3 Designate Authorised Officers (Health)**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.24(1) and (3) Designation of authorised officers.
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Delegates	Director Technical and Development Services
Conditions	a. Subject to each person so appointed being; • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27. c. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Public Health Act 2016: s.20 Conditions on performance of functions by enforcement agencies; s.25 Certain authorised officers required to have qualifications and experience; s.26 Further provisions relating to designations; s.27 Lists of authorised officers to be maintained; s.28 When designation as authorised officer ceases; s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers;

	s.30 Certificates of authority; s.31 Issuing and production of certificate of authority for purposes of other written laws; s.32 Certificate of authority to be returned; and s.136 Authorised officer to produce evidence of authority. Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016. The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**8.1.4 Determine Compensation for Seized Items (Health)**
Head of power	Public Health Act 2016
Delegator	Council
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate.
Express power or duty delegated	Public Health Act 2016 s.264 Compensation.
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Chief Executive Officer Environmental Health Officer
Conditions	a. Compensation is limited to a maximum value of $500, with any proposal for compensation above this value to be referred for Council's determination. b. "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Public Health Act 2016: s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Health Local Laws.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

9.0 PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS
9.1 Council to CEO

Delegation	**9.1.1 Illegal Development**
Head of power	Planning and Development Act 2005
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Planning and Development Act 2005: Section 214(2), (3) and (5).
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Part 13 of the Planning and Development Act 2005.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

9.2 Local Planning Scheme - Council to CEO

Delegation	**9.2.1 Town Planning Scheme No's 5, 7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications**
Head of power	Planning and Development Act 2005
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015: Division 2 - Delegations cl. 81 Terms used cl. 82 Delegations by local governments cl. 83 Local government CEO may delegate cl.84 Other matters relevant to delegations under this Division
Function	Determination of development and subdivision applications and the issue of formal Council notices in accordance with the Town Planning Scheme and Council Policies.
Delegates	Chief Executive Officer
Conditions	Advice to Council through appropriate mechanism. Sub-Delegation Conditions: The Director Technical and Development Services is delegated authority, and the Manager Development 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 years of the expiration of the original approval.

6.0 Appeals

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

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

7.0 Compliance

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

8.0 Reporting

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

9.0 Applications may still be referred to Council

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

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

- the proposal is not explicitly permitted to be determined under delegated authority under the terms of this policy;

- there is any doubt whether a proposal complies with the terms of this policy;

- in the opinion of the delegated officer the scale and significance of the proposal is such that it should be considered by Council;

- an applicant has specifically requested that the matter be considered by Council; and

- the Council has specifically resolved that a particular application shall not be determined under delegated authority.

10.0 Procedures

- Where an applicant or owner of land is aggrieved by a decision of the Director Technical and Development Services / Manager Development 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 advice:

"The above determination has been made by the Director Technical and Development Services / Manager Development 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. Should the applicant/landowner be aggrieved by this decision, or any of the conditions imposed, there is a right of review under the Planning and Development Act 2005. An application for review must be submitted in accordance with Part XIV of the Planning and Development Act 2005 within 28 days of the date of this decision to the State Administrative Tribunal, GPO Box U1991, Perth, WA 6845. Further information regarding this right of review is available on the SAT website www.sat.justice.wa.gov.au or by phoning 1300 306 017." 11.0 Standard Conditions Compliance with "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns and to disclose interests relating to delegated functions (s. 5.71 Employees). Part 13 of the Planning and Development Act 2005. Extractive Industries Local Laws.
Policy	TP5 Transportable/Relocated Dwellings TP7 Minimum Finished Floor Level of New Buildings (Other than Outbuildings) Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, moved designated employers paragraph from express power to delegate to statutory framework, moved council polices from statutory framework to policy and amendment to express power or duty delegated and policy.	OCM Agenda Item 11.1 Res. No. 61/22.
3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it with Director Technical and Development Services and Manager Development Services.	Synergy Record No. N19557.
29 June 2023	Amended delegation	Review of delegation, amendment to delegation title and conditions.	OCM Agenda Item xx.x Res. No. xx/23.

Review

Delegation	**9.2.2 Interim Development Order No 9: Determination of Applications**
Head of power	Planning and Development Act 2005
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Planning and Development Act 2005: Section 214(2), (3) and (5).
Function	Determination of development and subdivision applications in accord with the Interim Development Order and Council Policies.
Delegates	Chief Executive Officer
Conditions	Advice to Council through appropriate mechanism. Sub-Delegation Conditions: The Director Technical and Development Services is delegated authority, and the Manager Development Services is delegated authority (following consultation with the Director Technical and Development Services as appropriate), to determine applications for development, recommend to the West Australian Planning Commission on subdivision applications and exercise other powers of Council under Interim Development Order No 9 as follows: 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 years of the expiration of the original approval. 6.0 Layout Plans Approve minor amendments to Layout Plans for remote Aboriginal settlements where the amendment has been endorsed by the Community Council and the nature of the amendment is of a procedural nature or will not significantly change the nature and purpose of the approved plan. 7.0 Appeals

	7.1 Determine appropriate conditions to be recommended to be applied to applications the subject of a successful appeal to the State Administrative Tribunal (SAD and enter into Minute of Consent Orders accordingly. 7.2 Agree to modifications to proposals the subject of an Appeal to the SAT where this is consistent with the delegation that would normally be extended to an application and is supported by the delegated officer, and is not directly in conflict with a resolution of Council, and enter into Minute of Consent Orders accordingly. 8.0 Compliance Issue formal notices to owners or occupiers of properties to cease unauthorised uses, remove unauthorised structures or comply with conditions of planning approval. 9.0 Reporting A report shall be presented to Council every month outlining the decisions made under delegated authority to approve or refuse applications, in accordance with the terms of this policy. 10.0 Applications may still be referred to Council 10.1 In applying this policy, a conservative approach shall be adopted. 10.2 An application shall be referred to Council for consideration where: • the proposal is not explicitly permitted to be determined under delegated authority under the terms of this policy; • there is any doubt whether a proposal complies with the terms of this policy; • in the opinion of the delegated officer the scale and significance of the proposal is such that it should be considered by Council; • an applicant has specifically requested that the matter be considered by Council; and • the Council has specifically resolved that a particular application shall not be determined under delegated authority. 10.3 In exercising this delegation in the area covered by the Fitzroy Futures Town Plan, the requirements, land uses and provisions of the plan shall be given due regard. 11.0 Procedures - Where an applicant or owner of land is aggrieved by a decision of the Director Technical and Development Services / Manager Development 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 advice notes: "The above determination has been made by the Director Technical and Development Services / Manager Development 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. Should the applicant/landowner be aggrieved by this decision, or any of the conditions imposed, there is a right of review under the Planning and Development Act 2005. An application for review must be submitted in accordance with Part XIV of the Planning and Development Act 2005 within 28 days of the date of this decision to the State Administrative Tribunal, GPO Box U1991, Perth, WA 6845. Further information regarding this right of review is available on the SAT website www.sat.justice.wa.gov.au or by phoning 1300 306 017."

	12.0 Standard Conditions "Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Technical and Development Services Manager Development Services
Subdelegate conditions	As outlined in Council Conditions for this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns and to disclose interests relating to delegated functions (s. 5.71 Employees). Local Government Act 1995: sS.42 Delegation of some powers or duties to the Chief Executive Officer sS.43 Limitations on delegations to the Chief Executive Officer; and sS.44 Chief Executive Officer may delegate some powers and duties to other employees. Planning and Development Act 2005. Planning and Development (Local Planning Schemes) Regulations 2015: Division 2 - Delegations clause 81 and 82. Extractive Industries Local Laws.
Policy	TP5 Transportable/Relocated Dwellings TP7 Minimum Finished Floor Level of New Buildings (Other than Outbuildings) Fitzroy Crossing and Camballin TP2 Radio Masts TP1 Light Industrial Area – Caretakers Residence
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

Approved	Type	Amendment	References
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, amendment to policy.	OCM Agenda Item 11.1 Res. No. 61/22.
3 May 2023	Amended delegation	The Director Strategic Business (using Authorisation AUTHO33 - Acting through on behalf of the CEO) utilised delegation 1.1.34 Amendments to Policies and Delegations to amend the express power or duty delegated, generally by deleting "Manager Planning Services" wherever it occurs, and replacing it	Synergy Record No. N19557.

		with Director Technical and Development Services and Manager Development Services.	
29 June 2023	Amended delegation	Review of delegation, and amendment to conditions.	OCM Agenda Item xx.x Res. No. xx/23.

Review

10.0 STATUTORY DELEGATION TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES

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

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

Subdelegate conditions	As outlined in Conditions for this Delegation.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

Subdelegates	Manager Development Services Environmental Health Officer
Subdelegate conditions	As outlined in Conditions for this Delegation.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Delegation	**10.1.3 Noise Management Plans – Construction Sites**
Head of power	Environmental Protection Act 1986
Delegator	Department of Water and Environmental Regulation
Express power to delegate	1548 GOVERNMENT GAZETTE, WA 16 May 2014 EV405* **ENVIRONMENTAL PROTECTION ACT 1986** DELEGATION NO. 119 I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— (a) Chief Executive Officer under the *Local Government Act 1995;* and (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation. Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked. Dated the 1st day of May 2014. JASON BANKS, Acting Chief Executive Officer. Approved by— Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.
Express power or duty delegated	Environmental Protection (Noise) Regulations 1997: r.13 Construction sites.
Function	Perform functions of Environmental Protection (Noise) Regulations 1997, Part 2 – Allowable noise emissions.
Delegates	Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Environmental Protection Act 1986: s.20 Delegation by CEO
Subdelegates	Manager Development Services Environmental Health Officer
Subdelegate conditions	As outlined in Conditions for this Delegation.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

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

SCHEDULE

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

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

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

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

Western Australian Planning Commission to CEO

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

Subdelegate conditions	a. "Standard Conditions" as outlined in this Register of Delegation. b. As outlined in Council Conditions for this Delegation. c. Only applicable for the period of the ex-Cyclone Ellie response/recovery period (unless withdrawn earlier by the Chief Executive Officer. d. No authorisations or decisions are to be provided or made if the Director Strategic Business concludes that the matter should be considered by the Chief Executive Officer only, taking into consideration such matters as legal compliance, broad based risk, the strategic direction of the Shire, Councillor or community interest, and the Director's known view of the Chief Executive Officer on each specific matter.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments

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

Review

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

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

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

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

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

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

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

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

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

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

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

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

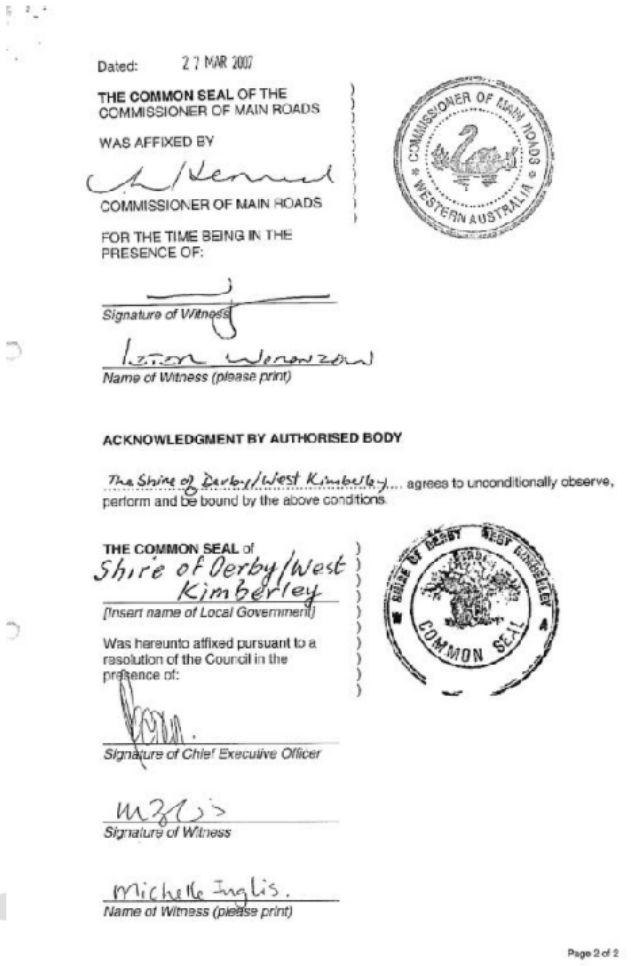
By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

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

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

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

Page 1 of 2

	 Dated: 27 MAR 2007 THE COMMON SEAL OF THE COMMISSIONER OF MAIN ROADS WAS AFFIXED BY COMMISSIONER OF MAIN ROADS FOR THE TIME BEING IN THE PRESENCE OF: Signature of Witness Name of Witness (please print) ACKNOWLEDGMENT BY AUTHORISED BODY The Shire of Derby/West Kimberley agrees to unconditionally observe, perform and be bound by the above conditions. THE COMMON SEAL of Shire of Derby/West Kimberley [Insert name of Local Government] Was hereunto affixed pursuant to a resolution of the Council in the presence of: Signature of Chief Executive Officer Signature of Witness Michelle Inglis. Name of Witness (please print) Page 2 of 2
Express power or duty delegated	As outlined in the Instrument of Authorisation above.
Function	As outlined in the Instrument of Authorisation above.
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	As outlined in the Instrument of Authorisation above.
Express power to subdelegate	Not applicable.
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Not applicable.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.

Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

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

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

RELATING TO
TRAFFIC MANAGEMENT FOR WORKS

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

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

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

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

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

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

	Dated: **THE COMMON SEAL** OF THE) COMMISSIONER OF MAIN ROADS) WAS AFFIXED BY))))) COMMISSIONER OF MAIN ROADS)) FOR THE TIME BEING IN THE PRESENCE OF:) _____ *Signature of Witness* _____ *Name of Witness* **ACKNOWLDEGEMENT BY AUTHORISED BODY** *(Insert name of Local Government)* agrees to observe, perform and be bound by the above conditions THE COMMON SEAL OF THE *(Insert name of Local Government)* WAS AFFIXED PURSUANT TO A RESOLUTION OF COUNCIL IN THE PRESENCE OF _____ *Chief Executive Officer* _____ *Signature of Witness* _____ *Name of Witness*
Express power or duty delegated	As outlined in the Instrument of Authorisation above.
Function	As outlined in the Instrument of Authorisation above.
Delegates	Chief Executive Officer Director Technical and Development Services
Conditions	As outlined in the Instrument of Authorisation above.
Express power to subdelegate	Not applicable.
Subdelegates	Not applicable.
Subdelegate conditions	Not applicable.
Statutory framework	Not applicable.
Policy	Not applicable.

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

Amendments			
Approved	**Type**	**Amendment**	**References**
27 May 2021	New delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, removed attachment and added relevant information to the delegation.	OCM Agenda Item 11.1 Res. No. 61/22. Signed agreement by the Commissioner of Main Roads – (dated) – to be received.
29 June 2023	Amended delegation	Review of delegation.	OCM Agenda Item xx.x Res. No. xx/23. Agreement signed by the Shire President and Chief Executive Officer to be resent to Commissioner of Main Roads. Fully signed agreement to replace current document in delegation.

Review

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

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

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

Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	29 June 2023
Adoption references	OCM Agenda Item xx Res. No. xx/23.

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

Review

12.3 COUNCIL POLICIES - 2023 BIANNUAL REVIEW

File Number: **4160**

Author: **Janyce Smith, Governance Administration Officer**

Responsible Officer: **Tamara Clarkson, Acting Director of Corporate Services**

Authority/Discretion: **Legislative**

SUMMARY

The last biannual review of Council policies was undertaken in March 2023 to ensure policies remain current and in line with legislation, accounting standards and other relevant information. Fourteen (14) policies were reviewed and endorsed by the Audit Committee at its 23 March 2023 meeting (Resolution No. AC29/23 refers) and adopted by Council at its 30 March 2023 Ordinary Council Meeting (Resolution No. 15/23 refers).

This biannual review of Council policies will be the second incidence of a policy review for the calendar year. This reports sets out twenty-two (22) policies for review. Thirty-seven (36) policies have been reviewed for this calendar year.

This report recommends that the policy updates/modifications proposed by this review, be adopted.

DISCLOSURE OF ANY INTEREST

Nil by author.

BACKGROUND

This review accommodates the requirement to review Council policies in accordance with their allotted review schedule (which is mostly annually, or bi-ennially).

Council policies reviewed on this occasion are:

C1 Elected Member and Chief Executive Officer Attendance at Events and Functions
C4 Violence and Aggression
C6 Use of Council Chambers
ES5 Community Leases and License Agreements of Shire Assets (Facilities, Buildings and Land)
F2 Asset Management
F3 Significant Accounting Policies
F4 Sundry Debtors Collection Policy
F5 Outstanding Rates Collection Policy
F6 Financial Hardship Policy
F15 Provisions
PC1 Risk and Opportunity Management Policy
PC2 Work Health and Safety Policy
PC5 GPS Fleet Tracking
PC6 Volunteer Emergency Service / Defence Reservist Leave
R1 Fire Control Officers Authorities
H1 Traders and Stall Holders' Permits
TP1 Light Industrial Area – Caretakers Residence
TP2 Radio Masts
TP4 Town Centre Development Policy

TP5 Transportable / Relocated Dwellings
W2 Derby Townsite Streetscape
W4 Memorials in Public Places and Reserves

Attached is a copy of the proposed policy modifications. There are three (3) outcome types:

Yellow highlights	Minor changes - including terminology, typographical, formatting, pronunciation improvements and linkage to delegations.
Green highlights	Changes warranting Council's specific consideration.
No highlights	Policies that have been reviewed, but have no suggested changes/improvements.

STATUTORY ENVIRONMENT

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

***Local Government Act 1995* S 2.7(2)(b) Role of Council -** outlines that one of the roles of Council is to "determine the local government's policies".

POLICY IMPLICATIONS

As detailed in each policy.

FINANCIAL IMPLICATIONS

The officers' time taken to undertake the review is incorporated into the Shire's annual budget allocation. If there are any specific financial implications resulting from the review, these will be as detailed in the reviews comments (see Comments section) for each policy.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Organisation's Operations: Inefficiency and inconsistency can occur	Possible	Moderate	Medium	Regular review of policies, and ongoing induction and training of staff to ensure policies

if policy positions are not set, or not consistently followed.				are consistently applied.

CONSULTATION

Internal consultation has been undertaken with relevant areas to collate information. It is not considered that community consultation is required in this instance as suggested policy modifications are not significant.

COMMENT

In the main, suggested changes are minor, but the table below outlines the changes that are considered particularly worthy of specific note:

POLICY	CHANGE	REASONING
F3 Significant Account Policies	Minor typographical changes proposed. Further information on levied rates is suggested to 20. Rates.	To provide clarity on all rates levied under the *Local Government Act 1995*.
F6 Financial Hardship Policy	Minor typographical changes proposed. Changes have been made to the Financial Hardship Criteria to delete reference to COVID19, ratepayer has been changed to debtor for consistency, Interest Charges – to provide clarity, Debt Recovery – to provide clarity on legal proceedings, Applying for Financial Hardship -where to find the form and clarity on application process, Review – clarity on the review process, Non-Compliance to Payment Plan -clarification if a debtor does not comply with payment arrangement, Right to Appeal – clarity on process, Financial Counselling – advice to debtor of any financial counselling which may be available.	Consultation with other local governments provided a comprehensive review that provides supporting details for applicants and to assist Shire staff assessing applications.
PC2 Work Health and Safety Policy	Minor typographical changes proposed. Changes have been made throughout the document to reflect the change in the legislation from Occupational Safety and Health Act WA 1984 to Work Health and Safety Act 2020.	To provide consistency with the change of legislation.

For the purpose of providing an "easy to read" presentation style for the public's use, all policies are listed separately on the Shire's Web Page. These will be modified in accordance with the Council decision on each policy.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Policy Review June 2023

RESOLUTION 70/23

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

That Council by ABSOLUTE MAJORITY:

1. Adopts the policies in the attached Policy Review June 2023 document, inclusive of the policy revisions outlined therein; and

2. Notes that all policies will be updated on the Shire's website.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Shire of Derby / West Kimberley

June 2023 Policy Review

Shire of Derby / West Kimberley

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(C1) ELECTED MEMBER AND CHIEF EXECUTIVE OFFICER ATTENDANCE AT EVENTS AND FUNCTIONS

POLICY OBJECTIVE
The purpose of this policy is to meet the requirements of Section 5.90A of the *Local Government Act 1995*, by establishing guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where Elected Members and the Chief Executive Officer (CEO) are invited free of charge, whether as part of their official duties as Shire representatives or not.

POLICY STATEMENT
This policy provides direction to Elected Members and the CEO only when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of any other tangible gift or travel contribution.

Any other tangible gift/contribution to travel is required to be disclosed in accordance with current *Local Government Act 1995* requirements.

Attendance at events and functions (tickets and hospitality) from the following entities are specifically excluded from the application of this policy:

1. WALGA (but not LGIS);
2. Local Government Industry or affiliated organisations such as Kimberley Zone of WALGA, or Local Government Professionals Australia;
3. Australian Local Government Association;
4. A department of the public service;
5. A government department of another State, a Territory or the Commonwealth; and
6. A local government or regional local government.

Should the attendance at events and functions (tickets and hospitality) from any of the above entities fall within the confines of Sections 5.87A and 5.87B (Gifts) of the *Local Government Act 1995*, they are still treated as a "Gift" and required to be recorded in the "Gift Register".

Attendance at an event in accordance with this policy relieves the gift holder from the requirements to disclose an interest if the donor has a matter before Council. Receipt of the gift is still, however, required under the Gift Register provisions.

Attendance by Elected Members, CEO and other staff members at events includes the following:

- A concert;
- A conference;
- A function;
- A sporting event;
- Agricultural shows;
- School award nights;
- Cultural events; and
- An occasion of a kind prescribed for the purposes of this definition.

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The policy also sets out the guidelines relating to the provision of the following:

1. The provision of tickets to an event;
2. Payment in respect of attendance;
3. Approval of attendance by the Shire and criteria approval; and
4. Any prescribed matter.

Provision of Tickets to Events - All invitations or offers of tickets for an Elected Member ~~Councillor~~or CEO to attend an event should be in writing addressed to the CEO, and must be approved by Council pursuant to this policy before being used.

The tickets should be provided to the Shire of Derby/West Kimberley, not individual Elected Members ~~Councillor~~ or the CEO.

A ticket or invitation provided by a donor to an individual in their capacity as an Elected Member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the Shire to be considered in accordance with this policy.

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and is required to be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995*.

Approval of Attendance - In making a decision on attendance at an event, Council should consider:

1. Who is providing the invitation or ticket to the event;
2. The location of the event in relation to the Shire of Derby/West Kimberley;
3. The role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
4. Whether the event is sponsored by the local government;
5. The benefit of Shire of Derby/West Kimberley's representation at the event;
6. The number of invitations/tickets received;
7. The cost to attend the event, including the cost of the ticket/s (or estimated value of the event per invitation) and any other expenses such as travel and accommodation; and
8. That it is not to restrict the ability to participate in Council meetings or to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before Council from the provider of the invitation.

Decisions to attend events in accordance with this policy may be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Pre-Approved Events - In order to meet the requirements of this policy, tickets and invitations to events must be received by the CEO.

The Shire approves the attendance at the following events by Elected Members and the CEO:

1. Events where President or CEO representation has been formally requested;
2. Events that are Council approved events in accordance with agreed sponsorship pertaining to their application (e.g. Kimberley Art Event);
3. Meetings with the Shire of Derby/West Kimberley's clubs or organisations;
4. Ceremonies and functions hosted by the Shire of Derby/West Kimberley;
5. Sporting tournaments or events run by the Shire of Derby/West Kimberley;
6. Cultural Events and Festivals hosted by the Shire of Derby/West Kimberley;

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7. Events run by schools within the Shire of Derby/West Kimberley;
8. The opening or launch of an event or facility within the Shire of Derby/West Kimberley;
9. Events with employees;
10. Events run by a Local, State or Federal Government; and
11. Not for Profit Association events.

Payments in Respect of Attendance - Where an invitation or ticket to an event is provided free of charge, the Shire of Derby/West Kimberley may contribute to appropriate expenses for attendances, such as travel and accommodation for events outside of the Shire if Council determines attendance to be of public value.

For any events where a member of the public is required to pay, Council should determine whether it is in the best interests of the Shire for an Elected Member or the CEO or another officer to attend on behalf of Council.

If Council determines that an Elected Member or the CEO should attend a paid event, the Shire is required to pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised representative attend an event, any tickets for that person, if paid for by the Shire, are to be reimbursed by the representative unless expressly authorised by Council.

REVIEW

Policy Details			
Original Adoption date:	29 October 2020 (Item 10.6, Res. 183/20)	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Executive Services Coordinator	**Policy Reviewer:**	Director – Corporate & Community Services or Acting Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Section 5.90A of the Local Government Act requires a local government to prepare and adopt an Attendance at Events Policy. Sections 5.87A and 5.87B of the Local Government Act requires Elected Members and Employees to disclose gifts that are received in their capacity as an Elected Member (or Employee). Local Government (Rules of Conduct) Regulations 2007.		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Policy C2 Elected Member and Employee Training and Professional Development. Code of Conduct (Council Members, Committee Members and Candidates) Directive D-CP2 Code of Conduct (Employees)		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	29 June 2023	Item xx Res. Xx/23

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(C4) VIOLENCE AND AGGRESSION

POLICY OBJECTIVE
To outline the Shire's commitment to providing a safe workplace free of violence and aggression.

POLICY STATEMENT
The Shire recognises its legal obligations under the Work, Health and Safety Act 2020 ~~*Occupational Safety and Health Act 1984*~~ (as amended) and will actively resource and promote the principles of providing a safe working environment for all staff, as well provide as a safe place for its ~~and~~ customers to engage with the Shire.

REVIEW

Policy Details			
Original Adoption date:	29 October 2015 (Item 12.1.4, Res. 117/2015)	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		New Review Due:	June 2026
Policy Implementing Officer or Team:	People & Culture	**Policy Reviewer:**	Manager of People and Culture
Legislative Head of Power (Act, Regulation, or Local Law):	~~Occupational Health and Safety Act 1984~~ ~~Occupational Health and Safety Regulations 1996~~ Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Code of Practice: Violence, Aggression and Bullying at Work 2010 Procedure: Workplace Violence and Aggression		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xx June 2023	Item xx Res. xxx

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(C6) USE OF COUNCIL CHAMBERS

POLICY OBJECTIVE
To maintain security of the building after hours and to retain the Chambers for Council purposes.

POLICY STATEMENT
Use of the Chambers by outside organisations ~~shall only be~~ is permitted when a Councillor or staff member is in attendance whilst performing their role as a Councillor or staff member.

Use of the Council's Chambers for meetings that otherwise benefit the District may also be permitted following an application to the Shire and payment of any hire fees set in the Shire's Fees & Charges Schedule.

REVIEW

Policy Details			
Original Adoption date:	27 August 1997	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review due:	June 2026
Policy Implementing Officer or Team:	Executive Services Coordinator	**Policy Reviewer:**	Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 S.5.41		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Nil Applicable		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 February 2019	Item 9.1.1 Res. 005/2019
2.	24 June 2021	Item 11.2 Res. 57/21
3.	Xx June 2023	Item xxx, Res. xx

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(ES5) COMMUNITY LEASES AND LICENSE AGREEMENTS OF SHIRE ASSETS (FACILITIES, BUILDINGS AND LAND)

1. POLICY OBJECTIVE

To provide a structured, equitable and consistent approach to the management of the Shire's community Lease and Licence agreements with local community groups for the use of Shire of Derby/West Kimberley (SDWK) owned and controlled facilities, buildings and lands.

2. POLICY DEFINITIONS

Act means The Local Government Act 1995 as amended.

Community or Sporting Group means a not for profit (does not operate as a business, corporation or organisation) social, sporting, recreational, occupational or religious group of any size whose members reside in the Shire of Derby/West Kimberley, and which contributes to active people, clubs and associations. Groups must be incorporated to enter into a Lease or Licence with the SDWK and comprise of a committee consisting of a President, Vice President, Treasurer, and Secretary.

Community Lease means a legally binding agreement granted to community, sporting or recreation associations and government bodies or other organisations that provide services solely for the benefit of the community.

Crown Land means land owned by the Crown and vested in the Shire of Derby/West Kimberley through the granting of a Management Order.

Freehold Land means freehold land (or fee simple) provides the most complete form of ownership of that land, in perpetuity. It allows the land holder to deal with the land including selling, leasing, licensing or mortgaging the land, subject to compliance with applicable laws such as planning and environment laws.

Fees and Charges means the rate set annually by Council in its absolute discretion as the rate chargeable for rateable Property.

Incorporated means a group of people who are recognised as a legal entity, separate from individual members as defined under the Associations Incorporation Act (1987).

Lease means a legally binding agreement by which one party (Lessor) in consideration of rent, grants exclusive use and possession of real Property to a third party (Lessee) for a specified purpose and term. A Lease creates an interest in the Property.

Lease or Licence Variation means the addition, removal or change of one or more of the Lease or Licence provisions. The Shire of Derby/West Kimberley Deed of Variation template is utilised for lease and licence variations. This template allows an arrangement for the lease or licence to be amended, provided the amendment is signed by all parties.

Lessee means an authorised third party that has entered into a Lease or Licence with the Shire of Derby/West Kimberley for the use of Shire of Derby/West Kimberley owned or managed real Property and pays rent to occupy the Property (and where the context permits, includes a Licensee).

Lessor means the Shire of Derby/West Kimberley being the owner or management body of Property with power to Lease or Licence to a third party (Lessee).

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Licence means a permit for a person to occupy Property, or part thereof on particular conditions. The main feature that distinguishes a Licence from a Lease is that a Licence does not permit exclusive use of the Property. A Licence does not create an interest in the Property.

Licensee means a person that holds an approved Licence. For the purpose of this document (where context permits) a Licensee will also be referred to as "Lessee".

Management Order means an authorisation provided by the Crown giving the Shire of Derby/West Kimberley both the power and authority to manage a parcel of land on behalf of the Crown.

Planning Scheme Consent means Local Planning Authority requirement if proposing to change a land use, develop or use any land including the erection, construction or alteration of any building, excavation or other works on any land.

Property means the Property that is subject to or intended to be subject to a Lease or Licence.

Reserve means a defined area of land belonging to the Crown which has been vested in the Shire of Derby/West Kimberley by way of a Management Order.

Shire means the Shire of Derby/West Kimberley.

3. ESSENTIAL PRINCIPLES APPLIED BY THE SHIRE OF DERBY/WEST KIMBERLEY WHEN GRANTING A LEASE OR LICENCE OVER PROPERTY

3.1 Lessee / Licensee

The Shire may enter into a Lease or Licence with the following entities:

a) Incorporated Associations; and
b) The Crown / a Statutory Authority / other Government body.

A standard lease or licence document is to be used in respect of all agreements, however the Shire of Derby/West Kimberley reserves the right to attach a schedule to the agreement setting out special conditions, fees or concessions as appropriate and to amend the template lease or licence document as it sees fit.

3.2 Type of Agreement

A Lease will be entered into where the intention is to grant exclusive possession of the property or part of the property.

A Licence will be entered into where the intention is to grant non-exclusive possession of the property or part of the property.

All property rights will be granted in writing.

3.4 Templates for Leases and Licences

Shire of Derby/West Kimberley templates are to be provided for each type of use envisaged by this policy in regards to creating a Lease or Licence agreement for community groups to utilise SDWK facilities, buildings or land.

3.4.1 Lease of Community Facility Template

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This template is used when the Shire of Derby/West Kimberley is leasing out the whole or a portion of a facility, building or land which is SDWK property. Groups that lease community facilities have sole occupancy of the leased area, meaning that other groups do not have access to this area at any stage for the entirety of the lease agreement. For example: the whole of the land contained in a Certificate of Title, a room within a larger facility or an entire building. The lease template will continue to evolve and will be updated from time to time as the need arises.

3.4.2 Licence Agreement to Use Community Facility Template

This template is used where the licensee does not have exclusive possession of the premises. It provides the Shire of Derby/West Kimberley with flexibility to licence the premises to other parties at different times and better utilise the land and buildings. For example, a group may wish to hire out a storage room for six months of the year during its season or it may share the area with another group whom would also enter into a non-exclusive licence agreement to use the storage room on a shared basis. The licence template will continue to evolve and will be updated from time to time as the need arises.

Community user licences are not to be used for general hire of a facility (for example, for utilising a venue already listed in the Shire of Derby/West Kimberley Fees and Charges Schedule on a weekly basis for six hours/week).

4. TERM

The term will depend on many factors:

a) The needs of the Shire;
b) The needs of the Community;
c) The Lessee;
d) The ongoing need for the Property or the provided use;
e) The Management Order for the Property (if Crown land) and the requirements of the State Government/Minister for Lands; and
f) The maximum tenure of a Lease or Licence granted by the Shire on Crown land will be 21 years, including any included Lease term option/s.

The maximum tenure of a Lease or Licence granted by the Shire on freehold land will be at the discretion of Council.

5. VARIATION

If a Lessee requests a variation to a Lease or Licence, the Shire may grant a variation on condition that the variation is achieved by surrender of the existing Lease or Licence and the grant of a new Lease or Licence with additional conditions the Shire considers appropriate, at the Lessee's cost.

6. ASSIGNMENT

A Lessee must not assign a Lease or Licence without the Shire's prior written consent, which may be withheld in the Shire's absolute discretion. Assignors continue to be liable for the remainder term of the Lease and will be required to prove suitability of an assignee.

7. FURTHER TERM / RENEWAL

If a Lease or Licence provides for a further term, the Shire may grant the Lessee an extension of the Lease or Licence if the Lessee is not or has not been in default and complies with the procedures in

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the Lease or Licence for renewal. Where an option to renew is stated in the lease or licence agreement, this template is to be used to exercise this option. Both Parties signatures are required.

8. PLANNING, CONSENT & APPROVALS

Planning Scheme Consent/Approval (if required) must be obtained from the Shire as the local planning authority prior to any request for a Lease or Licence.

Where the Shire manages Crown land, the grant of a lease or licence, and each renewal, if any, will be conditional on Minister for Lands approval.

The Lessee or Licensee is solely responsible for obtaining all approvals, licences and authorities necessary to conduct the proposed activities on any premises.

The Shire makes no representation that a premises is suitable for any activity, whether permitted or otherwise.

9. WORKS

A Lessee may only undertake works on the Property in accordance with the Shire's prior written consent. A Lessee will also be responsible for any planning or building approvals that may be required. All works are to be conducted in a safe and professional manner.

10. ENVIRONMENTAL

A Lessee must not clear vegetation on the Property without the Shire's prior written consent.

11. VACANT POSSESSION AND EXPIRY OF TERM

Removal of a Lessee's effects, buildings or infrastructure, apparent cessation of activities, or the continued vacancy of premises, without notice, may be deemed a surrender of Lease or Licence without notice.

If a Lessee remains in occupation of Property after expiry of the Term, with the consent of the Shire, it will do so from month to month unless the Lease/Licence or Shire otherwise provides different holding over arrangements.

On expiry or termination of a lease or License, a Lessee may be directed to remove all Lessee's improvements at the Lessee's cost, unless otherwise directed by the Shire.

A Lessee must make good, damage caused by removal of its improvements and restore the Property to the same condition as at the beginning of the term.

12. RISK MANAGEMENT AND INSURANCE

The Shire requires that all Leases and Licences contain appropriate risk management measures including an obligation on the Lessee to:

a) Indemnify the Shire (and the Minister for Lands if on Crown land) for loss or damage to persons or Property, wherever occurring;
b) Maintain adequate public liability insurance;
c) Ensure that appropriate documentation and insurance is in place for the hired use of the Property;
d) Carry appropriate worker's compensation insurance commensurate with activities; and
e) Be responsible for emergency and evacuation procedures.

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A Lessee must maintain a minimum of $20million public liability insurance per occurrence during the term. If activities undertaken on the Leased or Licensed Property are considered high risk, a higher level of public liability insurance may be required by the Shire.

A Lessee is recommended to insure its personal Property (including contents) for the full replacement value as the Shire will not be responsible for any such replacements under any circumstances.

A Lessee will be required to provide the Shire with a copy of insurance certificates of currency before possession is granted under the Lease or Licence commences, and annually thereafter.

13. LEASE AND LICENCE ANNUAL FEES

An annual rent is to be charged for the use of the facility, building or land as per the below table. The Annual Fee will not be subject to annual increments, but may be amended following budget or policy review. Changes to annual fees as and when presented to Council, are considered to be a review of this policy.

Guidelines on Fees for All Lease & Licence Agreements
The fees below are not to be incorporated into a Lease or Licence Agreement for general hire of a facility (e.g. utilising a venue in the Shire of Derby/West Kimberley's Annual Fees and Charges Schedule on a weekly basis for 6 hours per week).
Fees apply to club/associations regardless of financial stability.
Facilities, Buildings or Reserves will be charged at the same rate per annum regardless of size and location.
Fees apply regardless of new, old or renovated facility, building or land.
Fees apply regardless of any work carried out by the club or association.
Only one room, store room, building, facility or reserve to one lease/licence agreement. Groups may be able to access more than one lease/licence agreement should the Shire have facilities, buildings, rooms or reserves available.

Facility, Building or Land Lease or Licence Agreement	Fee per Annum	Guidelines
Lease – Reserve/Land	TBC (plus GST)	Buildings and infrastructure is an asset of the club/association and is the club's responsibility. Insurance premiums, utilities, fire control (including DFES Levy) etc. is the responsibility of the lessee.
Lease - Associations/Clubs that Hold a Liquor Licence	TBC (plus GST)	This applies to any venue or reserve under a lease/licence agreement that is an approved Licenced Premises by the State Government for the sale of alcohol. Personal Property Insurance premiums and utilities are the responsibility of the lessee.

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Facility, Building or Land Lease or Licence Agreement	Fee per Annum	Guidelines
Lease - Entire Facilities or Rooms within a Building	TBC (plus GST)	These areas can be small or large however must be able to accommodate a recreational activity or small group meeting. These buildings, rooms or facilities must be for a 'sole recreational purpose'. For example club meeting rooms, tennis courts, rooms within a facility are in a building in which the Shire of Derby/West Kimberley hires the remaining areas of the facility to general users as per the Annual Fees. Personal Property Insurance premiums and utilities are the responsibility of the lessee.
Lease – Junior Organisation	TBC (plus GST)	The club/Association/Organisation must be specifically for children 17 years and under. This does not apply to any organisation that invites adults (i.e. 18 years and over). This applies to junior organisations that are on a reserve or have an entire facility or room/s within a facility. Personal Property Insurance premiums and utilities are the responsibility of the lessee.
Lease - storage	TBC (plus GST)	This is for any group that has storage within or on a Shire Property. Store rooms generally have no air conditioners or windows. Store rooms cannot accommodate space for a meeting room. Fees and Charges or Utilities or Service charges will not be charged; this includes Water Consumption, Water Rates, Land Tax, DFES Levy and Electricity.
All Community Lessee and Licensees	TBC% discount	Collection Charges weekly bin service only.
	TBC% discount	Local Government rates.

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Policy Details			
Original Adoption Date:	~~26 February 2021~~ 29 April 2021 (Item 11.1. Res. 33/21)	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Chief Executive Officer	**Policy Reviewer:**	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Shire of Derby/West Kimberley Local Government Property Local Law 2011		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Standard Community Lease and Community Licence documents		
Version Control Council Meeting Review Details:			
Review #:	**Council Meeting Date:**	**Item/Resolution#:**	
1.	30 September 2021	Item 11.1 Res. 111/21	
2.	Xx June 2023	Item xx Res.	

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(F2) ASSET MANAGEMENT

POLICY OBJECTIVE

Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives. The Shire owns and uses over $300 million of depreciable assets to support delivery of service to the community and so adopting asset management principles will assist the Shire in achieving its Strategic Community Plan and Long Term Financial objectives.

This policy is designed to ensure adequate provision is made for the long-term replacement of the Shire's major assets by:

1. Ensuring that the Shire of Derby/West Kimberley's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.

2. Safeguarding the Shire's assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.

3. Creating an environment where all employees take an integral part in overall management of the Shire's assets by creating and sustaining an asset management awareness throughout the organisation through training and development.

4. Meeting legislative requirements for asset management.

5. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.

6. Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

POLICY STATEMENT

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

~~The Shire owns and uses over $300 million of depreciable assets to support delivery of service to the community.~~

~~Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.~~

~~Adopting asset management principles will assist the Shire in achieving its Strategic Community Plan and Long Term Financial objectives.~~

A strategic approach to asset management will ensure that the Shire delivers the highest appropriate level of service through its assets. This will positively impact on:

a) Members of the public and staff;
b) The Shire's financial position

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c) The ability of the Shire to deliver the expected level of service and infrastructure;
d) The political environment in which the Shire operates; and
e) The legal liabilities of the Shire.

POLICY PRINCIPLES

A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all areas of the Shire of Derby/West Kimberley.

All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.

Asset management principles will be integrated within existing planning and operational processes.

Asset Management Plans will be developed/maintained for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.

An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.

Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be fully funded in the annual budget estimates.

Service levels agreed through the budget process and defined in adopted Asset Management Plans will be fully funded in the annual budget estimates.

Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.

Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

Future service levels will be determined in consultation with the community.

RESPONSIBILITIES

Council is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets.

The Chief Executive Officer has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the Shire.

The co-ordination of the asset management function within the Shire is primarily the responsibility of the Director Technical and ~~Regulatory~~ Development Services, with direction from Council.

Training in asset and financial management will be provided for Councillors and relevant staff.

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Policy Details			
Original Adoption date:	~~28 February 2019~~ 27 June 2013	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Senior Management Team	**Policy Reviewer:**	~~Director - Corporate & Community Services~~ Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	*Local Government Act 1995*		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 February 2021	Item 9.2.1 Res. 006/2019
1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xx June 2023	Item xx Res. xx

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(F3) SIGNIFICANT ACCOUNTING POLICIES

POLICY STATEMENT
To provide a framework to ensure the Shire's financial information is reported to Council with consistent application of Australian Accounting Standards, and in compliance with statutory requirements under the *Local Government Act 1995*, and the *Local Government (Financial Management) Regulations 1996*.

The significant accounting policies which have been adopted in the preparation of these financial statements are:

1. **Basis of Preparation**
The financial report comprises a general purpose financial statement which have been prepared in accordance with Australian ~~Accenting~~ Accounting Standards (as they apply to local governments and not for profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated.

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

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

3. **The Local Government Reporting Entity**
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of theis financial reports (annual, monthly and budget).

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

All monies held in the trust fund are excluded from financial statements.

4. **~~Australian Accounting Standards – Inconsistency~~ Land Under Roads**
In Western Australia, all land under roads is Crown Land, the responsibility of managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 Land Under Roads and the fact *Local Government (Financial Management) Regulations 1996* 16(a)(i) prohibits local governments from recognising such land as an asset.

Whil~~est~~ such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations 1996* prevail.

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Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

5. ~~Significant Accounting Policies~~ Grants, Donations and Other Contributions

~~Grants, Donations and Other Contributions~~
Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 15. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current period.

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

7. **Classification and subsequent measurement**
Financial assets at fair value through profit and loss Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

7.1 Held-to-maturity investments
Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire has the position intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

7.2 Available-for-sale financial assets
Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

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7.3 Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganization; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

7.4 Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

a) The amount in which the financial asset or financial liability is measured at initial recognition;
b) Less principal repayments and any reduction for impairment; and
c) Plus or minus the cumulative amortization of the difference, (if any), between the amount initially recognised and maturity amount calculated using the effective interest rate method.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliable predicted, the contractual term) of the financial instrument to

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the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

7.5 Derecognition

Financial assets are derecognized where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

8. Trade and Other Receivables

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

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

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

8.1 Classification and subsequent measurement

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

9. Inventories

~~General~~Inventories are valued at the lower of cost and net realisable value.

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

10. Land Held for Resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the Income Statement as at the time of signing a binding contract of sale.

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

11. Fixed Assets

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

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. For assets acquired at no cost or for nominal consideration; cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

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

11.1 Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulations 2016 17A (2)* which requires property, plant and equipment to be shown at fair value.

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

12. Depreciation of Non-Current Assets

~~*Depreciation*~~

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

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the charge in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation rates
Major depreciation periods used for each class of depreciable asset are:

Buildings	25 to 40 years
Furniture and Equipment	8 years
Plant and Equipment	8 years
Sealed roads and streets clearing and earthworks:	
Construction/road base	40 years
Original surfacing and major re- surfacing-bituminous seals.	40 years
Gravel roads:	
Clearing and earthworks	100 years
Construction/road base	40 years
Gravel sheet	8 years
Formed roads (unsealed):	
Clearing and earthworks	100 years
Construction/road base	40 years
Footpaths – slab	15 years

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

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

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

13. Trade and other payables

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

14. Loans and Receivables

Financial liabilities

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

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

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

15. Borrowing Costs

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

Provisions

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

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

16. Employee Entitlements ~~Benefits~~

Leave Entitlements

Annual Leave and Long Service Leave (Short term employee benefits)

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

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

Long Service Leave (~~Other long~~ Long term employee benefits)

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Excepted future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit and loss in the periods which the changes occur.

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The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Superannuation

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

17. Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimates useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

18. Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 20 for a description of the equity method of accounting.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items or the financial statements.

19. Investment in associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investment in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post- acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is induced in the Shire's profit or loss.

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The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount or acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from the transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate the Shire continues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

20. Rates

Control over assets and acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

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

21. Goods and services tax (GST)

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

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

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

22. Current and non-current classification

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

23. Rounding off figures

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

24. Comparative figures

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

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

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

~~25.~~ **Superannuation**
~~The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.~~

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

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

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

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

Policy Details			
Original Adoption date:	~~November 2018~~ 28 June 2007	**Review Frequency (Annual/Bi-ennial):**	~~Annual~~ Tri-ennial
		Next Review Due:	February 2026
Policy Implementing Officer or Team:	Accountant	**Policy Reviewer:**	~~Director Corporate & Community Services~~ Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Delegation 1.2.10 Financial Management System and Procedures		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 February 2019	Item 9.1.1 Res. 005/2019
2.	24 June 2021	Item 11.2 Res. 57/21
3.	24 February 2022	Item 11.5 Res. No. 07/22
4.	Xx June 2023	Item xx Res. xx

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(F4) SUNDRY DEBTORS COLLECTION POLICY

POLICY OBJECTIVE
The objective of this policy is to clearly set out guidelines for the collection of outstanding fees and charges, and the undertaking of legal action in relation to debt collection for sundry debtors.

POLICY STATEMENT

1. **Credit Management**
   a) *Invoice* – Each invoice shall be dated and request payment within 14 days.
   b) *Statement* – Statements will be sent to all debtors at the end of each month. Monthly Statements shall be issued for all invoices that have not been paid. Statements shall clearly indicate the due date.
   c) *Aged Debtor Report* – will be reviewed monthly.

   Where appropriate, receipt of a prepayment, bond or deposit will be required prior to Council commencing the supply of goods or services.

   The debt recovery process is always subject to the priority positions as outlined in the F6 Financial Hardship Policy.

2. **Debt Management**
   1. Should the invoice/statement remain unpaid after close of business on the 30th day after the original invoice was issued the following steps shall be taken;

      a) A statement with a final sticker/stamp will be posted to the debtor advising of the invoices still to be paid.
      b) If payment has still not been received within 60 days of the invoice date, where possible, telephone contact is made with the debtor requesting payment. A reminder is also issued via post or email.
      c) If payment has not been received within 90 days of the invoice date, a letter of demand is sent to the debtor advising that debt collection will commence if the invoices is not paid in full with seven days and all costs associated with this process will be added to the outstanding debt.
      d) A list of all outstanding debts of more than 90 days is to be sent to the Council's debt collection agency.

   2. Letter of Demand – The debtor will be issued with a Letter of Demand by Council's debt collection agency, the letter shall advise of impending legal action for recovery of the unpaid amounts, allowing seven days for payment.

   3. If no response is received and no alternative payment arrangement is entered into following the Letter of Demand, a senior officer of the Shire of Derby/West Kimberley is required to be consulted prior to further legal action being undertaken. The invoice is then to be processed by Council's debt collection agency for the lodgement of a General Procedure Claim and served by a bailiff.

   4. Debtors are required to either pay the full amount on the General Procedure Claim, or enter into an alternative payment arrangement plan as agreed between the debtors and Council.

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5. Any payments received from the debtor whom a General Procedure Claim has been issued, must immediately be removed from any further legal action.

6. In cases where the debtor cannot be located, Council's debt collection agency can be requested to carry out a "skip trace" on the debtor. The costs associated with a skip trace cannot be recovered from the debtor.

7. If the debtor has not responded to the General Procedure Claim, court action may be taken to recover the debt. A Property Seizure and Sale Order (PSSO) is to be lodged within 14 days after the date of service of the General Procedure Claim. The PSSO is to be served by a bailiff.

8. Alternative Payment Arrangements – In order to be considered for an alternative payment arrangement, the following is required:

   a) Debtor must prove financial hardship.
   b) An arrangement must be entered into on the appropriate form.
   c) All invoices are to be cleared by 30th June of the applicable financial year.
   d) Should an alternative instalment payment not be made by the date specified in the agreement between Council and the debtor, Council will proceed with recovery action on the balance of the outstanding debtors account.

3. Provision for Doubtful Debts

Where the debt has not been recovered after the above steps, a provision for doubtful debt shall be made.

Write off:

1. Section 6.12 of the Local Government Act 1995 will apply when determining if an outstanding debt should be written off.

2. Debts will only be written off when all reasonable attempts to recover outstanding amounts have been made or the costs of recovery are likely to equal or exceed the amount to be recovered.

3. The writing off of a debt and any associated debt recovery or legal costs will be charged to the account where the invoice was originally raised.

4. The thresholds contained in Council's Delegations Register will be applied when approving the write-off of an existing debt.

5. All write-offs will be reported to Council on a quarterly basis and will include the amount written off, description of the invoice and reason for write-off.

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Policy Details			
Original Adoption date:	27 August 2009	**Review Frequency (Annual/Bi-ennial):**	~~Annual~~ Tri-ennial
		Next Review Due:	February 2026
Policy Implementing Officer or Team:	Finance Team	**Policy Reviewer:**	Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995, Part 6, Div. 4		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	F6 Financial Hardship Policy Delegation 1.1.22 Defer, Grant Discounts, Waive or Write Off Debts Delegation 1.1.258 Agreement as to Payment of Rates and Service Charges Delegation 1.1.27 Recovery of Rates or Service Charges Delegation 1.1.28 Recovery of Rates Debs – Require Lessee to Pay Rent Delegation 1.1.29 Recovery of Rates Debts – Actions to Take Possession of Land Delegation 4.1.6 Reduce or Waiver Cat Registration Fee Delegation 5.1.4 Recovery of Moneys Due Under the Dog Act Delegation 6.1.5 Debt Recovery and Prosecutions (Food Act) Delegation 6.1.6 Abattoir Inspections and Fees		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 February 2019	Item 9.1.1 Res. 005/2019
2.	24 June 2021	Item 11.2 Res. 57/21
3.	24 February 2022	Item 11.5 Res. 07/22
4.	Xx June 2023	Item xx Res. xxx

REVIEW

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(F5) OUTSTANDING RATES COLLECTION POLICY

POLICY OBJECTIVE

The objective of this policy is to clearly set out guidelines for the collection of outstanding rates and charges, applicable legal action requirements and associated rating procedures within the Shire of Derby/West Kimberley.

POLICY STATEMENT

1. **Rates Notices and Penalty Notification**

A notation is to be made on each rate notice stating the rate of interest which is to be imposed on rates and service charges which are unpaid, together with the date from which the interest will apply.

All rates notices following issue of the original notice must be clearly marked "Final Notice", "Interim Notice", "Instalment Reminder" or "Copy of Original".

2. **Recovery of Outstanding Rates and Charges**

1. The debt recovery process is always subject to the priority positions as outlined in the F6 Financial Hardship Policy.

2. Should any amount of rates or charges remain unpaid following the due date stated on the original notice (after close of business on the 35th day after the original notice was issued) penalty interest shall be applied and a Final Notice will be issued allowing 14 (fourteen) days for payment.

3. The Final notice must state that if any amount remains unpaid after the 14th day, the assessment will be referred to a debt collection agency appointed by the Council for collection of the outstanding amounts.

4. The Manager of Finance will approve the final list to be sent to the debt collection agency. A Senior Officer of the Shire of Derby/West Kimberley is required to be consulted prior to further legal action being undertaken.

5. Final Notices are not to be issued to eligible pensioners or seniors that are entitled to receive rebates or defer rates and charges under the *Rates and Charges (Rebates and Deferments) Act 1992* as such persons have until 30 June in the applicable financial year to make payment, without incurring any late payment penalties.

6. Any assessments with outstanding rates and charges after the due date of the Final Notice shall be issued with a Letter of Demand by Council's debt collection agency, the letter shall advise of impending legal action for recovery of the unpaid amounts, allowing 7 (seven) days for payment.

7. If no response is received and no alternative arrangement is entered into following the Letter of Demand, the assessment is to be processed by Council's debt collection agency for the lodgement of a General Procedure Claim and served by a bailiff servicing the property owner's area.

8. In accordance with Section 6.56 of the *Local Government Act 1995,* the costs associated with further legal action, inclusive of the lodgement of the General Procedure Claim, are recoverable from the property owner/s and are to be debited to the rates account, exclusive of any company search fees.

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9. Property owners are required to either pay the full amount on the General Procedure Claim, inclusive of any legal charges, or enter into an alternative instalment plan as agreed between the ratepayer and Council.

10. Any payments received from ratepayers whom a General Procedure Claim has been issued, must immediately be removed from any further legal action. If costs have already been incurred then the ratepayer is responsible for payment of these in addition to the outstanding rates and charges and any applicable penalties.

11. In cases where the owner of a leased or rented property on which rates and charges are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the *Local Government Act 1995,* requiring the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

12. In cases where the owner/s cannot be located, Council's debt collection agency can be requested to carry out a "skip trace" on the ratepayer. The costs associated with a skip trace cannot be recovered from the ratepayer.

13. If the property owner/s has not responded to the General Procedure Claim, a Property Seizure and Sale Order (PSSO) is to be lodged within 14 (fourteen) days after the date of service of the General Procedure Claim. The PSSO is to be served by a bailiff servicing the property owner/s area.

14. If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three years a caveat may be registered on the title for the land, under the provisions of Section 6.64 (3) of the *Local Government Act 1995.* The approval of Council is to be obtained before this course of action is undertaken.

15. If rates and service charges in respect of any rateable land remain outstanding for at least three years, Council may take possession of the land and either; lease the land, sell the land, transfer to the Crown, or transfer to itself under the provisions of Section 6.64 of the *Local Government Act 1995.* The approval of Council is to be obtained before this course of action is undertaken (which can include a suitable notification to either the Audit Committee or to Council of a proposal to progress under delegation, an action outlined in s.6.64).

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Policy Details			
Original Adoption date:	27 August 2009	**Review Frequency (Annual/Bi-ennial):**	~~Annual~~ Tri-ennial
		Next Review Due:	February 2026
Policy Implementing Officer or Team:	Finance Team	**Policy Reviewer:**	~~Director Corporate & Community Services~~ Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995, Part 6, Div. 6		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Policy F9 Rating Administration Policy Policy F12 Rates – Administration, Interims and Interest Charges Delegation 1.1.22 Defer, Grant Discounts, Waive or Write Off Debts Delegation 1.1.25 Agreement as to Payment of Rates and Services Charges Delegation 1.1.27 Recovery of Rates or Service Charges Delegation 1.1.28 Recovery of Rates Debts - Require Lessee to Pay Rent Delegation 1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 February 2019	Item 9.1.1 Res. 005/2019
2.	24 June 2021	Item 11.2 Res. 57/21
3.	24 February 2022	Item 11.5 s. 07/22
4.	28 April 2022	Item 12.1 Res. 53/22
5.	Xx June 2023	Item xx Res. xxx

REVIEW

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(F6) FINANCIAL HARDSHIP POLICY

POLICY OBJECTIVE

- This policy is intended to ensure that the Shire offers fair, equitable, consistent and dignified support to debtors suffering hardship, while treating all members of the community with respect and understanding. ~~at this difficult time.~~

- Provide a decision-making framework for the appropriate assessment of hardship applications.

POLICY SCOPE

This policy applies to currently outstanding, as well as future Shire rates, fees, and charges.

It is a reasonable community expectation that those with the capacity to pay rates will continue to do so. For this reason, the policy is not intended to provide rate or other fees/charges relief to debtors who are not able to evidence financial hardship. ~~and t~~The statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations* 1996 will apply.

POLICY STATEMENT

1. **Payment difficulties, hardship and vulnerability**[1]

   Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a debt.

   Financial hardship occurs where a person is unable to pay a debt without affecting their ability to meet their basic living needs, or the basic living needs of their dependents. The Shire of Derby/West Kimberley recognises the likelihood that on occasion, there will be payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all debtors experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner, etc.

   [1] Adapted from the *Ombudsman Western Australia publication, Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance*: http://www.ombudsman.wa.gov.au/

2. **~~Anticipated~~ Financial Hardship Criteria ~~due to COVID19~~**

   While evidence of hardship will be required, t~~T~~he Shire recognises that not all circumstances are alike. ~~many debtors are already experiencing financial hardship.~~ The Shire will take a flexible approach to a range of individual circumstances including, but not limited to the following situations:

   - Recent unemployment or under-employment;
   - Sickness or recovery from sickness;
   - Low income or loss of income;
   - Unanticipated circumstances such as caring for and supporting extended family; and
   - Declared disaster.

   ~~The Shire will write to debtors at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, the Shire will also provide contact information for a recognised financial counsellor and/or other relevant support services.~~

3. ~~**Financial Hardship Criteria**~~

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~~While evidence of hardship will be required, the Shire recognises that not all circumstances are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:~~

- ~~Recent unemployment or under-employment;~~
- ~~Sickness or recovery from sickness;~~
- ~~Low income or loss of income; and~~
- ~~Unanticipated circumstances such as caring for and supporting extended family.~~

~~Debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.~~

3. **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ~~ratepayer~~ debtor has made a genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable, and will ideally allow the ~~ratepayer~~ debtor to finalise payment as soon as is reasonably practical within the current financial year;
- The ~~ratepayer~~ debtor will be responsible for informing the Shire of Derby/West Kimberley of any change in circumstance that jeopardises the agreed payment schedule;
- In the case of severe financial hardship, the Shire reserves the right to consider waiving additional charges ~~or interest~~ (excluding the late payment interest applicable to the Emergency Services Levy); and
- The standard payment arrangement fee will not be charged.

4. **Interest Charges**

A ~~ratepayer~~ debtor that meets the Financial Hardship Criteria and enters into a payment arrangement will not be charged penalty interest for the duration of the payment arrangement. Once the debt is cleared or the arrangement is cancelled under the provisions set out in section 10 of this policy, interest charges will resume where applicable. ~~may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.~~

5. **Deferment of Rates**

Deferment of rates may apply for ~~ratepayers~~ debtors who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid;
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the Pensioner ceases to reside in the property;
- May be paid at any time, but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest or waste charges.

6. **Debt Recovery**

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The Shire will suspend its debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative plan, then the Shire will continue to suspend debt recovery processes.

The Shire will not commence any legal proceedings whilst the debtor's financial application is being reviewed. Additionally, the Shire will not commence any legal proceedings to recover a debt where the debtor is complying with their payment arrangement.

If legal proceedings have been commenced, and the debtor lodges a financial hardship application, these proceedings will be temporarily suspended whilst the debtor's application for hardship is reviewed and assessed. If the debtor is successful with their application, no further legal action will be taken whilst the debtor is complying with their payment arrangement.

The Shire reserves the right to recommence the legal proceedings if the debtor's payment arrangement is cancelled for noncompliance. The Shire will make all reasonable attempts to contact the debtor to advise them of the next course of action.

Rates and service charge debts that remain outstanding at the end of the financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

7. Applying for Financial Hardship

To apply for financial hardship, the debtor is required to submit a Financial Hardship Application which can be located on the Shire website or by attending the office in person and requesting a printed form.

Debtors are encouraged to provide any information in the application about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

8. Review

~~The Shire will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.~~

A debtor's application will be reviewed within ten (10) business days and if it meets the policy's criteria will proceed to the assessment stage. An application may be referred back to the debtor or the debtor's financial counsellor for further information or discussion.

An application will be assessed by applying the principles of fairness, integrity and confidentiality, whilst complying with statutory requirements. The delegated officer will exercise due diligence in assessing and identifying genuine hardship based on circumstances that vary in each debtor's situation.

9. Communication and Confidentiality

The Shire will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party at your request.

Debtor will be advised of this policy and its application, when communicating in any format (i.e. verbal or written) with a debtor that has an outstanding debt.

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The Shire recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire will ensure all communication with applicants is clear and respectful.

10. Non-Compliance to Payment Plan

If a debtor does not comply with their payment arrangement and fails to contact the Shire to renegotiate the terms, the Shire will make all reasonable attempts to contact the debtor.

If the debtor misses three consecutive payments and fails to contact the Shire, the Shire reserves the right to cancel the payment arrangement for non-compliance. If an arrangement has been cancelled, penalty interest and any suspended collection/legal activity will recommence. The Shire is not obligated to offer a Hardship Payment Arrangement if the debtor has had three (3) Payment Arrangements cancelled because of non-payment or declined payments.

11. Right to Appeal

A debtor dissatisfied with the outcome of their application has the right to appeal to the Chief Executive Officer.

12. Financial Counselling

The Shire will advise a debtor of any financial counselling services or other organisation that may be available to them.

Policy Details			
Original Adoption date:	30 ~~21~~ April 2020 (Item 11.1, Res. 56/20)	**Review Frequency (Annual/Bi-ennial):**	~~Annual~~ Tri-ennial
		Next Review Due:	February 2026
Policy Implementing Officer or Team:	Finance Team	**Policy Reviewer:**	Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Delegation 1.1.22 Defer, Grant Discounts, Waive or Write Off Debts Delegation 1.1.25 Agreement as to Payment of Rates and Services Charges Delegation 1.1.27 Recovery of Rates or Service Charges Delegation 1.1.28 Recovery of Rates Debts - Require Lessee to Pay Rent Delegation 1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land Financial Hardship Application Form		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	24 February 2022	Item 11.5 Res. 07/22
3.	Xx February 2023	Item xx Res. xx

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(F15) PROVISIONS

POLICY STATEMENT

Provision for Doubtful Debts
That a provision be maintained for doubtful debts, and that the amount recorded be not less than the equivalent of the assessed level of credit risk exposure applicable to doubtful debts.

Provision for Employee Leave Entitlements
That Council adequately provide for its outstanding liability, by ensuring the following:

1. That the amount of the current liability is identified, and the amount projected to be paid out in the next financial year be provided for within the operating expense accounts of Council's annual budget; and
2. That the amount of the non-current liability is calculated and a level of 40% of that liability be matched by the level on cash set aside within the Employee Leave Entitlements Reserve.

REVIEW

Policy Details			
Original Adoption date:	31 May 2001	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	~~Director Corporate & Community Services~~ Director Corporate Services	**Policy Reviewer:**	~~Director Corporate & Community Services~~ Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Not applicable		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Not applicable		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xx June 2023	Item xx Res. xx

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(PC1) RISK AND OPPORTUNITY MANAGEMENT POLICY

POLICY STATEMENT

INTENT
The Shire of Derby/West Kimberley is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

DEFINITION OF 'RISK'
AS/NZS ISO 31000:2009 defines risk as "the effect of uncertainty on objectives."

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

DEFINITION OF 'RISK MANAGEMENT'
The application of coordinated activities to direct and control an organisation with regard to risk.

PRINCIPLES – FRAMEWORK – PROCESS
The Shire of Derby/West Kimberley considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.

The Shire of Derby/West Kimberley will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

a) Strategic planning;
b) Expenditure of large amounts of money;
c) New strategies and procedures;
d) Management of projects, tenders and proposals; and
e) The management of sensitive issues.

RISK MANAGEMENT OBJECTIVES
Risk management objectives are:

a) The achievement of organisational goals and objectives;
b) The ongoing health and safety of all employees at the workplace;
c) Ensuring public safety within the Council's jurisdiction is not compromised;
d) Limited loss or damage to property and other assets;
e) Limited interruption to business continuity;
f) Positive public perception of Council and the Shire of Derby West/Kimberley; and
g) Application of equal opportunity principles in the workforce and the community.

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RESPONSIBILITIES

Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.

All managers will encourage openness and honesty in the reporting and escalation of risks.

All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.

All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.

All staff and employees will, as required, conduct risk assessments during the performance of their daily duties.

The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.

Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.

It is the responsibility of every department to observe and implement this policy in accordance with Council is committed morally and financially to the concept and resourcing of risk management.

MONITOR AND REVIEW

The organisation will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire of Derby/West Kimberley.

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Policy Details			
Original Adoption date:	29 September 2016	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Senior Management Team	**Policy Reviewer:**	~~Director Corporate & Community Services~~ Director Corporate Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government (Audit) Regulations 1996 s.17		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Australia/New Zealand Standard ISO 31000:2009 Procedure: Risk and Opportunity Management Framework Delegation 1.1.1 Performing Functions Outside the District Delegation 1.1.3 Powers of Entry to Perform Local Government Functions Delegation 1.1.35 Submissions Delegation 1.2.1 Determine if an Emergency (for Emergency Powers of Entry Delegation 1.2.10 Financial Management Systems and Procedures Delegation 1.2.11 Audit - CEO Review of Systems and Procedures Delegation 3.1.1 Make Request to FES Commissioner - Control of Fire Delegation 3.1.2 Prohibited Burning Times - Vary Delegation 3.1.3 Prohibited Burning Times - Control Activities Delegation 3.1.4 Restricted Burning Times - Vary and Control Activites Delegation 5.1.5 Dispose of or Sell Dogs Liable to be Destroyed Delegation 5.1.6 Declare a Dog Dangerous		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xxx June 2023	Item xxx Res. Xx/xx

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(PC2) ~~OCCUPATIONAL SAFETY AND HEALTH POLICY~~ WORK HEALTH AND SAFETY POLICY

POLICY PURPOSE
The purpose of the policy is to demonstrate the commitment of ensuring a safe and healthy work environment for ~~employees~~ all workers, inclusive of contractors, labour hire, work experience and volunteers, Councillors, ~~contractors, volunteers~~ and visitors of the Shire of Derby/West Kimberley.

POLICY STATEMENT
The Shire of Derby/West Kimberley regards the provision of a safe and healthy work environment as fundamental to all organisational activities, and essential to maintaining high standards of organisational sustainability, performance and governance. The following objectives and responsibilities ~~will~~ aid the Shire in achieving these standards.

POLICY OBJECTIVES
1. Comply with *Local Government Act 1995*;

2. Comply with or exceed legislative requirements under the:
   a. ~~*Occupational Safety and Health Act WA 1984*~~ *Work Health and Safety Act 2020* and other relevant legislation; and
   ~~*Occupational Safety and Health Act WA 1984;*~~ *Work Health and Safety (General) Regulations 2022.*

3. Develop an organisational culture with a high level of health and safety ~~safety and health~~ awareness through a continuous improvement process of consultation, communication, information provision, training and accountability.

RESPONSIBILITIES

1. Council
Ensure sufficient resources are available to achieve the objectives of this policy.

2. Chief Executive Officer
~~a) Ensure that this policy is signed and implemented;~~
a) Ensure accountability for compliance with this policy is maintained;
b) Meet the Shire's duty of care as Person Conducting a Business or Undertaking (PCBU) ~~employer~~ under the ~~*Occupational Safety and Health Act WA 1984*~~ *Work Health and Safety Act 2020;;*
c) Promote and champion the importance and benefit of occupational ~~safety and health~~ health and safety throughout the organisation; and
d) Comply with all applicable laws, regulations, statutory obligations and other relevant requirements.

3. Manager and Supervisors
a) Plan, implement and budget for strategies to ensure both physical and psychological hazards are identified, and controlled, as far as practicable;
b) Accountable for compliance with safe work practices and safety related operational practices and procedures;
c) Enforce health and safety ~~safety and health~~ requirements within areas of responsibility;
d) Meet the Shire's duty of care as a PCBU ~~employer~~ under the ~~*Occupational Safety and Health Act WA 1984*~~ *Work Health and Safety Act 2020*;
e) Ensure that all ~~employees~~ workers are provided with information, instruction, training and supervision appropriate to the scope of work required;

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f) Provide and maintain a working environment, plant and systems of work, so far as is practicable, such that ~~employees~~ workers are not exposed to hazards; including the provision of personal protective equipment (PPE) where required;
g) Consult with employees on all safety related matters and activities;
h) Encourage ~~our employees~~ workers, inclusive of ~~and~~ contractors, labour hire and volunteers to identify, report, assess and control health and safety ~~safety and health~~ risks to ~~and~~ continuously improve health and safety ~~Occupational Safety and Health (OSH)~~ in the workplace; and
i) Actively promote and demonstrate safety leadership to drive continuous improvement through the setting and meeting of measurable safety objectives and targets as outlined by the Chief Executive Officer, and the Executive and Management Teams.

4. ~~Employees~~ Workers – including Contractors, Labour Hire, Work Experience and Volunteers

a) Work with care, for their own ~~safety and health~~ health and safety and of others;
b) Meet the duty of care as workers ~~employee~~ under the *Work Health and Safety Act 2020* ~~*Occupational Safety and Health Act WA 1984*~~ ;
~~c) Report and identify workplace hazards, incidents and near misses;~~
d) Be proactive in identifying and reporting workplace hazards, incidents and near misses; ~~workplace hazards, reviewing incidents, identifying incident trends and managing workplace health and safety risks; and~~
e) Participate in identified health and safety training; and
f) Comply with the Shire of Derby/West Kimberley ~~safety and health~~ health and safety requirements and instructions.

5. Others – including Councillors and Visitors

a) Take reasonable care of their own health and safety when within Shire workplaces;
b) Take reasonable care not to adversely affect other persons through their own acts or omissions; and
c) Ensure as far as is reasonably possible, to comply with any reasonable instruction that is given by the Shire to enable them to fulfil the *Work Health and Safety Act 2020* requirements.

REVIEW

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Policy Details			
Original Adoption date:	29 April 1998 ~~28 February 2019~~	**Review Frequency (Annual/Bi-ennial):**	Annual
		Next Review Due:	February 2024
Policy Implementing Officer or Team:	People & Culture	**Policy Reviewer:**	~~Human Resources Advisor~~ Senior Work Health and Safety Advisor
Legislative Head of Power (Act, Regulation, or Local Law):	~~Occupational Safety and Health (OSH) Act 1984~~ ~~Occupational Safety and Health (OSH) Regulations 1996~~ Work Health and Safety (WHS) Act 2020 Work Health and Safety (General) Regulations 2022 Health and Safety Codes of Practice, Guidance Notes and Australian Standards Part 4 of the Local Government (Functions and General) Regulations 1996		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	~~Council~~ Policy PC1 Risk Management and Opportunity Management ~~Council~~ Policy PC3 Injury Management Shire of Derby/West Kimberley Health and Safety Procedures (To be developed) Shire of Derby/West Kimberley Health and Safety Plan (To be developed)		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2, Res. 57/21
2.	24 February 2022	Item 11.5, Res. 07/22
3.	Xx June 2023	Item xx, Res. xxx

REVIEW

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(PC5) GPS FLEET TRACKING

POLICY OBJECTIVE
To allow for the installation and use of GPS tracking devices in any of the Shire's fleet, for the purpose of operator safety, fleet management and best practice utilisation.

POLICY STATEMENT
The authorisation of the installation and usage of GPS tracking in any of the Shire's fleet in accordance with the Shire of Derby/West Kimberley Management Practice – GPS Fleet Tracking.

POLICY SCOPE
This policy applies to all Shire plant and equipment, and to all employees, contractors, Elected Members, persons performing voluntary work or any other person that has been authorised to operate a vehicle or item of plant to undertake a Shire function or activity.

POLICY DEFINITIONS

GPS: Global Positioning System – a system that utilises satellite transmissions to determine the geographical location in all weather conditions.

Tracking: The use of a GPS device to collect, interpret, and record data such as geographical location, movements, speed, and/or vehicle/plant activity.

REVIEW

Policy Details			
Original Adoption date:	2 December 2016	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	~~Manager Operations~~ Manager of Assets and Projects	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 S.41 Surveillance Devices Act 1998		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	~~Management Procedure – GPS Fleet Tracking~~ CEO Directive D-TD2 GPS Fleet Tracking Code of Conduct for Council Members, Committee Members and Candidates Directive D-CP2 Code of Conduct (Employees) Policy F1 Procurement of Goods and Services Policy F2 Asset Management Policy PC2 Occupational Health and Safety Policy		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 March 2019	Item 10.1 Res. 12/19
2.	24 June 2021	Item 11.2 Res. 57/21
3.	Xxx June 2023	Item xxx Res. xxxx

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(PC6) VOLUNTEER EMERGENCY SERVICE / DEFENCE RESERVIST LEAVE

POLICY OBJECTIVE
To acknowledge that employees of the Shire of Derby/West Kimberley who are members of recognised volunteer service organisations and/or the Defence Force are able to access a reasonable amount of additional leave for that purpose.

POLICY STATEMENT
It is recognised that the participation of employees in volunteer emergency organisations and/or the Australian Defence Reserve, is a positive and often vital role, particularly in smaller remote communities such as those in the Shire of Derby/West Kimberley. Employees seeking under this policy must provide certification that they have become members of a recognised volunteer service organisation or the Australian Defence Force.

PROCEDURE
Paid leave of up to 76 hours per calendar year will be granted to employees who are members of a bona fide volunteer emergency service organisation (such as SES or Bush Fire Brigade or Australian Defence Force) for the purpose of participating in training or service at the discretion of the Chief Executive Officer. This leave will be in addition to annual leave entitlements.

Service or training in excess of 76 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the availability of back-up staff and the ability of the Shire to continue to provide an adequate level of customer service during the staff member's absence.

Paid or unpaid leave granted under this policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid leave will be treated as leave without pay.

Employees wishing to take leave are to provide reasonable notification to the Shire of Derby/West Kimberley and have the leave approved by their Executive Manager.

Employees granted paid leave under this policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency but not including time in excess of ordinary working hours, weekends or public holidays.

RESPONSIBILITY
Executive Managers are required to approve Volunteer Emergency Services Leave and ensure that appropriate documentation is supplied by the employee.

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Policy Details			
Original Adoption date:	30 April 2003	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	People & Culture	**Policy Reviewer:**	Manager of People and Culture
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Indoor Enterprise Agreement Outdoor Enterprise Agreement		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xx June 2023	Item xx Res. xxx

REVIEW

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(R1) FIRE CONTROL OFFICERS AUTHORITIES

POLICY OBJECTIVE
To set guidelines as to the value of financial commitment a Fire Control Officer, without prior approval from the ~~CEO~~ Chief Executive Officer or the ~~Shire~~President, may make on behalf of the Shire toward the control of bush fires.

POLICY STATEMENT
To hire or by whatever means, procure the use of equipment or machinery for the use of fire control in the Shire of Derby/West Kimberley within the following limits:

Responsible Person	Authorised Amount	~~Conditions~~ Expanded Authorised Amount
Chief Executive Officer, and Chief Bushfire Control Officer.	$50,000 per fire incident	Can exceed $50,000 with joint agreement.
Deputy Chief Bushfire Control Officer.	$5,000 per fire incident	Can exceed $5,000 with prior authorisation by the Chief Executive Officer, or Chief Bushfire Control Officer.
Fire Control Officers.	$500 per fire incident	Can exceed $500 with prior authorisation by the Chief Executive Officer, Chief Bushfire Control Officer or Deputy Chief Bushfire Control Officer.

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Policy Details			
Original Adoption date:	~~28 March 2019~~ 25 November 1998	**Review Frequency (Annual/Bi-ennial):**	Bi-ennial Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Senior Ranger	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Bush Fires Act 1954 S.38(4)		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Delegation 3.1.1 Make a Request to FES Commissioner - Control of Fire Delegation 3.1.4 Restricted Burning Times - Vary and Control Activities Delegation 3.1.5 Control of Operations Likely to Create Bush Fire Danger Delegation 3.1.7 Firebreaks Delegation 3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer Delegation 3.1.9 Control and Extinguishment of Bush Fires Delegation 3.1.10 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 March 2019	Item 10.1 Res. 12/19
2.	24 June 2021	Item 11.2 Res. 57/21
3.	Xx June 2023	Item xx Res. xx

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(H1) TRADERS AND STALL HOLDERS' PERMITS

POLICY OBJECTIVE
The objective of this policy statement are:

a) To allow for the operation of trading activities in thoroughfares and public places in such a manner that they do not conflict with or prejudice the Shire's permanent retail and service base, or other normal functions of the towns located within the Shire.
b) To avoid the creation of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic.
c) To regulate the level and intensity of vendor activities on road reserves and private land accessible to the public to ensure that the site is retained primarily for its purpose (community/traffic use, parking and commercial activities).
d) To accommodate appropriate vendor activities in order to provide services that enhance the visitor/resident experience.
e) To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristic streetscape of the area and the street carparks, and private commercial areas.

POLICY DEFINITIONS
Mobile means working in one place for a short period of time.

Public Place includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

Vendor means someone who promotes, exchanges or hires goods or services for money.

Itinerant Vendor means a person who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the vendor or come to the vendor while the vehicle is so parked.

Note: The main difference between an itinerant vendor and a mobile vendor is that a mobile vendor can solicit business from a parked location whereas an itinerant vendor stops to serve waiting customers (an ice cream van is an itinerant vendor whereas a vehicle parked selling pre-prepared food or produce is a mobile vendor).

POLICY STATEMENT
A. All Applications

This section applies to all forms of trading as defined in Division 1, Part 6 - ~~Division 1~~ Trading in Thoroughfares and Public Places of the *Shire of Derby/West Kimberley Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2011.*

Trading activities should meet a demand for goods and services which are not already being met by existing, permanent facilities.

Applications to establish trading activities in public places will be subject to the same planning considerations as are applied to applications for the use of private land. Particular attention will be paid to the impact of the proposal on the public environment.

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Trading activities should be appropriate to the character and functions of the area in which they are proposed to be located.

Trading should not take place where the gathering of customers would impede pedestrian or vehicle movements, or cause conflicts with other activities.

Trading locations should be readily and safely accessible to potential customers.

Where trading is proposed to take place from a unit such as a stall or barrow, the form, design and appearance of that unit should be appropriate to its intended location.

Applications to establish trading activities should also comply with the specific requirements of any relevant policy relating to the location and/or type of activity proposed.

Where the location or type of activity proposed does not fall within the scope of an adopted policy, the Council may consider the application in the light of the desirability of the proposed activity and its location, and the general circumstances of the case.

B. Trading in Food

In assessing an application for a licence to trade in food, the suitability of the proposed site for that purpose will be considered, having particular regard to health requirements and standards or any other matter considered necessary for the satisfactory operation of the activity.

The place of trading should have a sealed or graded surface and should be adequately drained.

The place of trading should be accessible to service vehicles if appropriate.

Where trading involves the preparation and cooking of food for sale to the public, particular regard to the following will be given, and conditions may be imposed relating to:

a) The form and structure of the stall;
b) The provisions to be made for the storage of cooked and uncooked food; and
c) The storage and disposal of waste material, for both operators and patrons.

Provision of on-site power, if required, will be the responsibility of the operator, and to the satisfaction of the Shire.

A food-trading activity may be required to have access to a supply of potable water and/or to a sewer for the disposal of wastewater. Where such conditions are imposed, arrangements for compliance will be the responsibility of the operator, but be to the satisfaction of the Shire.

1. LOCATION OF MOBILE VENDORS:

1.1 General

1.1.1 Itinerant vendors are to move on when all customers at a particular location have been satisfied.

1.1.2 Public liability insurance cover of $20 million is required where an activity occurs on local government managed land.

1.1.3 The local government may seek contribution towards the upgrading and/or construction of a site used by a mobile vendor.

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1.1.4 A mobile trading licence shall only be issued to the specific applicant and is not transferable to any other person or to any other land parcel.

1.1.5 Activities may require additional approvals/permits under the applicable health standards.

1.1.6 If an additional approval/permit is required then the mobile trading licence shall only remain valid while the additional approval/permit remains current and valid. On the expiration or earlier termination of the additional approval/permit, the mobile trading licence shall cease to be valid.

1.1.7 This policy does not apply to the following:

- A 'produce stall' within private property;
- Where a vendor is part of an event, carnival, market, fete or the like;
- Where the activity is a one-off occurrence such as an opening or open day for business/premises; and
- Community health mobile clinics and other government/community like uses.

1.2 Application Requirements

1.2.1 Applications must be accompanied by:

- Details of goods/merchandise and or services to be offered;
- Details of vehicle intended to be used for trading including a photograph(s) of the vehicle (such vehicle may be subject to assessment in order to determine its suitability for the purpose proposed);
- For mobile vendors, specific details of area(s) or route (including site plans);
- Times, days and dates sought; and
- Evidence of public liability insurance.

1.2.2 Where the land is not under the care, control and management of the local government, the written consent of the Crown via the Department of Lands or vesting Authority or Management Authority is required prior to processing the application.

1.2.3 Where the land is privately owned, the written consent of the land owner is required prior to processing the application.

1.3 Schedule of Declared Trading Locations

1.3.1 The Schedule of Declared Trading Locations has been created to identify various locations within Derby as being worthy of encouraging or allowing mobile trading within certain parameters due to the particular needs of the community and the benefit that mobile trading can bring to the public place. The Schedule should be interpreted in the light of the declared benefit that is provided for each item.

1.4 Site Requirements

1.4.1 A place will only be approved if it:

- Is located within a place identified in the Schedule of Declared Trading Locations;
- Is readily and safely accessible to customers;
- Provides adequate parking for customers;

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- Does not present a traffic hazard or danger to the public;
- Has adequate rubbish disposal facilities;
- Does not breach any regulatory or signposted car parking restrictions;
- Takes place where the goods displayed and the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities; and
- Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public).

1.4.2 Trading in road reserves will not be supported unless the site has a formal parking area (such as parking bays, a car park or rest area).

1.4.3 Itinerant vendors are generally not appropriate on roads with speed limits greater than 70km/hr.

1.4.4 Based on experience of the impacts of previous/similar activities (within or outside the municipality), the fragile nature of certain areas, and/or the dominant public use of certain areas, the local government is of the view that activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.

1.4.5 These restrictions (if any) are attached to this policy and area based on knowledge and experience at this time and may be amended from time to time by the local government as further knowledge and experience is accumulated.

1.5 Approval Periods

1.5.1 Approval periods for mobile vendors are generally restricted to:

- No more than 4 hours in any one location each day.
- A maximum period of 12 months shall be approved for each licence.

2. REFERENCE TO COUNCIL – MOBILE VENDORS

Should an application be lodged with the Shire by a Mobile Vendor to operate within Derby (irrespective whether the application is to operate within a Declared Trading Location or outside a Declared Trading Location), the application will first be referred to all Councillors inviting comment within 72 hours on the application.

A Councillor may request the CEO that the matter not be determined under delegation but rather be determined by Council. In this regard, the application will be referred to the Council at the earliest opportunity.

Should no such request be received from a Councillor, the application may be determined by the Shire under relevant delegation. It is still available to the CEO to refer any application by a Mobile Vendor (irrespective whether it is to operate within a Declared Trading Location) to Council for decision.

3. ENFORCEMENT PROCEDURES

The following procedure will be followed in dealing with breaches of the Local Law on Trading in Public Places 2011, or non-compliance with the provisions of licences issued under that Local Law:

a) A verbal warning will be issued, indicating the nature of the infringement. The date, time and nature of the warning and reasons given should be documented.

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b) A written warning will be issued, setting out the reasons for the warning being issued, and the actions required to comply.
c) The licence will be revoked, or proceedings initiated, in accordance with Part 10 of the Local Law.

Reasonable opportunities should be provided between each step in the process, to permit the person(s) to either comply or otherwise explain the reason for their non-compliance.

The CEO (or their delegate) may approve non-trading activities considered suitable for each area and may place restrictions or conditions on activities when considered necessary.

Schedule of Declared Trading Locations (defined in red below)

Figure 1: Schedule of declared trading location map - Jetty Car Park,Derby



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Figure 2: Schedule of declared trading location map – Villiers Street (opposite Wharfinger House), Derby



Figure 3: Schedule of declared trading location map – Loch Street (Civic Centre parking area), Derby



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Figure 5 : Schedule of declared trading location map – Loch Street (Old Basketball Courts), Derby



Figure 6: Schedule of declared trading location map – Loch Street (Lytton Park), Derby



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Figure 7: Schedule of declared trading location map – Derby Highway/Guildford Street/Wells Street, Derby



Figure 8: Schedule of declared trading location map – Derby Airport



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Policy Details			
Original Adoption date:	25 October 2001	**Review Frequency (Annual/Bi-ennial):**	Bi-ennial
		Next Review Due:	June 2025
Policy Implementing Officer or Team:	Manager Planning Services Development Services	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Shire of Derby/West Kimberley Activities on Thoroughfares and Public Places Local Law 2011		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Delegation 1.3.1 Infrastructure Control - Template Activities in Thoroughfares and Public Places and Trading Law Delegation 1.3.2 Trading, Stallholders, Performing and Outdoor Dining - Activities in Thoroughfares and Public Places and Trading Local Law		
Version Control Council Meeting Review Details:			
Review #:	**Council Meeting Date:**	**Item/Resolution#:**	
1.	28 February 2019	Item 9.2.1 Res. 006/2019	
2.	29 April 2021		
2..	24 June 2021	Item 11.2 Res. 57/21	
3.	Xx June 2023	Item xx Res. xx	

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(TP1) LIGHT INDUSTRIAL AREA – CARETAKERS RESIDENCE

POLICY OBJECTIVE
To provide security to landholders and avail the owner the option of living on the property whilst establishing their business.

POLICY STATEMENT
That Council will allow the erection of a caretakers residence in the light industrial area provided the building is of a secondary nature and meets the necessary Shire Policy, and legislative requirements (e.g. Health Act and Building Code of Australia).

The building is not to consist of more than two bedrooms and a small office.

REVIEW

Policy Details			
Original Adoption date:	27 August 1997	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Manager ~~Planning~~ Development Services	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Town Planning Scheme No.5		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Delegation 2.1.1 Grant a Building Permit Delegation 2.1.3 Occupancy Permits or Building Approval Certificates Delegation 9.2.1 Town Planning Scheme No's 5, 7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications Delegation 9.2.2 Interim Development Order No. 9: Determination of Applications		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	XX June 2023	Item xx Res. xxx

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(TP2) RADIO MASTS

OBJECTIVE
To minimise visual impact of radio masts.

POLICY STATEMENT
Prior to the issue of a building licence for the erection of a radio mast, written consent must be obtained from the owners of adjoining properties.

The main structure of the radio mast is to be contained behind the building line.

REVIEW

Policy Details			
Original Adoption date:	27 August 1997	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Manager ~~Planning~~ Development Services	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Building Regulations 1989, Building Code of Australia		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Delegation 2.1.1 Grant a Building Permit Delegation 2.1.3 Occupancy Permits or Building Approval Certificates Delegation 9.2.1 Town Planning Scheme No's 5, 7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications Delegation 9.2.2 Interim Development Order No. 9: Determination of Applications		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xx June 2023	Item xx Res. No. xx

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(TP4) TOWN CENTRE DEVELOPMENT POLICY

POLICY OBJECTIVE
To facilitate development of mixed uses within the Town Centre zone taking into account the need for economic viability and protection of amenity for the various land uses.

POLICY STATEMENT
This policy applies to all land zoned Town Centre in Town Planning Scheme No. 5 Derby Townsite. ~~(see map attached to policy).~~


Town Centre
VILLIERS STREET
R35
R35
R35

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The Council may, ~~at any time, amend this policy and provisions relating thereto or~~ may upon consideration of an application waive any conditions or impose special conditions it thinks fit to enable the proposal before it to meet with the objectives of the policy.

1. **Landuses**
The landuses permitted in the Town Centre zone shall be as is set down in Table 1 "Zoning/Landuse" of Town Planning Scheme No. 5 (as amended) and as per the provisions of this policy in regard to each landuse precinct.

2. **Residential Precincts**
The Council's objectives for residential development within the Town Centre are:

a) To retain the residential buildings and occupation of them where practicable.
b) To encourage social interaction and activity between the residential component and that of the shopping, entertainment, service and employment functions.
c) To promote and aesthetic and harmonious mixture of buildings and facades.

Residential development shall conform to the provisions of the Residential Planning Codes. The maximum residential density for residential only proposals is R35.

Only residential development shall be permitted in the Residential precincts.

3. **Residential Development in Non-Residential Precincts**
In areas not specified as a Residential precinct, residential development may still be permitted as outlined below and in accordance with the Residential Planning Codes:

1. **Commercial Precinct** – Mixed Use development (combined residential and commercial proposals) may be permitted. The maximum residential density permitted shall be R50. Caretaker's dwelling may be permitted at a rate of one per lot.

2. **Community Purposes precinct** – Residential development may be permitted to a density of R35. Caretaker's dwellings may be permitted at a rate of one per lot.

3. **Industrial Precincts** – Only Caretaker's Dwellings may be permitted at a rate of one per lot.

4. **Service and Light Industry Precincts**
The objectives for the industrial precincts are to:

a) Enable the development of land for active employment and service to the general population in a convenient and accessible location;
b) To encourage a development of a high and uniform standard for a wide range of activities; and
c) To maintain a standard of building frontage to enhance the overall streetscape and general amenity of the town centre.

5. **Standards for Development**
Landscaping – not less than 10 percent of a lot shall be set aside for landscaping of which half shall be between the building liner and the front boundary of the lot. This landscaping shall be designed, developed and maintained in accordance with the provisions of Town Planning Scheme No. 5.

Storage and Display – No dumping, storage of waste, stockpiling of materials or construction servicing or maintenance shall be permitted between the front building line and the street frontage. This shall

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not prohibit the display of finished products between the front building line and the street frontage as an open air display.

Loading and Unloading – Areas for loading and unloading of vehicles carrying goods or commodities to or from the premises shall be provided as part of the overall development of the lot and maintained in accordance with the approved plan relating thereto.

6. **Commercial Precinct**
The objective is to encourage the development of a wide range of retail shopping facilities, services and offices in an environment which is safe and accessible, and harmonious in style, materials and general presentation to the street.

In considering applications for development Council shall have particular regard to:

a) The gross leasable area of retail floor space to the population;
b) The safe and convenient movement of pedestrians and vehicles around the site;
c) The spacing and location of vehicular access points;
d) The visual scale of the building in relation to neighbouring buildings;
e) The external appearance of the building and associated signs, including the landscaping of the site;
f) Any adverse effects on adjoining residential areas.

7. **Building Height**
Building height shall not exceed two stories in accordance with the provisions of Town Planning Scheme No. 5.

8. **Awnings/Verandahs**
Awnings and verandahs may be constructed over a footpath provided that:

a) It does not exceed six metres from the property line;
b) It is of similar height and harmonises with the design of neighbouring awnings and verandahs; and
c) In the case of verandahs, the post are set back a minimum of 600mm from the kerb.

9. **Landscaping**
a) **Shops** – Landscaping shall be required at the discretion of Council;
b) **Offices** – a minimum of 10% of the site area shall be landscaped;
c) **Restaurants** – a minimum of 10% of the site are shall be landscaped.

10. **Loading and Unloading**
In considering each application for development the Council shall ensure that adequate provisions are made for the loading and unloading of goods and commodities to and from the building and shall ensure the provisions will not cause disruption or disadvantage free movement of pedestrians and/or other vehicles in the general movement of parking thereof in a public street.

11. **Community Purposes Precinct**
The Council's objectives for the Community Purposes precinct are to provide the necessary facilities for the benefit of the community in general and to present a standard of development of a high environmental quality.

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The standards of development shall be at the discretion of Council unless otherwise stated in the policy or in Town Planning Scheme No. 5.

12. **~~DEVELOPMENT STANDARDS AND PROVISIONS – ALL PRECINCTS~~ Development Standards and Provisions – All Precincts Setbacks**
Setbacks shall in accordance with those laid down in Town Planning Scheme No. 5.

13. **Car Parking Provisions**
Car Parking shall be provided in accordance with the provisions of Town Planning Scheme No. 5

14. **Caretaker's Dwellings**
Caretaker's Dwellings shall be as is defined in Appendix 1 of Town Planning Scheme No. 5.

15. **Signs**
The erection or display of advertising signs and signboards is prohibited unless in accordance with the provisions of Town Planning Scheme No. 5.

16. **Untidy Sites**
Where in the Council's view a property is not being maintained in a clean and tidy condition and that the unkempt appearance of the property has a deleterious effect on the amenity of the area in which it is located, the Council may, by written notice require the owner, occupier or lessee of that land to undertake such works as may be necessary to restore or upgrade the condition of that property to a standard commensurate with those generally prevailing in the vicinity.

17. **Non-Conforming Use of Land**
Non-conforming uses shall be in accordance with the provisions of Town Planning Scheme No. 5.

REVIEW

Policy Details			
Original Adoption date:	31 March 1999	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tr-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Manager ~~Planning~~ Development Services	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Town Planning and Development Act 1928 Local Government Act 1995		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Town Planning Scheme No.5 – Table 1 "Zoning/Landuse"		

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1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xx June 2023	Item xx Res. xx

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(TP5) TRANSPORTABLE / RELOCATED DWELLINGS

POLICY APPLICATION
This policy applies to applications for Planning Consent for residential development within the town site areas covered by Town Planning Schemes No. 5 and 7 (TPS No. 5 / 7) and Interim Development Order No. 7 (IDO No. 7). The policy should be read, and operates in conjunction with the Schemes and IDO No. 7, which also set out the application requirements for such development.

POLICY INTRODUCTION
Council recognises that transportable buildings for residential purposes are a valid low cost alternative to on-site built dwellings. The planning implications with respect to the use of 'second-hand' dwellings as opposed to 'new', is addressed in the policy and the Planning Consent required to be issued.

As distinct from the above, but of a similar nature, relocated houses also provide another residential development option. The implications for relocated houses are even greater than that for 'second-hand' transportable dwellings. Whatever the housing option, transportable or relocated, the issue is fundamentally one of structurally integrity, suitability and compatibility with the housing stock established in the locality.

POLICY STATEMENT
To provide the opportunity for transportable and relocated dwellings to be utilised as a reduced housing cost option in appropriate locations.

To identify those situations and localities where Council will not support applications for second-hand transportable and relocated dwellings.

To ensure that the structural integrity of the transportable or relocated dwelling is of a satisfactory standard and that the architectural design and external appearance is compatible with the building standards, design and character of existing housing in the immediate locality of the proposal and that it will not detrimentally affect the character or amenity of the area.

To provide guidance for applicants who wish to develop transportable or relocated dwellings in the area of policy application and for Council in determining such applications.

To provide the opportunity for residents and owners of land within the locality of the proposed development to make a submission to Council on any application for second-hand transportable or relocated dwellings.

POLICY DEFINITIONS
Extract - TPS No.5:

"Transportable Building" means any structure that is prefabricated at any place other than on the site upon which it is to be erected, but does not include a 'Kit Home'.

"Second-hand Building" means any building or structure which does not consist of substantially all new material and may be transported or moved to a site for the purpose of re-erection.

For the purpose of policy ~~TP 105~~:

A **"new transportable dwelling"** refers to a prefabricated residential dwelling being delivered direct from the manufacture's premises to the site on which it is to be established.

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A **"second-hand transportable dwelling"** refers to a prefabricated residential dwelling previously established on a site, other than the site for which approval is sought to locate the dwelling.

A **"relocated dwelling"** refers to a residential dwelling previously established on a site, other than the site for which approval is sought to locate the dwelling.

1. DEVELOPMENT APPLICATIONS – PLANNING CONSENT

All development of land within the defined area of a Scheme or IDO requires Planning Consent and is subject to the requirements and provisions of the Scheme or IDO. In addition to a Planning Consent, a Building Licence is also required to be obtained prior to the location of the dwelling on the property.

The proposed use of transportable and relocated dwellings for residential purposes requires a development application to be submitted and is subject to the following policy requirements and development criteria.

2. NEW TRANSPORTABLE DWELLINGS

The utilisation of 'new' transportable dwellings for residential development is of far less concern than those that are second-hand, particularly with respect to the age and condition of the structure. As the development implications of structural integrity, suitability and compatibility of a new dwelling is far less, the policy requirements are minimal in terms of dealing with applications to achieve similar outcomes as that applicable to traditional single housing.

Planning Consent for the development of a new transportable dwelling will be granted subject to:

a) The building being of a satisfactory standard and the architectural design and external appearance is compatible with the building standards, design and character of existing housing in the immediate locality of the proposed development and will not detrimentally affect the character or amenity of the area.
b) Full length verandahs being provided at the front and rear of the dwelling.
c) Carport or garage being provided on site or attached to the dwelling.
d) A bond of $5,000 per dwelling to be paid prior to the issue of a Building Licence. The bond will be held until the satisfactory completion of the Schedule of Works.

3. SECOND-HAND TRANSPORTABLE AND RELOCATED DWELLINGS

Applications for Planning Consent will be subject to advertising pursuant to TPS No. 5 in accordance with Clauses 7.3.3 (a) & (b) and thereafter referred to Council for determination.

In support of an application for Planning Consent, the following additional information and documentation is required:

a) Photographs of each elevation of the dwelling;
b) A Schedule of Works for the proposed changes and upgrading of the dwelling;
c) List of external finishes; and
d) Structural Certification in respect to the compliance of the dwelling with the BCA and the capacity of the dwelling to be moved.

Although Council recognises that second-hand transportable and relocated dwellings may be a suitable housing option, these developments will not be approved in the following locations:

a) Town Centre zoned area of TPS No.5;
b) New DOLA subdivision area bounded by Mimosa St, Ashley St and Rowan St; and

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c) Residential land fronting Loch St, Clarendon St and the Derby Hwy within the TPS No.5 area.

In respect to assessing the architectural design and external appearance of the dwelling the following criteria shall be used:

a) Similarity or compatibility of quality and condition of the external appearance of the dwelling relative to those established in the locality.
b) Age of the dwelling relative to that generally prevailing in the locality.
c) Size of the lot on which it is proposed to locate the dwelling, relative proximity to other dwellings and visibility from public spaces.

Proposed landscaping to be undertaken in conjunction with the location of the dwelling on the site. Council may grant a Planning Consent to permit the erection or placement of a second-hand transportable or relocated dwelling on a residential lot, subject to:

a) The structural integrity of the dwelling being satisfactory.
b) The dwelling being of a satisfactory standard and that the architectural design and external appearance is compatible with the building standards, design and character of existing housing in the immediate locality of the proposed development and that in Council's opinion, will not detrimentally affect the character or amenity of the area.
c) A proposed Schedule of Works is to be provided for the upgrade of the dwelling in terms of its structural integrity and appearance prior to the issue of a Building Licence.
d) The Schedule of Works for the upgrade of the dwelling is required to be completed within three months of the location of the dwelling on-site and shall require the lodgment of a Bond as security against compliance with the Schedule of Works.
e) A bond per dwelling (as provided for in the annually adopted Fees & Charges Schedule) is to be paid prior to the issue of a Building Licence. The bond will be held until the satisfactory completion of the Schedule of Works.
f) Where a dwelling contains asbestos, the applicant is required to provide advice on the appropriate measures and work to be undertaken for the transportation and establishment of the relocated dwelling in accordance with the requirements of the Health Act. This information is required to be submitted with the documentation for a Building Licence.

A Landscape Plan is required to be submitted prior to the issue of a Building Licence to ensure the development of the site does not have an adverse impact on the streetscape.

The dwelling is to be secured to the footings immediately on its relocation to the site.

No relocation of a dwelling is to be undertaken during the cyclone period in the wet season being specifically, 1 November to 30 April of the year.

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Policy Details			
Original Adoption date:	30 November 2000	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Manager ~~Planning~~ Development Services	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Town Planning Scheme No.5 (Derby) Town Planning Scheme No.7 (Birdwood Rise) Interim Development Order No.7 (Fitzroy Crossing/Camballin)		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Delegation 2.1.1 Grant a Building Permit Delegation 2.1.3 Occupancy Permits or Building Approval Certificates Delegation 9.2.1 Town Planning Scheme No's 5, 7 and Local Planning Scheme No. 9 following final approval and gazettal: Determination of Applications Delegation 9.2.2 Interim Development Order No. 9: Determination of Applications		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	~~24 February 2003~~ 28 March 2019	Item 10.1 Res. 12/19
2.	24 June 2021	Item 11.2 Res. 57/21
3.	Xx June 2023	Item xx Res. xx

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(W2) DERBY TOWNSITE STREETSCAPE

POLICY OBJECTIVE
The overall objective and aim of a streetscape policy is to maintain and improve both the visual aspect and public amenity of the Derby townsite.

Improvements and expansions to the existing streetscape and public lands of Derby must take into consideration future ongoing operational maintenance needs and therefore be contained within the amount of available funding allocated within a specific financial year's budget.

POLICY STATEMENT
That having regard for available budgetary allocations has an immediate focus on maintaining the existing streetscape ensuring the following:

a) That Loch Street is maintained as the premier gateway thoroughfare for the townsite of Derby with specific regards to:

- Ensuring the median island is maintained as a green grassed precinct and maintained accordingly.
- That Lytton Park and surrounding green space is maintained accordingly.
- That Nicholson Square sporting precinct / Derby oval is maintained at an appropriate standard for the specified sporting fixtures.
- That Bougainvillea Park is maintained accordingly.
- That the heritage precinct at the end of Loch Street is maintained accordingly.
- The undertaking of continual playground maintenance at the Nicholson Square sporting precinct / Derby oval to ensure the playground equipment is kept to the required industry and safety standard.

b) That the Clarendon Street precinct from Loch Street to Elder Street is maintained by Council to reflect that this thoroughfare is a major retail precinct for the townsite of Derby with specific regard to the median island, verges, and Coach Bay Park and park areas around the current Visitor Centre building.

c) That Rowan Street / Marmion Street be maintained with regard to pedestrian usage in relation to the caravan park, retirement village and the tourist precinct surrounding the Boab Dinner Tree.

d) That the public areas surrounding the Ashley Street recreation reserve are maintained in accordance with sporting requirements and public usage of this facility.

e) That all other street verges within the Derby townsite are mowed twice a year, typically being at the conclusion of the wet season (to reduce growth and therefore future potential fire hazards) and around October to promote a general cleanup before cyclone season commences.

f) That Council does not undertake general verge mowing or cleanups within rural residential or rural precincts excepting the verge area at the approach to Derby townsite fronting Derby Highway (Maxted Street to Wodehouse Street.)

That Council, having regard for future budgetary allocations, considers expansion of the Derby streetscape to include the following:

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1. **Loch Street Precinct (in priority order)**
   a) The replacement of unkempt verges along Loch Street with paving of a suitable material, i.e. brick paving, crushed coloured rock or patterned concrete or for future budgetary allocation to ensure a specific and regular maintenance mowing programming.
   b) The gradual removal of old and degraded imported species of trees along the Loch Street median island and for these to be replaced with boab tree species to create one defined iconic avenue.
   c) The installation of under tree up lighting to enhance the perspective of the planted boab trees and in consideration for the budget requirements.
   d) The installation of welcoming and special event banners along the entrance portion of Loch Street.
   e) The planning for the landscaping of the proposed new Visitor Centre/ Administration Office to include iconic tree species, minimal maintenance vegetation and planting areas with specific regard to ensure areas of planted vegetation are of the type and density to inhibit anti-social behavioural activities.

2. **Clarendon Street Precinct Area**
   a) The replacement of degraded lawn area at the round- about located at the intersection of Hardman Street and Clarendon Street with the peripheral area of the roundabout and the adjacent verges and intermediate portion of the roundabout to contain a paved surface of suitable material i.e. patterned surface of paving brick, concrete or coloured crushed rock. The centre island tree to remain.
   b) Improvement and implementation of verge planting along Clarendon Street between Neville Street and Elder Street.
   c) Selective improvement of the landscape within the coach bay on Clarendon Street which should be more suitable to vehicle parking users and should be designed to inhibit anti- social behaviour.
   d) Progressive replacement of existing tree vegetation in median islands along Clarendon Street so as to be more suitable to width of the median island and also to prevent damage to the carriageway.

3. **General Derby Townsite**
   a) The continual mowing of all unkempt verges within the Derby townsite boundaries only. The ability to undertake a minimum of two mowing cycles per year.
   b) Planting of native tree species on road verges approaching the Derby wharf and along portions of Rowan Street, Villiers Street and Marmion Street. The species and planting pattern to be undertaken with specific industry specialists in regard to undertaking a planting program.
   c) The installation of one or two major playground equipment sites; this equipment will be placed in an area that is suitable to have after-hours access control so as to inhibit vandalism and anti-social behaviour i.e. swimming pool area and the Sportsmen's Club precinct.
   d) The enhancement of parklands at the entrance to the Derby townsite and the improvement of visitor signage and information.
   e) The installation of pram ramps / disabled access at all pedestrian crossings within the Derby townsite.
   f) The installation of a uniform style of pedestrian/dual use pathway system within the Derby townsite.
   g) The installation of a uniform style of street signage within the Derby townsite inclusive of the Shire of Derby/West Kimberley logo.
   h) The installation of underground reticulated electricity supply along the main thoroughfares of the Derby townsite inclusive of Loch Street/ Clarendon Street and Ashley Street.
   i) The planning for the replacement of unused existing allocated lands for parks and recreation within the Derby townsite to be processed within the current State Government policy of housing

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land utilisation so that funds that become available to the Shire from the sale of this unused land can be allocated to specific parks and recreation improvement projects. The two portions of current land that may be considered for this purpose would be the land opposite the existing Derby sports oval and the portion of land on the south western corner of the intersection of Marmion and Rowan Streets.

j) The continual upgrade/ maintenance of tourist information facilities at the entrance to the Derby townsite.

k) The continual upgrading and maintenance of the passive recreation facilities at theDerby Wharf Park.

l) The continual maintenance/upgrade of the heritage precinct at the entrance to Jetty Road.

RESPONSIBILITY

The Director Technical and Development Services is required to ensure that the employees in charge of such works shall undertake the budgeting, planning, monitoring, and supervision of the implementation of this policy.

REVIEW

Policy Details			
Original Adoption date:	26 June 2008	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2025
Policy Implementing Officer or Team:	Manager ~~Operations of~~ Infrastructure	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Not applicable		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Not applicable		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2 Res. 57/21
2.	Xx June 2023	Item xx Res. xxx

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(W4) MEMORIALS IN PUBLIC PARKS AND RESERVES

POLICY OBJECTIVE
To provide guidance on the installation of memorials in public parks and reserves (including Roadside Memorials) within the Shire of Derby/West Kimberley and the criteria to be taken into account in relation to requests received for planting of commemorative trees, erection of memorial plaques and distribution of ashes in public parks and reserves.

POLICY STATEMENT
The Shire acknowledges the use of memorials as a means of assisting people to grieve for loved ones and to honour the past contributions of deceased persons within their local community.

Notwithstanding the above, it is also recognised that the installation of memorials within public open spaces must be managed in a way so as to maintain local amenity, ensure the safety of residents and minimise maintenance requirements.

It is the Shire's position that ~~persons~~ applicants ~~are generally~~ be encouraged to install memorials within designated memorial facilities (e.g. cemeteries). However, applications for the installation of suitable memorials, plaques, trees and furniture in public parks and reserves within the Shire may be considered in accordance with the conditions of this policy.

POLICY DEFINITIONS

Memorial / Monument: Memorials and monuments are objects that are built, placed or preserved in-situ for the purpose of commemorating a person, community, place or event of public significance. Memorials and monuments may incorporate architectural elements, statuary and monolithic objects, such as stones. While these objects may sometimes employ the services of artists in their design and construction, the intent and purpose of memorials and monuments is quite distinct from public art.

Plaque: A plaque is a memorial tablet of stone, metal or other material inscribed with text and/or images commemorating a person, community, place or event of public significance, and/or presenting information that aids in the interpretation of a site or other object. Plaques may be affixed to an object, or placed in the ground adjacent to a tree.

1. **Memorials**
The installation or erection of stand-alone, monolithic type memorials in parks and reserves is not supported. Persons wishing to commemorate an individual or an organisation are encouraged to donate a suitable piece of park furniture (eg park seat, drinking fountain) which may contain a suitable inscription plaque on it or arrange for the planting of a suitable tree.

2. **Commemorative Trees or Park Furniture / Items**
   (a) Applications for the planting of memorial or commemorative trees park furniture/items in public parks and reserves will be considered on their individual merits. A report will be submitted to the Council and will consider the following criteria:

   Whether the person or event has:

   (i) made a significant contribution to the development of the Shire or its community, largely in a voluntary capacity;
   (ii) made a significant contribution to the long term betterment or improvement of the Shire; or

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(iii) provided extensive or distinguished service to the Shire or its community;

(b) Wherever appropriate, the views of adjacent residents or specific community groups be sought prior to Council approval;
(c) The tree shall be planted and maintained by the Shire;
(d) The selection of tree species and planting location will be carefully considered in view of the type of reserve, existing species, history of requests or associated activities in that reserve.
(e) The location of the tree or park furniture shall be at the discretion of the Shire.
(f) The inscription plaque on the furniture/item shall be no larger than 100mm x 100mm and made of brass bronze or other approved material and of such design approved by the Shire from time to time.
(g) The applicant shall be required to meet the cost of the purchasing and/or erection/installation of the donated tree or furniture/item.
(h) The Shire shall reserve the right to remove the furniture/item at any time should it be considered necessary.
(i) Substantive installations such statues and similar commemorating individuals, events or organisations should not be approved within 10 years of the death, completion or dissolution of the subject in order to ensure that there is ample opportunity to relatively objectively establish cultural significance.

3. Roadside Memorials

A roadside memorial is a marker that commemorates a site where a person has died, usually as a result of a motor vehicle accident.

The Shire of Derby/West Kimberley respects the need and benefits for people to erect roadside memorials however, the Shire must also ensure that the road/verge/reserve environment is safe for all other users.

3.1 A Roadside Memorial may include:

(a) a white wooden cross (with the deceased's name, details etc.);
(b) a grey, concrete paver, painted with a white cross; and
(c) a decal (adhesive label) with a white cross on a black background.

The above may also include flowers (real or artificial), toys and accompanying notes/messages.

3.2 Roadside Memorials may:

(a) only be installed in Crown Land that is under the care control and management of the Shire and is reserved for the purposes of recreation, public open space or road reserve; and
(b) only be installed where there is minimal impact on the local amenity and/or surrounding residents and must not present a risk or hazard to the public.

The deceased's family/friends are responsible for the ongoing maintenance of their roadside memorial including, but not limited to, graffiti and weed removal.

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4. **Memorial Removal**

(a) Should for any reason an installed memorial becomes disturbed or damaged through works, either by the Shire or its contractors or by external contractors working for another Government Department or Agency, the memorial shall be removed at the expense of the party undertaking the works and returned to the family of the deceased (if known). Subject to the Chief Executive Officer's approval, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby at the expense of the applicant.

(b) Should the ongoing maintenance of an installed memorial become neglected, the Shire reserves the right to remove the memorial and return it to the family of the deceased (if known).

(c) The Shire will contact the deceased's family prior to the completion of the agreed period of installation to arrange for the memorial's removal or transfer.

5. **Distribution of Ashes**

(a) Persons wishing to distribute the ashes of a deceased person on a public park or reserve may make application to the Chief Executive Officer for approval.

(b) The Chief Executive Officer shall consider each application on its merits (taking into consideration the above criteria).

(c) Where approval is granted, the ashes are to be distributed at a time and in a manner which causes minimal attention or disruption.

REVIEW

Policy Details			
Original Adoption date:	24 June 2021 (Item 11.2, Res. 57/21)	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ Tri-ennial
		Next Review Due:	June 2026
Policy Implementing Officer or Team:	Manager ~~Operations~~ of Infrastructure	**Policy Reviewer:**	Director – Technical & Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Not applicable.		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Not applicable.		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	xx June 2023	Item xx Res. xxx

13 TECHNICAL SERVICES

13.1 AWARD OF TENDER T7-2023 PROJECT MANAGEMENT OF FLOOD DAMAGE EMERGENCY WORKS AGRN 1044

File Number: **0481**

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

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

Authority/Discretion: **Executive**

SUMMARY

This item is for Council to consider the awarding of tender T07-2023 being for the Project management of the reinstatement of roads following event AGRN 1044. It is proposed that the tender be awarded to Greenfield Technical Services.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer

BACKGROUND

Near the end of 2022 Tropical Cyclone (TC) Ellie made landfall in the Northern Territory and began to track into the Kimberley. It then turned into an ex-TC Ellie and moved into the Kimberley between Kununurra and Halls Creek. This system tracked towards Fitzroy Crossing to the north of the Town depositing large volumes of rainfall as it hovered north of the town before tracking towards Broome before once again becoming stationary before heading to the SE across the southern portion of the shire.

During this period high rainfall numbers were received across the Shire of Derby/West Kimberley (the Shire) in most locations and damage to the road network was being reported on a constant basis. Some areas receiving in excess of 500mm of rainfall over a few days with peaks of daily falls over 300mm.

Event AGRN 1044 was declared in Mid-January as a result of the Rainfall but also the extreme flooding that occurred across the whole shire but predominately in the path of the Fitzroy River. The Shire then sought the services of a suitably qualified engineering firm to undertake a damage pick up the road network to ascertain the damage and work up a claim as per the Disaster Recovery Funding Arrangements of Western Australia (DRFAWA). Greenfields Technical Services (GTS) were selected to undertake the pickup and manage the opening up works and due to the crossover with pre-existing works being AGRN 951 and AGRN 1013. As soon as the roads were able to been driven on without causing further damage the Shire's grading contractors, Main Roads Western Australia and Contractors employed for AGRN 1044 Restoration have opened the roads undertaking immediate repairs of the network to make it "trafficable" for vehicles.

The Shire recently let a tender for the works to reinstate the roads under the emergency works provisions of DRFAWA this tender is designed to provide a suitably qualified person or company to undertake the project management for the emergency works required under Tender T6-2023 Flood damage reinstatement works AGRN 1044. Under the new DRFAWA guidelines and requirements a suitably qualified person is required to sign off on all of the works and treatments and all monies used on external project management staff can be claimed back from DFES as an

expense. This will allow Shire staff to undertake their normal duties which will include the contract management of the Project Manager to ensure the best outcome for the Shire but not to the detriment of their normal duties.

STATUTORY ENVIRONMENT

- Local Government Act 1995–3.57 Tenders for the provision goods or services; and
- Local Government (Functions and General) Regulations 1996 part 4: tenders for the provision of goods or services.

POLICY IMPLICATIONS

- AF1–Procurement of Goods and Services
- AF33–Regional Price Preference Policy – two tenderers qualified for application of this policy.

FINANCIAL IMPLICATIONS

The proposed current budget and proposed budget for next financial year made allowances for this work to occur which is for the project management of the flood damage reinstatement works on many roads from event 1044. The Shire is liable for the first $154,300 of the work which is estimated to be around the $12 million with an approximate $1 million contingency on top of this.

All costs in excess of the $154,300 of reinstatement works is claimable back from the State Government.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities
3. Economy	3.2 Strong economy	3.2.2 Endeavour to increase visitor numbers, length of stay, spend and return

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Pastoralists unable to import fuel/fodder and export cattle.	Almost Certain	Severe	Extreme	Maintain roads to industry standards
Community: Access to communities restricted.	Likely	Moderate	High	Maintain roads to industry standards

CONSULTATION

This tender was advertised using the list of pre-qualified Western Australian Local Government Association (WALGA) panel tenderers available to the Shire of Derby/West Kimberley. It was advertised on the panel for the minimum 14-day period required by the legislation and will close on the 22 June 2023 at 10.00am. The documents were circulated to the 8 companies listed on the panel tender in the WALGA portal. Only two tenderers elected to respond.

COMMENT

For the purposes of ensuring that reinstatement work is completed in an acceptable timeframe, the scope of works will be separated to each contractor from the previous tender to allow for a timely completion of works the roads were separated across the three approved contractors from the previous tender. The contractor will be employed under this tender to manage all of those works which will occur on the following roads:

- Beefwood Park Road
- Bulka Road
- Calwynyardah Noonkanbah Road
- Camballin Noonkanbah Road
- Cherrabun Road
- Christmas Creek Beefwood Park Road
- Ellendale Road
- Fairfield Leopold Road
- Fossil Downs Road
- Laurel Downs Road
- Leopold Downs Road
- Mangkurla (Cemetery) Road
- Milligiddee Access Road
- Quanbun Downs Road
- Yakanara Road
- Yungngora Yakanara Road
- Blina Road
- Bungarun Road
- Camballin Myroodah Road
- Camballin Road
- GNH Gee Gully Road
- Kalyeeda Road
- Kimberley Downs Road
- Langey Crossing Road

- Manguel Creek Udialla Road
- Mt Anderson Road
- Mt Hart Road
- Nerrima Road
- Beverley Sprigs Road
- Lennard Gorge Road
- Marion Downs Road
- Milliewindie Road
- Mornington Road
- Silent Grove and Bell Gorge Road
- Tablelands Road.

Some roads have still not been assessed or are being assessed in the very near future.

It is recommended that the tender for each area be awarded to the contractor that provides the best value for money, using the approved tender scoring criteria. The Regional Price Preference Policy AF33 was applied to the prices submitted by the Derby based Contractors as detailed in the table below.

The criteria and weighting for this tender were as follows:

Criteria	**Weighting**
Relevant Experience	15%
Key Personnel Skills and Experience	15%
Tender Resources	20%
Demonstrated Understanding	15%
Local Supplier Details	10%
Quality Management System	15%
Risk	10%

The scores for Greenfield Technical Services and Talis Consultants are attached in the attachments. They are both willing and able to adequately undertake the work and have sufficient resources to complete this across the Shire.

It will be therefore recommended that the tender be awarded to Greenfields Technical Services to undertake the project management work for event AGRN 1044.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Confidential Score sheet - Confidential

RESOLUTION 71/23

Moved: Cr Peter McCumstie
Seconded: Cr Andrew Twaddle

That Council;

1. **Award tender T2023-07 Project Management of Emergency Works for event AGRN 1044 to Greenfield Technical Services and;**
2. **Authorise the Chief Executive Officer to sign a contract with Greenfield Technical Services for the Project Management of Emergency Works for event AGRN 1044.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

13.2 MOU WITH DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS 2023-2028

File Number: **0481**

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

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

Authority/Discretion: **Executive**

SUMMARY

Council to consider a new Memorandum of Understanding (MOU) with the Department of Biodiversity, Conservation and Attractions (DBCA) for the period 1 July 2023 to 30 June 2028 regarding the road maintenance and management within the DBCA's controlled reserves and areas of the Shire's network.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

There has been a long-standing relationship between the Shire of Derby/West Kimberley (the Shire) and what was originally Conservation and Land Management (CALM) and what is now the Department of Biodiversity, Conservation and Attractions (DBCA).

This relationship began twenty plus years ago where by CALM could not take money for camping etc. at its parks and where the Shire then was able to assist in receipting and banking of all monies in return for the maintenance being undertaken on its roads. This then evolved into a Memorandum of Understanding which has now been going on for several years.

The current agreement is to maintain the roads to Silent Grove, Bell Gorge, Lennard Gorge, Tunnel Creek, Windjana Gorge and Mt Hart including its internal roads. The Shire is as part of the MOU is to maintain these roads along with providing signage and road drainage. The monies left over from each year's funds being $150,000 in total annually are to then provide a pool for capital works on the roads in agreement with DBCA.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The proposed agreement has an annual cost to the Shire of $50,000 in the current proposal which is the same as the 2018 to 2023 agreement but less than the 2013 to 2018 agreement which was $75,000.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
3. Economy	3.2 Strong economy	3.2.2 Endeavour to increase visitor numbers, length of stay, spend and return
4. Environment	4.1 Our natural environment	4.1.1 Take advantage of, protect and promote natural attractions and environmental features

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Community: There is a risk to the wider community that access to these areas could be compromised if grading does not occur	Possible	Moderate	Medium	That either the Shire undertake those contracts or DBCA engage contractors directly

CONSULTATION

Consultation has occurred between the officers of the Shire and the DBCA as part of putting back the West Kimberley post the January 2023 floods and there have been many conversations regarding the outcomes of this agreement and the new proposed agreement.

COMMENT

This has been an ongoing agreement for numerous years and this will be potentially the seventh MOU that the shire has entered into with the DBCA.

There have been no changes from the previous MOU and the collaborative nature of the agreement and assistance by both parties in managing the road network and advice across the network has only grown over the years. Therefore, it is recommended to enter into the new MOU.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Memorandum of Understanding SDWK - DBCA 2023-2028 - Confidential**
2. **For Information - DBCA Gravel pits and clearances**
3. **DBCA Weed and Pathogen procedures**

RESOLUTION 72/23

Moved: Cr Paul White
Seconded: Cr Geoff Davis

That Council directs the Chief Executive Officer to sign the Memorandum of Understanding with the Department of Biodiversity, Conservation and Attractions (DBCA) as presented noting the agreement to only use DBCA funds to maintain and upgrade the internal roads to Mount Hart Station.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

OPEN Report to Wilinggin Aboriginal Corporation

Department of Biodiversity, Conservation and Attractions (DBCA): *Dulundi* (Silent Grove) and *Walarra mindi* (Mt Hart) Gravel Pit Expansion Work Program.

CULTURAL HERITAGE SURVEY REPORT (OPEN)

Justin Lincoln
Consultant Anthropologist

Wanjina Wungurr Wilinggin Native Title Determination Area
Date: 24 August 2022

CONFIDENTIALITY & COPYRIGHT

The information contained within this report is confidential, may contain legally privileged information and may not be disclosed without the authority of Wilinggin Aboriginal Corporation.

DISCLAIMER

To the best of the author's knowledge, the information contained in this report is accurate.

TERMS AND ABBREVIATIONS

AHA	- *Aboriginal Heritage Act 1972* (WA)
AHIS	- Aboriginal Heritage Inquiry System
DAA	- Department of Aboriginal Affairs (now defunct)
DBCA	- Department of Biodiversity, Conservation and Attractions
DPLH	- Department of Planning, Land and Heritage
GPS	- Global Positioning System
MGA	- Map Grid of Australia
TO	- Traditional Owner
UTM	- Universal Transverse Mercator

CO-ORDINATE CAPTURE

Locations identified in this report are within MGA Zone 51 using the GDA94 datum unless otherwise stated.

DEFINITIONS

(Registered) Aboriginal Site refers to a heritage place that has been assessed as meeting Section 5 of the *Aboriginal Heritage Act (WA) 1972*.

Cleared means, in relation to any part of a Work Program, that part of the Work Program that does not directly impact an area of cultural concern or impacts an area of cultural concern, but the impact is acceptable to the Wilinggin traditional owners. **Clear** has a corresponding meaning.

Cleared with Conditions means, in relation to any part of a Work Program, that part of the Work Program that may impact an area of cultural concern, the impact is not acceptable to the Wilinggin traditional owners, and the impact can be minimised or avoided with Conditions. **Clear with Conditions** has a corresponding meaning.

Not Cleared in respect of any part of a Work Program means that part of the Work Program that will impact an area of cultural concern and the impact is not acceptable to the Wilinggin traditional owners.

Not Clear has a corresponding meaning.

Other Heritage Place refers to a heritage place and includes:

- *Lodged*: Information has been received in relation to the place, but an assessment has not been completed to determine if it meets Section 5 of the *Aboriginal Heritage Act (WA) 1972*.
- *Stored data/Not a Site*: The place has been assessed as not meeting Section 5 of the *Aboriginal Heritage Act (WA) 1972*.

Proposed Works are the activities set out in the Information to Support Clearing Permit Application and may include ground clearing, construction, drilling and other activities to be undertaken as a part of the Work Program.

Subject Area means the area within which the proposed works will be undertaken.

Work Program means the proposed works in total as specified at Section 1.4 of this report.

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Executive Summary

i. This report details the outcomes of a cultural heritage survey undertaken with Ngarinyin traditional owners over several sites within the Wunaamin Conservation Park.

ii. The heritage survey team completed the heritage survey of the subject areas on 9 and 10 August 2022.

iii. The cultural heritage survey concerned six subject areas within which the Department of Biodiversity, Conservation and Attractions (DBCA) proposes to expand existing gravel pits to supply gravel for the maintenance of Wunaamin Conservation Park access roads and tracks.

iv. The Proponent also asked that the heritage survey team consider two sites of cultural significance near to existing tracks and advise on strategies to prevent damage to the sites.

v. The full heritage survey results for both the proposed gravel pits and the advice of the heritage survey team regarding the identified sites of cultural significance are set out in Section 4 of this report.

1.0 Background Information

1.1 Introduction

Wilinggin Aboriginal Corporation approached the consultant in November 2021 to undertake a cultural heritage survey over four gravel pits within the Wunaamin Conservation Park along and near to the Silent Grove Road. The four gravel pits will be used and expanded by Department of Biodiversity, Conservation and Attractions (DBCA) for the maintenance of the conservation park's access tracks.

This open report documents the background research and outlines the survey results and findings. The heritage survey results and findings as specified in this report were recorded during a cultural heritage survey of the proposed works by Ngarinyin people with knowledge of, and the cultural authority to speak for, the country on 9, 10, and 12 August 2022.

The final cultural heritage instructions for the proposed Department of Biodiversity, Conservation and Attractions *Dulundi* (Silent Grove) and *Walarra mindi* (Mt Hart) Gravel Pit Expansion Work Program are specified in Section 4 of this report.

1.2 Qualifications to the findings in this report

This report is a cultural heritage report as appropriate for the training and experience of the consultant, which is cultural anthropology. Although the heritage survey team were open to the identification of archaeological artefacts during the cultural heritage survey, the consultant does not possess the professional skills to determine the heritage value of archaeological material.

1.3 Methodology

The methodology for the Heritage Survey included:

1. Background research including literature review and access of the DPLH Aboriginal Heritage Inquiry System.

2. Inspection of the survey areas with the heritage survey team using the transect walk survey method.

3. Consultation with the heritage survey team throughout the Heritage Survey.

1.4 The Proposed Works

The Proponent's final brief was supplied to the consultant in March 2022, following several delays to the cultural heritage survey. The brief specifies that the proposed works to be surveyed included:

- Use and expansion of four identified gravel pits in the vicinity of the Silent Grove Road.
- Use and expansion of existing, but to-be-identified, gravel pits in the vicinity of the Mt Hart Road.

The brief for the *Dulundi* (Silent Grove) and *Walarra mindi* (Mt Hart) Gravel Pit Expansion Work Program, which includes overview maps of the four proposed Silent Grove gravel pits, is appended to this report at Appendix A.

In addition to these proposed works, the Proponent's staff indicated immediately prior to the survey that there were two sites of cultural significance threatened by maintenance to existing tracks. The sites had been previously identified by traditional owners who voiced their concern directly to the Proponent's staff. The first site is located near the Barker Pool access track. The second site is located near Mt Hart Road south of the Mt Hart homestead. The Proponent sought advice from the heritage survey team in how to protect these sites regarding future track maintenance.

2.0 Background Research

2.1 Desktop Review – Literature Review & Aboriginal Heritage Inquiry System

Wilinggin Aboriginal Corporation did not provide any reports of previous cultural heritage surveys, whether archaeological or ethnographic, to the consultant. As such, this report and its findings rely on the information contained in the DPLH Aboriginal Heritage Inquiry System (AHIS). To this end, the AHIS was accessed to identify Registered Aboriginal Sites and Other Heritage Places in the vicinity of the subject areas.

2.1.2 Aboriginal Heritage Inquiry System (AHIS) Sites

A search of the Aboriginal Heritage Inquiry System identifies numerous sites in the vicinity of the subject areas. The identified sites and their corresponding protection/exclusion zones are outlined below.

AHIS Registered Aboriginal Sites

Bell Creek Site Complex – Registered Aboriginal Site 1053

The site is registered on the AHIS for its artefacts / scatter, mythological, painting and camp heritage values. The Silent Grove-Bell Gorge Road gravel pit is located within the protection zone for the *Bell Creek Site Complex* and poses a serious risk to the site.

Bell Creek Gorge – Registered Aboriginal Site 1054

The site is registered on the AHIS for its mythological heritage values. The Silent Grove-Bell Gorge Road gravel pit is located to the southwest of the protection zone for the Bell Gorge and does not pose a risk to the site.

Mt Hart Homestead – Registered Aboriginal Site 14136

The site is registered on the AHIS for its artefacts / scatter, quarry, and camp heritage values. The proposed expansion of the Mt Hart airstrip gravel pit is located to the southwest of the protection zone for this site. As such, the proposed expansion to this gravel pit does not pose a risk to the Registered Aboriginal Site *Mt Hart Homestead*.

Mina Creek – Registered Aboriginal Site 14424

The site is registered on the AHIS for its mythological and painting heritage values. The AHIS zone established to protect the site is located to the east of the Silent Grove Road and will not be affected by the proposed works.

Mt Hart Station – Registered Aboriginal Site 14625

The site is registered on the AHIS for its artefacts / scatter and painting heritage values. The AHIS zone established to protect the site is located to the northeast of the Mt Hart airstrip gravel pit and will not be affected by the proposed works.

AHIS Other Heritage Places

Mt Hart Base Camp – Other Heritage Place Site 14137

This site has been lodged with the DHLH AHIS for its artefacts / scatter heritage value. The proposed expansion of the Mt Hart airstrip gravel pit is located to the southwest of the protection zone for this site. As such, the proposed expansion to this gravel pit does not pose a risk to Other Heritage Place *Mt Hart Base Camp*.

Mt Hart 1 – Other Heritage Place 14138

This site has been lodged with the DHLH AHIS for its artefacts / scatter heritage value. The proposed expansion of the Mt Hart airstrip gravel pit is located to the southwest of the protection zone for this site. As such, the proposed expansion to this gravel pit does not pose a risk to Other Heritage Place *Mt Hart 1*.

Mt Hart 2 – Other Heritage Place 14139

This site has been lodged with the DHLH AHIS for its artefacts / scatter heritage value. The proposed expansion of the Mt Hart airstrip gravel pit is located to the southwest of the protection zone for this site. As such, the proposed expansion to this gravel pit does not pose a risk to Other Heritage Place *Mt Hart 2*.

2.1.3 Summary of Previously Recorded Sites

A review of the Aboriginal Heritage Inquiry System indicates there are several sites (both Registered Aboriginal Sites and Other Heritage Places) in the vicinity of the proposed works. One of these sites, Registered Aboriginal Site *Bell Creek Site Complex*, will be impacted by the proposed usage and expansion of the Silent Grove/Bell Gorge gravel pit.

As per the *Aboriginal Heritage Act 1972 (WA),* any works to be undertaken within the bounds of a Registered Aboriginal Site will require an application under s18 of the Act. An approved application under s18 of the Act provides the landowner with legal consent to cause destruction, damage, or alterations to an Aboriginal site. As such, to proceed with any works on proposed Silent Grove/Bell Gorge gravel pit the Proponent will need to lodge an application to destroy a site under s18 of the *Aboriginal Heritage Act 1972 (WA)*.

3.0 Heritage Survey

3.1 Heritage Survey Team Selection and Attendance

The consultant was introduced to the heritage survey team on Monday 8 August 2022 in Derby. The consultant did not input into the members of the team, with Wilinggin Aboriginal Corporation identifying its membership. The cultural heritage survey was undertaken over two days in early August

2022. Further consultations with other knowledgeable Ngarinyin people occurred in Derby on Friday 12 August, following the survey.

DBCA staff also participated in the cultural heritage survey – Joby Rand (Senior Operations Officer – Fitzroy Work Centre), Rod O'Donnell (Senior Ranger – Derby Work Zone), Gavin Pearce (Ranger) and John Divilli (Ranger).

4.0 Heritage Survey Results & Findings

In this section of the report are the findings of the work program clearance survey and the instructions of the heritage survey team. This report uses the terminology **Cleared**, **Not Cleared,** or **Cleared with Conditions** as those terms are defined at the Definitions and Abbreviations section of this Report.

4.1 DBCA *Dulundi* (Silent Grove) and *Walarra mindi* (Mt Hart) Gravel Pit Expansion Cultural Heritage Survey – General Conditions

1. The finding of the cultural heritage survey is that at least two Wilinggin cultural monitors be engaged during initial ground clearing works to ensure the identification of cultural material and other culturally significant objects as well as advise on other cultural matters.

2. The finding of the cultural heritage survey is the Proponent will endeavour to not fell or otherwise damage large mature ironwood trees (*Erythrophleum chlorostachys*) during any works.

3. The finding of the cultural heritage survey is that should ochre be discovered during ground-disturbing or excavation works, the Proponent will notify Wilinggin Aboriginal Corporation to arrange the assessment of the ochre resource by Ngarinyin people with the relevant cultural authority.

4. The finding of the cultural heritage survey is that the extraction of water from creeks, rivers and springs for road construction or road maintenance is **Not Cleared**.

5. Artefacts are protected under Section 5(a) of the Western Australian *Aboriginal Heritage Act (1972)*. If any artefacts are identified by cultural monitors during ground-disturbing works, the Proponent will notify Wilinggin Aboriginal Corporation to consider the engagement of an archaeologist to investigate and record the extent of the site.

4.2 DBCA *Dulundi* (Silent Grove) Gravel Pits Expansion Cultural Heritage Survey – Specific Results

6. The finding of the cultural heritage survey is that the usage of, and expansion to, the Silent Grove/Gibb River Road gravel pit is **Cleared with Conditions** being those specified in Section 4.1 – General Conditions.

7. The finding of the cultural heritage survey is that the usage of, and expansion to, the Silent Grove Road gravel pit is **Cleared with Conditions** being those specified in Section 4.1 – General Conditions.

8. The finding of the cultural heritage survey is that the usage of, and expansion to, the Silent Grove/Bell Gorge Road gravel pit is **Cleared with Conditions** being those specified in Section 4.1 – General Conditions and Finding 9 below.

9. The finding of the cultural heritage survey is that the expansion of the Silent Grove/Bell Gorge Road gravel pit into the area encompassed by the points MGA 51 K E 736457 N 8117849, MGA 51 K E 736437 N 8117860 and MGA 51 K E 736465 N 8117865 is **Not Cleared**.

10. The finding of the cultural heritage survey is that the usage and expansion of the Silent Grove airstrip gravel pit is **Not Cleared**.

NOTE: These findings are displayed on the Dulundi (Silent Grove) Gravel Pit Expansion Work Program Results Map at Appendix B.

4.3 *Walarra mindi* (Mt Hart) Gravel Pits Expansion Cultural Heritage Survey – Specific Results

11. The finding of the cultural heritage survey is that the usage of, and expansion to, the Mt Hart airstrip gravel pit is **Cleared with Conditions** being those specified in Section 4.1 – General Conditions and that the works do not expand westwards beyond MGA 51 K E 703683 N 8138835.

12. The finding of the cultural heritage survey is that the proposed use of "Taffy's" gravel pit located at the southern end of the Mt Hart Road is **Not Cleared**.

NOTE: These findings are displayed on the Walarra mindi (Mt Hart) Gravel Pit Expansion Work Program Results Map at Appendix C.

4.4 Sites of Cultural Significance near *Walarra mindi* (Mt Hart) Roads and Access Tracks – Specific Results

13. The cultural heritage survey identified a site of cultural significance very near the Barker Pool access track. The survey found that an exclusion zone centred on MGA 51 K E 702761 N 8136055 with a diameter of 80 metres be established to protect this important cultural heritage site.

14. The finding of the cultural heritage survey is that further to Finding 13 above, a bypass track between MGA 51 K E 702706 N 8136210 and MGA 51 K E 702786 N 8135954 is **Cleared with Conditions** being those specified in Section 4.1 – General Conditions.

15. The finding of the cultural heritage survey is that the rehabilitation of the current Barker Pool access track within the bounds of the exclusion zone established in Finding 13 above, is **Cleared with Conditions** being those specified in Section 4.1 – General Conditions.

16. The finding of the cultural heritage survey is that a temporary diversion track within the bounds of the exclusion zone established in Finding 13 above is **Not Cleared**.

17. The cultural heritage survey identified a site of cultural significance near the Mt Hart Road. The survey found that an a "no-go" area be established on the eastern side of the road between MGA 51 K E 713685 N 8127220 and MGA 51 K E 713717 N 8127185. Road maintenance works on the eastern side of the Mt Hart Road between these two points is **Not Cleared**.

18. The cultural heritage survey identified a site of cultural significance near the Annie's Pool access track between MGA 51 K E 704451 N 8142899 and MGA 51 K E 704364 N 8142304. The survey found that until the precise location of the site can be determined, track maintenance works on the western side of the Annie's Pool access track between these two points is **Not Cleared**.

NOTE: These findings are displayed on the Sites of Cultural Significance near Walarra mindi (Mt Hart) Roads and Access Tracks Results Maps at Appendix D.

Appendix A – *Dulundi* (Silent Grove) and *Walarra mindi* (Mt Hart) Gravel Pit Expansion Work Program – Project Brief

Department of Biodiversity, Conservation and Attractions
Kimberley Region

PARKS AND WILDLIFE SERVICE

We're working for Western Australia.

MEMO

March 2022

Dulundi (Silent Grove) and Walarra mindi (Mt Hart) Gravel Pit Expansion Cultural Heritage Survey – Request for Quote

Background

Road improvements and maintenance of the Silent Grove Road, Silent Grove–Bell Gorge Road, and Mt Hart Road require gravel material to repair erosion and to build up the road surface so that wet season rain can drain from the road and provide a surface that is easier and more cost effective to maintain and can be opened earlier after the wet season due to reduced damage. Roadworks are conducted on the road by Shire and Department of Biodiversity, Conservation and Attractions (DBCA) contractors.

There are four existing gravel pits adjacent to the Silent Grove Road and the Silent Grove-Bell Gorge Road. DBCA is seeking to expand these gravel pits located in Wunaamin Conservation Park with support from local Traditional Owners engaged through Wilinggin Aboriginal Corporation (WAC). A cultural heritage survey and report of the surrounding area around each of the Silent Grove and Silent Grove - Bell Gorge Road gravel pits is requested. DBCA is also requesting that Traditional Owners be present while a road maintenance contractor investigates potential gravel pit sites along the Mt Hart Road and then undertake a cultural heritage survey of areas deemed suitable. The investigation would involve the contractor using a small excavator to dig at sites identified as potentially containing gravel with approval from attending TOs. A cultural heritage survey would then take place if deemed suitable.

Project Scope of Works

A cultural heritage survey and report of the surrounding area around each of the gravel pits compiled with relevant Tradition Owners onsite and with an anthropologist present is requested. The maps below show the gravel pit locations and survey boundaries to be included in the survey and subsequent report. Mt Hart Road locations are to be confirmed following initial investigation. The survey/site visits can be based out of Dulundi (Silent Grove) with vehicles and other logistics provided by WAC. DBCA staff would like to be present as observers with WAC's agreement

The objective of the survey and report is to provide DBCA with TO approval to expand existing gravel pits in areas that do not adversely impact cultural heritage values. DBCA will then undertake an internal disturbance analysis of each site. DBCA would like a report that includes maps that show areas around each gravel pit where gravel extraction cannot take place, where extraction can take place with cultural monitors onsite, and where extraction can take place without the need for cultural monitors. For future roadworks DBCA and Shire contractors will rehabilitate any approved areas used for gravel extraction as they go.

A timeframe of a total of five days for the on-ground portion of the project is proposed. Three days for the work, one for Dulundi (Silent Grove) and two for Walarra mindi (Mt Hart) plus a travel day either side.

DBCA does not require the reasoning behind cultural decisions and the Traditional Owners and WAC are not bound to share the cultural significance of sites if they so choose.

Deliverables

The following deliverables are required and a quote is requested from WAC;

1. Start up meeting with DBCA staff, WAC and anthropologist to discuss project and logistics
2. Project personnel, logistics including vehicles, Traditional Owner site visit and payments, anthropologist, food and refreshments. Use of Dulundi (Silent Grove) provided as a base as DBCA in-kind support
3. Cultural heritage survey of four gravel pits on the Silent Grove and Silent Grove-Bell Gorge Roads (4 sites in total)
4. Traditional Owners to be present while road maintenance contractor investigates potential gravel pit sites on the Mt Hart Road
5. Cultural heritage survey of sites deemed suitable along the Mt Hart Road
6. Cultural heritage survey report to be provided by anthropologist based on TO and anthropologist site visits and to include maps of areas surrounding gravel pits where;

    a. Gravel extraction cannot take place
    b. Gravel extraction can take place with cultural monitors onsite
    c. Gravel extraction can take place without the need for cultural monitors

    Broad structure of the report to include:
        i. Summary
        ii. Cultural heritage background
        iii. Archival research
        iv. Survey method and conditions
        v. Survey results
        vi. Traditional Owner recommendations
        vii. Discussion and management recommendations
        viii. List of figures

Timeline

Please see below for a timeline of project deliverables

- Start up meeting the week before cultural heritage survey
- Cultural heritage survey to take place in April or May 2022, weather permitting and pending TO and anthropologist availability
- Final report and maps to be submitted one month after field visit

The above request can be discussed as required and please don't hesitate to contact myself for any clarification or further details. Please see below for maps of the cultural heritage survey site locations and boundaries.



Joby Rand
Senior Operation Officer – Fitzroy Work Centre

Survey site boundaries and site locations

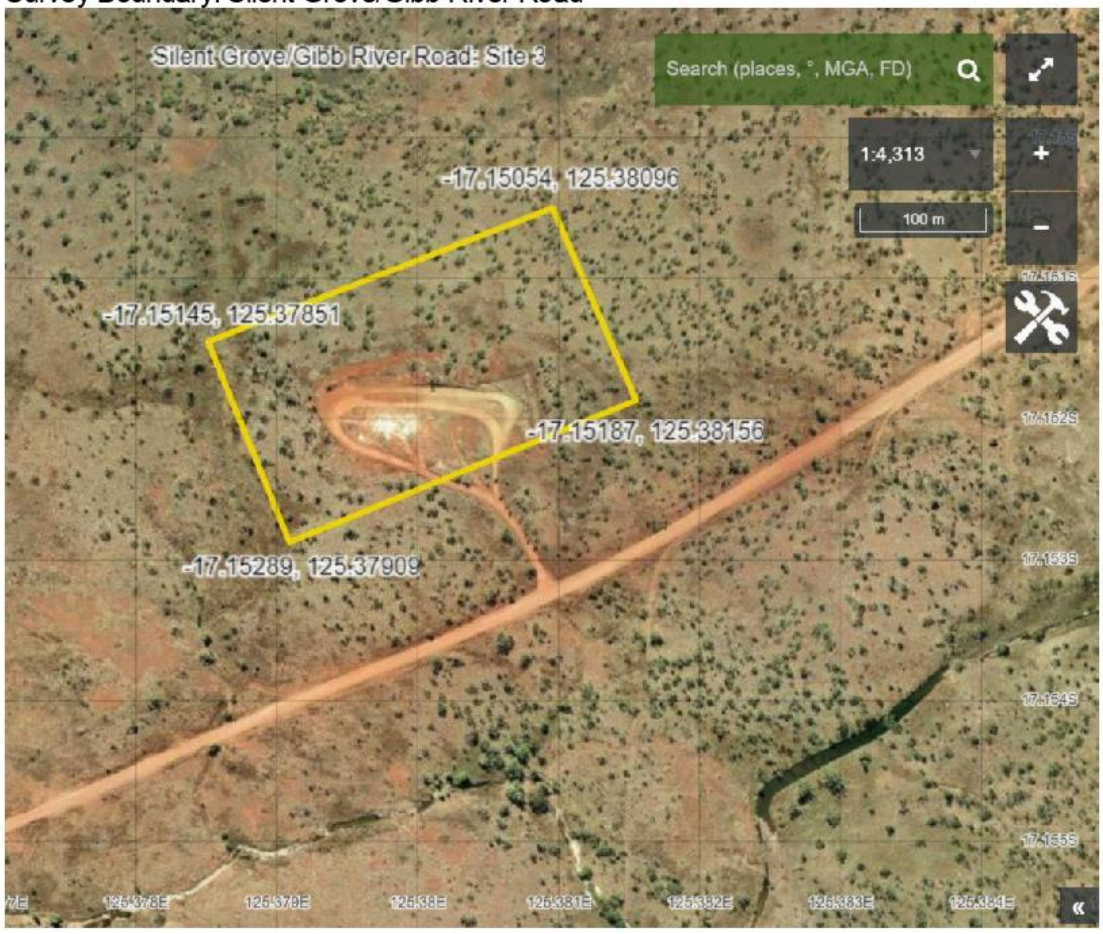
Survey Boundary: Silent Grove-Bell Gorge Road



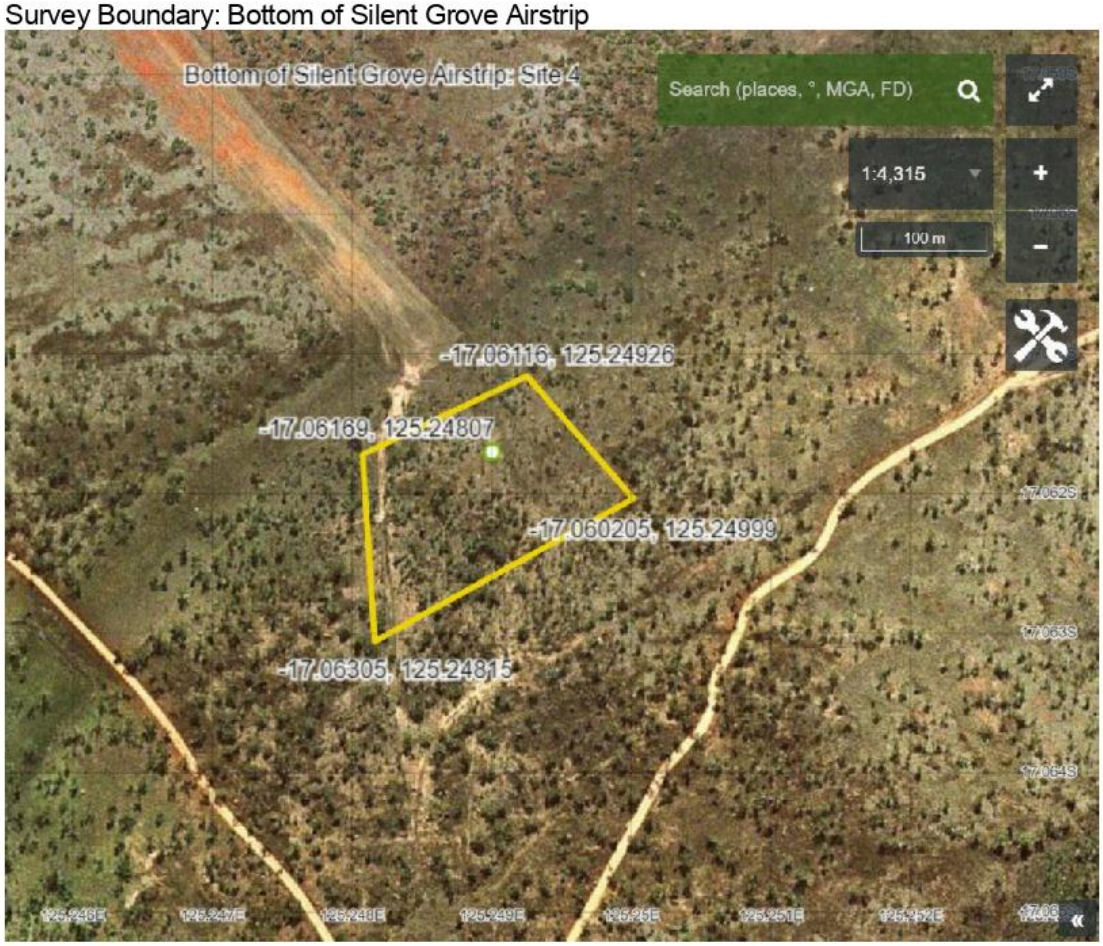
Survey Boundary: Silent Grove Road



Survey Boundary: Silent Grove/Gibb River Road



Survey Boundary: Bottom of Silent Grove Airstrip



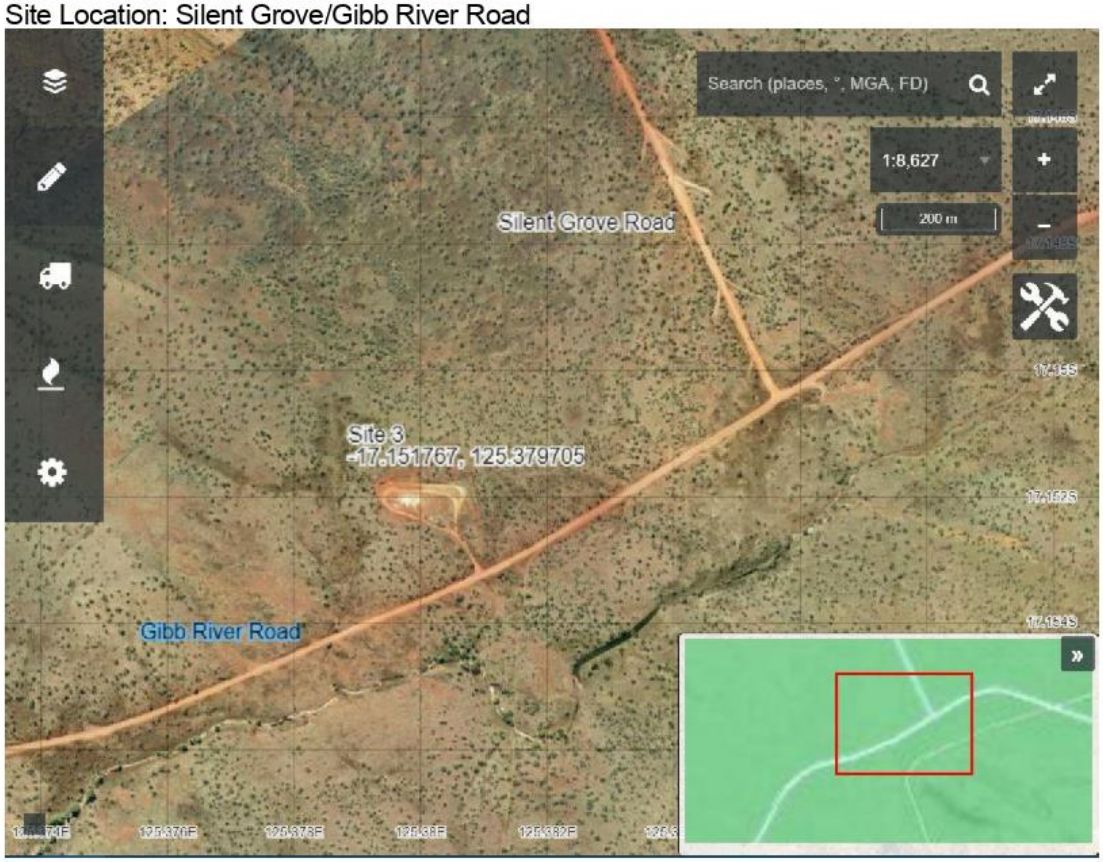
Site Location: Silent Grove-Bell Gorge Road



Site Location: Silent Grove Road



Site Location: Silent Grove/Gibb River Road



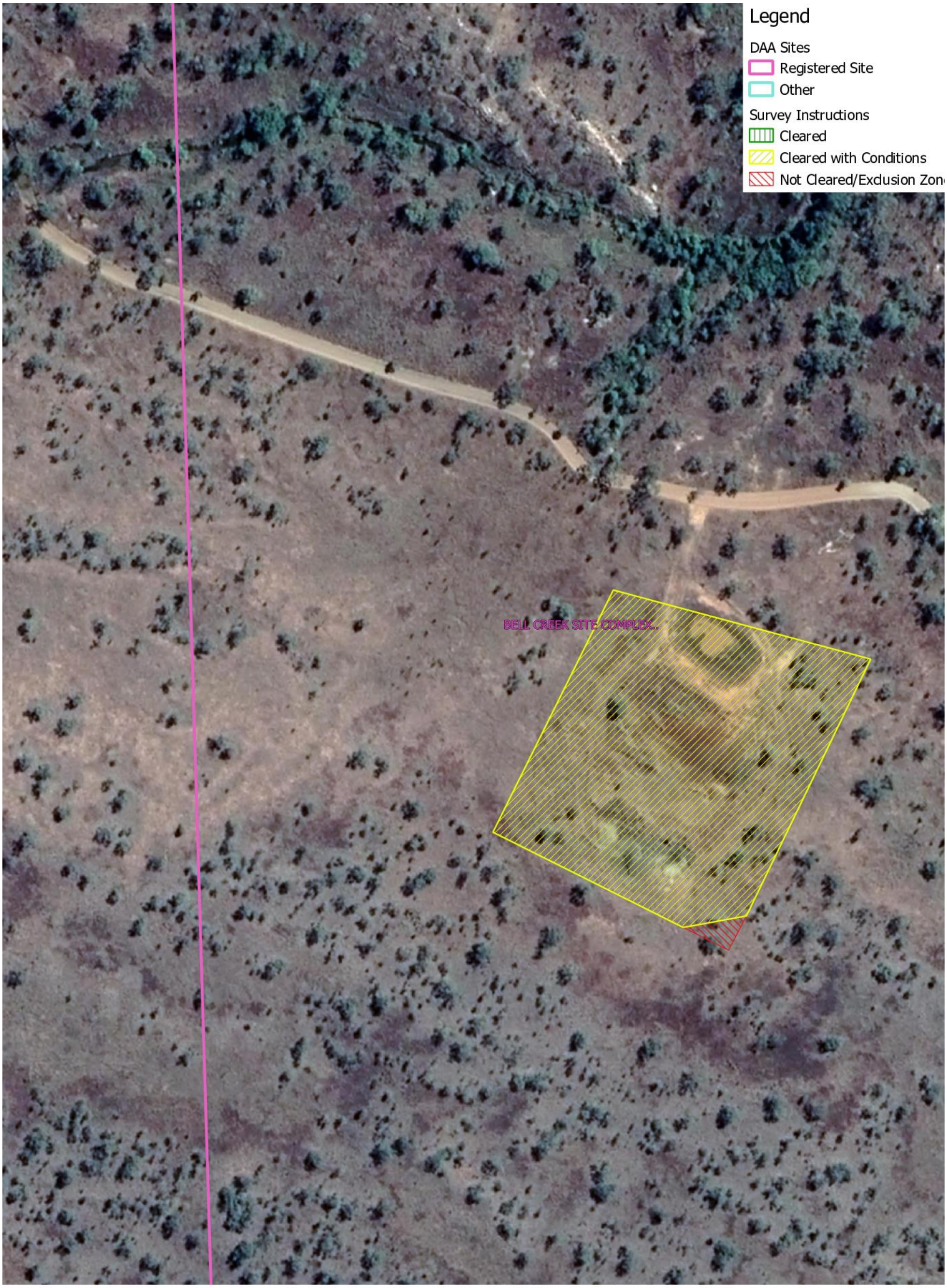
Site Location: Bottom of Silent Grove Airstrip



Appendix B – *Dulundi* (Silent Grove) and *Walarra mindi* (Mt Hart) Gravel Pit Expansion Work Program – *Dulundi* (Silent Grove) Results Maps


Legend
Survey Instructions
Cleared
Cleared with Conditions
Not Cleared/Exclusion Zon
EPSG:4326
WGS 84
0 50 100 m
Silent Grove - Gibb River Road - Gravel Pit - Results Map
Date
2022-0


Legend
Cleared
Cleared with Conditions
Not Cleared/Exclusion Zon
0
50
100 m
EPSG:4326
WGS 84
Silent Grove - Road - Gravel Pit - Results Map
Date
2022-0


Legend
DAA Sites
Registered Site
Other
Survey Instructions
Cleared
Cleared with Conditions
Not Cleared/Exclusion Zon
BELL CREEK SITE COMPLEX..
EPSG:4326
WGS 84
0
50
100 m
Silent Grove - Bell Gorge - Gravel Pit - Results Map
Date
2022-0


Legend
Survey Instructions
Cleared
Cleared with Conditions
Not Cleared/Exclusion Zon
EPSG:4326
WGS 84
0
50
100 m
Silent Grove Airstrip Gravel Pit - Results Map
Date
2022-08

Appendix C – *Dulundi* (Silent Grove) and *Walarra mindi* (Mt Hart) Gravel Pit Expansion Work Program – *Walarra mindi* (Mt Hart) Results Maps


Legend
Survey Instructions
Cleared
Cleared with Conditions
Not Cleared/Exclusion Zon
EPSG:4326
WGS 84
0
25
50 m
Mount Hart - Gravel Pit - Results Map
Date
2022-08

Appendix D – Sites of Cultural Significance near *Walarra mindi* (Mt Hart) Roads and Access Tracks – Results Maps


Legend
Survey Results
Cleared with Conditions
Not Cleared/Exclusion Zon
Bypass Track Start
Bypass Track End
EPSG:4326
WGS 84
0
25
50 m
Barkers Pool Marking Stone - Results Map
Date
2022-0


Legend
Survey Instructions
Cleared
Cleared with Conditions
Not Cleared
Cleared
Cleared with Conditions
Not Cleared/Exclusion Zon
EPSG:4326
WGS 84
0
10
20 m
Mt Hart Road Marking Stone Results Map
Date
2022-0


Legend
Survey Instructions
Cleared
Cleared with Conditions
Not Cleared
Cleared
Cleared with Conditions
Not Cleared/Exclusion Zon
EPSG:4326
WGS 84
0
50
100 m
Annie's Pool Marking Stone Results Map
Date
2022-08

Department of **Biodiversity, Conservation and Attractions**

GOVERNMENT OF WESTERN AUSTRALIA

PARKS AND WILDLIFE SERVICE

Weed and Plant Pathogen Hygiene Procedure Kimberley Region



Cover Photo: Khaki weed (*Alternanthera pungens*) seeds attached to boots following weed control (Photo D.Chemello, DBCA).

Revision Record

Version	Date	Reason for revision	Author	Approved
DRAFT	Jul 2014	Draft document for review	D.Chemello	L.Bentley
1	Dec 2014	Original document	D.Chemello	L.Bentley
2	Dec 2015	Annual revision	D.Chemello	D.Moncrieff
3	May 2018	Revision	D.Chemello	D.Moncrieff
4	Oct 2020	Revision	D.Chemello	C.Olejnik
5	June 2021	External approval	D Chemello B Greatwich	R. Blok

Introduction

Weeds and plant pathogens are recognised as a major threat to biodiversity in the Kimberley. In addition to natural factors (e.g. wind, water, animals), people are a major cause of spread and this can be greatly minimised through strict hygiene controls.

Eradication of weeds and plant pathogens is rarely possible or may require a strategic and sustained commitment for many years. Other species may require ongoing control indefinitely where eradication is unfeasible. There is also the continual pressure of introductions of new species that are well established interstate. Weed infestations in the Kimberley already stretch limited resources, therefore this document promotes the notion that 'prevention is better than cure' and aims to minimise these occurrences.

It is also essential that all staff, particularly those in the field, are well trained in the identification of weed and plant pathogen species and remain vigilant. Early detection of new incursions is vital for eradication. Staff, researchers and visitors to the Kimberley region have the potential to be high risk vectors for weed and plant pathogen spread. The risk can be mitigated by adhering to the standards outlined in this document.

Scope

This document aims to improve current weed and plant pathogen hygiene standards for the Kimberley Region. Whilst having a focus on DBCA tenure, it also includes adjacent lands and other people that access these areas for work or recreation.

Personnel Involved

Any person can spread weeds and plant pathogens and therefore everyone has a responsibility to maintain strict hygiene to minimise that risk. Implementing these standards all-inclusively is challenging, however people must keep their vehicles, machinery, equipment and personal gear clean by regularly inspecting and washing as required.

People include:

- DBCA staff.
- Volunteers.
- Contractors.
- Traditional Owners.
- Indigenous Ranger groups (Fee For Service).
- Scientists, researchers and students.
- Shire/Council staff.
- Tour operators.
- Visitors.
- Mining companies.

Weed, Seed and Plant Pathogen Spread

Weeds, seeds and plant pathogens can be transported by people through a variety of means:

- Vehicles (cars, quad bikes, all-terrain vehicles (ATVs), heavy machinery, trucks, boats).
- Equipment (trailers, slashers, lawn mowers, mulchers, brush cutters, toolboxes, field gear, plant presses, trapping equipment, backpacks, camping gear, swags).
- Clothing (including footwear, laces, socks, trouser cuffs, pockets, gloves).
- Transportation of contaminated goods (soil, hay, road material).

As such they all need to be visually inspected for plant material, seeds, soil/mud, animal matter etc. and cleaned as required.

Plant Pathogens

Plant pathogens are spread via similar mechanisms to weeds. Currently, the highest risk pathogen to the Kimberley Region is Myrtle Rust.

Myrtle Rust

Myrtle Rust was recently found in the Northern Territory so workers in the Kimberley need to remain vigilant for occurrences in WA as it is believed to be a matter of when, not if, it arrives. It is a fungal disease which kills many plants belonging to the Myrtaceae family. Myrtle Rust is currently not in WA, but if it arrives it has the potential to be as significant as Phytophthora Dieback. The Kimberley Region is not an ideal climate for Myrtle Rust, nevertheless it will have significant impacts on flora and ecosystems. National Parks and reserves that attract a lot of eastern states tourists will be at risk. The symptoms to look out for are bright yellow masses of spores on the leaves, stems, flowers and/or fruits of myrtaceous plants.

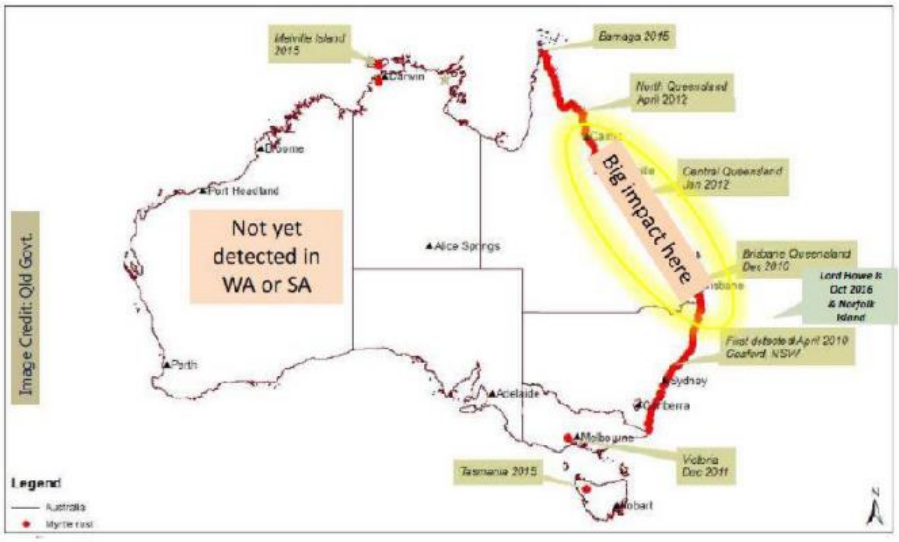


Figure 1: Current Myrtle Rust distribution in Australia (Image: Qld Govt.).



Figure 2 (above): Myrtle Rust yellow spore masses (Photo: Louise Morin, CSIRO).



Figure 3 (right): Myrtle Rust symptoms (Photo: Geoff Pegg).

Rusts are highly transportable (mainly by wind), but the spores can also be spread via contaminated clothing and infected plant material. To ensure Myrtle Rust is not spread or that infestations can be eradicated, the following actions should be taken:

- Do not disturb the plant or take samples.
- Take a photo of the plant and symptoms.
- Immediately wash any clothes and skin that may have come into contact with the spores.
- Report it immediately to your Conservation Coordinator, Exotic Plant Pest Hotline (1800 084 881) and the Forest and Ecosystem Management Division (FEMD) Plant Diseases Program Coordinator Emer O'Gara (9219 9384, 0429 885 240, emer.ogara@dbca.wa.gov.au).
- Ensure any applications/permits to conduct plant sampling work in DBCA tenure state as a condition that all plant collection materials (cardboards, presses, ropes, bags, secateurs, etc.) are sterilised or brand new.
- Equipment (e.g. plant presses) can be wiped or immersed in alcohol (70% or 100%) or methylated spirits to sterilise against Myrtle Rust.

Risk of Weed and Plant Pathogen Spread

Risk of weed and plant pathogen spread is increased under certain conditions including:

- Working around/in infestations.
- Working during seed production periods.
- Working in wet weather conditions.

- Using vehicles, machinery, equipment or raw materials from distant locations (e.g. interstate).
- Using heavy machinery, particularly tracked machines (e.g. dozers) due to potential to transport larger volumes of contaminated material.
- Working on road edges or riverbanks (usually sites of higher weed density and high vector risk areas).
- River crossings.
- Travelling off road or walking off existing walk trails.



Figure 4: Grader Grass seed heads transported in trapping gear (Photo: D.Chemello, DBCA).

General Guidelines for Weed and Plant Pathogen Hygiene

Weed and plant pathogen hygiene involves regularly visually inspecting and washing equipment and vehicles. Some general guidelines to improve weed and plant pathogen hygiene include:

- Allow time in your works program or trip planning to wash vehicles and equipment.
- If the travel history of a vehicle is unknown, treat it as contaminated and wash down prior to use.
- Vehicles may require a washdown on site prior to returning. Equipment to do so may need consideration (e.g. portable high-pressure cleaners and a water source, dust pan and brush, air compressor etc.).
- Stay on sealed roads and main tracks as much as possible. Avoid pulling off the side of the road and where possible park on clear areas such as gravel pits or bedrock.
- Avoid driving in wet conditions and through boggy areas.
- Avoid walking or driving through infested areas, particularly during seed production periods.
- When conducting weed work, park the vehicle away from the infestation and walk in by foot if possible.
- When working around weed infestations, start in clean areas or those with low infestation first, then move to high infestation sites.
- Use removable screens (aluminium screen or air conditioner filter material) over grills and scoops of vehicles to prevent seeds from lodging in the radiator and intercooler.
- Ensure clothing, footwear and gear is clean before entering a vehicle.
- Use gators to minimise seeds attaching to socks and shoes.

- Use appropriate containers to transport weeds or seed and dispose of this material appropriately. Appropriately dispose of (e.g. deep burial or burning) seed on site rather than removing off site to minimise the risk of spreading seeds.
- Avoid creation of additional tracks or roads and consider weed threats if required.
- Use rubber tyred machines rather than track machines when possible.



Figure 5: An intercooler congested with plant material (Photo: P.Hyndes, DBCA).

Cleaning vehicles and machinery

The degree of cleaning required depends on the situation. A wash down may not be required if a visual inspection reveals no dirt or contamination and the vehicle has not left sealed roads. It is important to keep in mind that washing a vehicle for biosecurity purposes is different to washing a vehicle for the sake of presentation. To thoroughly clean a vehicle or machine, follow the guidelines below:

- Inspect the vehicle first to identify the locations that require attention. A full wash down may not be required. A torch and mirror may assist in inspections beneath vehicles.
- Use a combination of brushes, stiff implements (e.g. screwdrivers to remove dried mud), compressed air and water (low and high pressure) to remove the contaminants as the situation requires.
- Start by cleaning the interior of the vehicle (brush or vacuum) including floor mats, foot pedals and seats. Then work from top to bottom when cleaning the exterior, finishing up with underneath the vehicle.
- Sweep or vacuum tool boxes, tubs, and other compartments.
- Inspect and clean beneath the bonnet and in the boot.
- Compressed air (if available) is preferable to water to remove grass seed (e.g. from radiators) as water can make the seeds swell and consequently become lodged. Complete areas that need compressed air prior to using water.
- Most of the contaminants will be collected beneath the vehicle and this is where the focus of washing should be.

- Different makes and models of vehicles/machines collect material in different areas (trap points). Learn how to wash each accordingly.
- Inspect hard to reach locations such as chassis and cross member bars, tow bar fitting, air filters, space between duel wheels, winch housing, battery box, space between radiator cores, behind number plates and on top of the fuel tank.
- Some parts may need to be disassembled/removed to be cleaned thoroughly (e.g. bash plates beneath ATVs, grills removed from intercooler, spare tyre beneath vehicle).
- Visually inspect the vehicle after washing down to locate areas that have been missed. Some areas may require a second wash as high-pressure water can scatter material.



Figure 6: Vegetation, seeds and soil found beneath a removed bash plate of an ATV after it had been thoroughly washed (Photo: D.Chemello, DBCA).

The following considerations need to be taken when washing a vehicle to ensure the safety of the person conducting the wash down and to reduce damage caused to the vehicle:

- Park the car with the handbrake on (consider wheel chocks if necessary).
- Wear protective eye wear.
- Avoid physical contact with hot parts of the vehicle (e.g. exhaust, engine) and avoid wetting these areas.
- Take care to not spray yourself or others with the high-pressure hose.
- Avoid spraying water in the snorkel.
- Avoid damage to vulnerable parts of a vehicle with high pressure water (e.g. radiator fins, seals, paintwork).



Figure 7: Vegetation caught in the spare wheel beneath a vehicle (Photo: D.Chemello, DBCA).

14 DEVELOPMENT SERVICES

14.1 TOWN PLANNING GUIDELINE (TPG1) MINIMUM FINISHED FLOOR LEVEL FOR NEW BUILDINGS FITZROY CROSSING AND CAMBALLIN

File Number: **4160 - Policy (Council)**

Author: **Mark Chadwick, Manager of Development Services**

Responsible Officer: **Wayne Neate, Director Technical and Development Services**

Authority/Discretion: **Legislative**

SUMMARY

Town Planning Guideline TPG1 Minimum Finished Floor Level for New Buildings in Fitzroy Crossing and Camballin is intended to inform future development in the area and minimise future impacts to buildings caused by future flooding, in a way that is consistent with the existing legislative framework. The Guideline did not include finished floor levels at Camballin, as adopted at the 25 May 2023 Ordinary Meeting of Council, the levels had not yet been agreed to.

This report recommends amending Town Planning Guideline TPG1 Minimum Finished Floor Level for New Buildings in Fitzroy Crossing to now include finished floor levels in Camballin.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

At the meeting held on 25 May 2023, Council made the following resolution;

RESOLUTION 60/23

Moved: **Cr Geoff Davis**
Seconded: **Cr Peter McCumstie**

That Council:

1. **Revokes Council Policy (TP3) Minimum Finished Floor Level for New Buildings (Other Than Outbuildings) Fitzroy Crossing and Camballin;**
2. **Endorse the proposed new Town Planning Guideline entitled (TPG1) Minimum Finished Floor Level for New Buildings in Fitzroy Crossing as provided in Attachment 3; and**
3. **Refer all future development applications for the land located in designated flood prone areas in Fitzroy Crossing and Camballin to the Department of Water and Environmental Regulation for review and comment prior to final determination by the local government.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda and Peter McCumstie

Against: Nil

CARRIED 6/0

Camballin was not included at the time of making the guideline for finished floor levels to give further consideration to balancing the risks.

STATUTORY ENVIRONMENT

The legislation relevant to making, revoking or amending local planning policies is *Part 2, Division 2 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.* However, this does not apply in this instance as there is no provision in the existing *Shire of Derby West Kimberley Interim Development Order No.9* (IDO9) for making, revoking or amending local planning policies. However, there is provision under section 4A vi of IDO9 to have due regard for flooding when considering an application under for developmental approval (ie. whether the land in which the application relates is unsuitable for the proposal by reason of it being, or likely to be, subject to flooding, tidal inundation, subsidence, landslip, bushfire or any other risk).

It should be noted the Shire's proposed new Local Planning Scheme No.9, once approved by the Minister for Planning, may be used to ensure there is a legal mechanism in place to help mitigate potential flood risk for any new development. This may be achieved by including special control area provisions or like mechanisms, and is yet to be determined by the Minister following the conclusion of the advertising period scheduled for 26 May 2023.

POLICY IMPLICATIONS

Town Planning Guideline TPG1 Minimum Finished Floor Level for New Buildings in Fitzroy Crossing is in use as an operational guideline when considering development applications that are potentially affected by flooding.

FINANCIAL IMPLICATIONS

There are no financial implications that impact on the Shire budget associated with this report that have not been accounted for. There may however be financial implications for those seeking development approval to ensure sufficient information regarding flood risk and mitigation measures is provided in support of their applications.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.1 Our natural environment	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Approval of buildings that are at risk of flood impacts.	Unlikely	Severe	Low	Referral of potential flood impacted development applications to flood advisory agencies for review and comment prior to final

				determination by the Shire.

CONSULTATION

Shire officers have consulted with the Supervising Engineer Surface Water Assessment and Flood Risk Science, Department of Water and Environmental Regulation, as the relevant agency responsible for providing flood mapping information and advice, as well as the Shire's Principal Planning Officer and the Land Use Planning Division, Department of Planning, Lands, regarding local planning schemes and policy.

COMMENT

To ensure adequate flood protection for future development in Fitzroy Crossing and Camballin, the Department of Water and Environmental Regulation previously recommended all future proposed habitable-type development located within the 100 year ARI floodplain should have a minimum building floor level of 1.0 metres above the 100 year ARI flood level based on the February 2002 flood. It is also recommended any proposed new development within the 100 year ARI floodplain be referred to the Department for review and comment prior to final determination by the Shire.

The flood levels encountered in January 2023 are significantly higher and revised mapping is available. A copy of the Camballin Pre-2023 and Flood Level Advice is provided in Attachment 1.

Some information as provided by the Department of Water, Environment and Regulation which provides some reasoning to the potential levels that will be adopted by the State Government. The National Construction Code (NCC) requires the Finished Floor Level (FFL) of habitable areas to be constructed at least 500 millimetres (mm) above the flood planning level. While the 1% (1 in 100) Annual Exceedance Probability (AEP) event is often adopted for this purpose, decision makers can select a higher level of protection if desired. The department's preliminary analysis indicates the January 2023 flooding significantly exceeded 1 in 100 AEP and was likely somewhere between 1 in 200 AEP and 1 in 500 AEP. The 2023 January floods did exceed the 1% AEP including the NCC minimum requirements.

The state Government has looked at the various options for Camballin and determined that the levels that provided the most practical approach, whilst also potentially minimising already prohibitive impacts of insurance costs for residents, was preferred.

Given the legislative framework regarding local planning policy development mentioned previously above, it is considered that town planning guideline be used. The effect of the town planning guideline will ensure that applicants are, in the first instance encouraged to be directed to the relevant informing agency being the Department of Water and Environmental Regulation to establish appropriate designs for future development. A copy of the proposed amended Town Planning Guideline – (TPG1) Minimum Finished Floor Level for New Buildings Fitzroy Crossing and Camballin, is provided as Attachment 2.

It will be recommended to amend the Town Planning Guideline TPG3 using the same approach preferred by the State Government which is the 1% AEP plus approximately one metre for the FFL for Camballin.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Camballin Pre-2023 and Flood Level Advice**
2. **Town Planning Guideline TPG1 Finished Floor Levels**

RESOLUTION 73/23

Moved: Cr Paul White
Seconded: Cr Andrew Twaddle

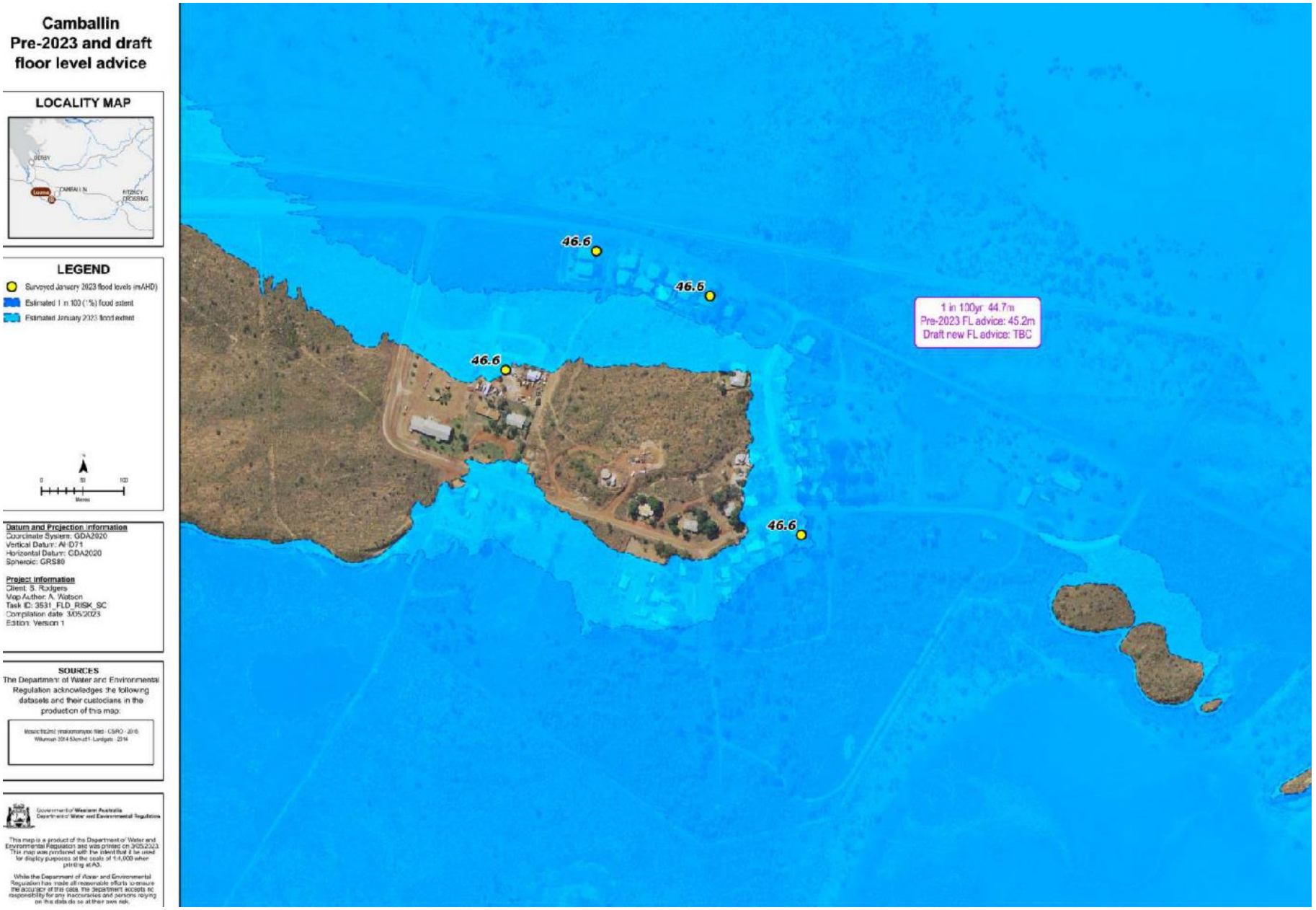
That Council:

1. **Endorse the amendment to Town Planning Guideline entitled (TPG1) Minimum Finished Floor Level for New Buildings in Fitzroy Crossing and Camballin as provided in Attachment 2; and**
2. **Refer all future development applications for the land located in designated flood prone areas in Fitzroy Crossing and Camballin to the Department of Water and Environmental Regulation for review and comment prior to final determination by the local government.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0


Camballin
Pre-2023 and draft
floor level advice
LOCALITY MAP
LEGEND
Surveyed January 2023 flood levels (mAHD)
Estimated 1 in 100 (1%) flood extent
Estimated January 2023 flood extent
Datum and Projection Information
Coordinate System: GDA2020
Vertical Datum: AHD71
Horizontal Datum: GDA2020
Spheroid: GRS80
Project Information
Client: S. Rodgers
Map Author: A. Watson
Task ID: 3531_FLD_RISK_SC
Compilation date: 30/5/2023
Edition: Version 1
SOURCES
The Department of Water and Environmental Regulation acknowledges the following datasets and their custodians in the production of this map:
This map is a product of the Department of Water and Environmental Regulation and was printed on 30/5/2023
While the Department of Water and Environmental Regulation has made all reasonable efforts to ensure the accuracy of this data, the department accepts no responsibility for any inaccuracies and persons relying on the data do so at their own risk.
46.6
46.6
46.6
46.6
1 in 100yr 44.7m
Pre-2023 FL advice: 45.2m
Draft new FL advice: TBC

Shire of Derby / West Kimberley

(TPG1) TOWN PLANNING GUIDELINE MINIMUM FLOOR LEVEL FOR NEW BUILDINGS FITZROY CROSSING AND CAMBALLIN

1. POLICY OBJECTIVE

To minimise the potential for flood damage to new buildings within Fitzroy Crossing and Camballin.

2. POLICY STATEMENT

This policy applies to all new buildings within Fitzroy Crossing and Camballin.

3. POLICY DEFINITIONS

AHD – The Australian Height Datum (AHD) is the official national vertical datum for Australia and refers to Australian Height Datum 1971 (AHD71; Australian mainland) and Australian Height Datum (Tasmania) 1983 (AHD-TAS83).

AEP – Annual Exceedance Probability (measured as a percentage) is a term used to describe how likely a flood is to occur in a given year.

Habitable Building means any structure or portion thereof used or designed for human habitation/occupancy.

Non-Habitable Building means any structure or portion thereof not used or designed for human habitation/occupancy.

4. FINISHED FLOOR LEVEL (FFL) FOR NEW HABITABLE BUILDINGS ABOVE JANUARY 2023 FLOOD LEVELS. (noting Camballin as an exception)

4.1 The finished floor level for all habitable buildings shall be a minimum of 1 metre above the 1 in 100 AEP for Fitzroy Crossing and Camballin - Flood levels shown in the following table for January 2023 event:

Location	Jan 23 flood level (m) AHD	Height (m) of Jan 23 flood above 1 in 100 AEP	1 in 100 AEP	Draft FFL
Loambun / Parukupan	110.6	0.5	110.2	111.2
Fitzroy Lodge	111.0	0.65	110.35	111.35
Fitzroy Crossing town	111.7	0.95	110.75	111.75
Yurabi Road	111.7	0.6	111.1	112.1
Emmanuel Way	111.3	0.9	110.4	111.4
Skuthorpe Road (Crossing Inn)	111.8	0.9	110.9	111.9
Junjuwa	112.0	1.05	110.95	111.95
Burawa	112.1	1.0	111.1	112.1
Darlyngunaya	112.3	1.05	111.25	112.3
West of Crossing	112.0	0.9	111.1	112.1
Bungardi	112.5	1.1	111.4	112.5
Camballin	46.6	1.9	44.7	45.7

Shire of Derby / West Kimberley

5. FINISHED FLOOR LEVEL FOR NEW NON-HABITABLE BUILDINGS AND EXISTING APPROVED HABITABLE AND NON-HABITABLE BUILDINGS

5.1 The local government has discretion to consider a minimum finished floor level less than 1 metre above the 1 in 100 AEP as per attached mapping from Department of Water Environment and Regulation under the following circumstances:

a) The proposed development is a minor extension to an existing building or structure already approved and constructed; or

b) The non habitable building or structure is ancillary development to a dwelling on the same lot inclusive of a carport, garage, patio, pergola, gazebo, and outbuilding; or

c) The local government considers fill is impractical and/or will have a negative impact on an established streetscape.

6. REFERALS TO THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION

6.1 It is strongly recommended all landowners/applicants undertake pre-consultation with the Department of Water and Environmental Regulation to determine and confirm the final finished floor levels required to mitigate any future potential flood risk and prepare and submit plans in support of their development applications that reflect the advice and recommendations received from the Department. A copy of advice received from the Department should accompany the development application submitted to the local government as this may save considerable time processing the application.

6.2 Where a landowner/applicant does not undertake pre-consultation with the Department of Water and Environmental Regulation or provide evidence of pre-consultation, the local government will refer the application to the Department for review and comment.

6.3 The local government will have due regard to the advice and recommendations received from the Department when determining development applications.

Policy Details			
Original Adoption Date:	25th May 2023	**Review Frequency (Annual/Bi-ennial):**	Bi-ennial
		Next Review Due:	April 2025
Policy Implementing Officer or Team:	Manager Development Services	**Policy Reviewer:**	Manager Development Services
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Department of Water and Environmental Regulation – Fitzroy Crossing Flood Management Strategy – Flood Level Maps January 2023		
Version Control Council Meeting Review Details:			
Review #:	**Council Meeting Date:**	**Item/Resolution#:**	
1.	25th May 2023	60/23	
2.	29th June 2023		

15 COMMUNITY AND RECREATION SERVICES

15.1 REQUEST FOR VARIATION TO FUNDING ARRANGEMENT - MOWANJUM FESTIVAL 2023

File Number: **GS/045/5**

Author: **Christie Mildenhall, Acting Director of Community Services**

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

Authority/Discretion: **Executive**

SUMMARY

Due to the recent loss of senior cultural leaders at the Mowanjum Community the organisers of the 25th Mowanjum Festival have made the decision to postpone the event scheduled for 7 July 2023 to 5 July 2024. The Mowanjum Arts and Culture Centre (MACC) has requested a variation to the funding agreement with the Shire of Derby / West Kimberley to allow funding provided for the 2023 event to be used next year.

DISCLOSURE OF ANY INTEREST

Nil by Author or Authoriser.

BACKGROUND

The Mowanjum Festival is the longest running Indigenous dance festival in the Kimberley region. 2023 was due to be the 25th edition of the Festival. In recognition of this significant milestone at the April 2023 Ordinary Council Meeting the Council endorsed a recommendation to provide the MACC with $10,000 (ex GST) funding as a contribution towards the cost of the event;

RESOLUTION 38/23

Moved: Cr Peter McCumstie
Seconded: Cr Andrew Twaddle

That Council:

1. **Approves a $10,000 (ex GST) contribution to the Mowanjum Art and Cultural Centre to support the delivery of the 2023 Mowanjum Festival subject to:**
   - **(a) Relevant event approvals being obtained;**
   - **(b) Submission of an acquittal at the conclusion of the event;**
   - **(c) Suitable promotional recognition of the Shire's contribution (in line with being a second tier sponsor); and**
   - **(d) Access to the event by a Shire provided photographer with permission to use the images for promotional purposes by the Shire.**
2. **Notes that Mowanjum Arts and Cultural Centre is to be advised that the additional funding for the 2023 event is not indicative of future funding.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

STATUTORY ENVIRONMENT

Part 6 – Financial Management of the *Local Government Act 1995* applies to this report in that each year Council allocates an annual budget to donate to community organisations through the Community Funding Scheme.

POLICY IMPLICATIONS

Policy F19 – Community Funding Scheme provided guidance as to the provision of financial and non-monetary assistance to community groups and not-for-profit organisations by the Shire.

FINANCIAL IMPLICATIONS

The $10,000 (ex GST) awarded for the Mowanjum Festival at the April 2023 meeting has been processed and provided to the MACC. By allowing the funding to be used for the 2024 Festival there will be no budgetary implications in the 2023/24 budget. It will, in effect, increase the pool of funds available to community organisations next financial year as this sponsorship will have be costed to the 22/23 budget.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	2.3 Vibrant and culturally rich communities	2.3.1 Support the growth and development of arts and cultural programs, services, places and spaces

2. Community	2.3 Vibrant and culturally rich communities	2.3.2 Facilitate and/ or contribute to community events, cultural activities and festivals
2. Community	2.3 Vibrant and culturally rich communities	2.3.3 Record, recognise, preserve and celebrate the district's culture, history and hertiage
2. Community	2.4 Sustainable Communities	2.4.1 Support and assist volunteer, community and sporting groups
3. Economy	3.2 Strong economy	3.2.2 Endeavour to increase visitor numbers, length of stay, spend and return

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Reputation: Public perception of Shire if variation to agreement is denied as events leading to cancellation of event are outside of MACC's control.	Possible	Moderate	Medium	Allow variation to agreement.

CONSULTATION

The request to vary funding agreement was made following consultation by the Mowanjum Festival organising committee with their event key stakeholders. No further consultation is thought to be necessary.

COMMENT

In the 2022/23 budget the Shire had allocated $5,000 (ex GST) for sponsorship of the 2023 Festival. Following a request from the MACC at the April Ordinary Council meeting a decision was made to provide and additional $5,000 (ex GST) in event sponsorship to the 2023 Mowanjum Festival, in acknowledgement of the 25th anniversary of the Festival.

The Mowanjum Festival was established in 1997 to share the Lore and culture of the Ngarinyin, Worrorra and Wunumbul tribes who form the Mowanjum Community. The 2023 Festival had been scheduled to be held on Friday 7 July. However, due to the recent loss of several senior cultural leaders in the Community, the most recent of which occurred at the start of June, a decision was made to postpone the 2023 out of respect to these elders. The individuals were all founding members of the MACC and the festival.

MACC has submitted a request to vary the agreement with the Shire and use the funds provided to fund the 2024 Festival. As this funding was provided as a decision of Council it is necessary for Council to determine if the variation be allowed.

It has been indicated that the only change being made to the original request is the date on which the event is to occur. All other aspects remain the same.

The payment of funds has already occurred. Should Council decide to not allow the variation this funding would need to be repaid by MACC.

The operational budget for 'Donations to Community Groups' is under budget with no further expenditure expected this financial year. By allowing the change of date under the current agreement the funding pool for all community organisations is essentially increased as this event will not need to be funded from the 2023/24 budget.

Additionally, whilst the budget for the 2023/24 financial year is yet to be set Council's decision did stipulate that the payment of $10,000 was a one off and is not an indication of future payments. By allowing the extension it is likely that MACC would receive a greater guaranteed contribution towards the event, as it cannot be guarantee Council would award $10,000 if it was requested again.

The Mowanjum Festival is a major event that has been held in July each year (with few exceptions). There have been no indications that the event will not be held again in the future.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Request for Funding Variation - Mowanjum Festival 2023

RESOLUTION 74/23

Moved: Cr Peter McCumstie
Seconded: Cr Geoff Davis

That Council;

1. **Accepts the request from Mowanjum Arts and Cultural Centre to vary the event sponsorship funding agreement for the 2023 Mowanjum Festival, allowing funding to be utilised for the 5 July 2024 event;**
2. **Notes that all other conditions of the previous funding arrangement remain the same; and**
3. **Authorises the Chief Executive Officer to negotiate with the Mowanjum Arts and Cultural Centre and approve future variations in the agreement for the 2023 / 2024 Mowanjum Festival, unless deemed to be a major variation that requires consideration from Council.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

From: Lotte Waters <manager@mowanjumarts.com>
Sent: Tuesday, 6 June 2023 1:10 PM
To: Amanda Dexter
Subject: Mowanjum Festival

Dear Amanda, Today the Board of Directors and senior community members made the very difficult decision to postpone the 2023 Mowanjum Festival to 5th July 2024.

The Mowanjum Community and Mowanjum Aboriginal Art and Culture Centre has suffered such immense loss of so many senior cultural leaders - all founding members of the Mowanjum Aboriginal Art and Culture Centre and the Mowanjum Festival. This includes D. Woolagoodja, F.Dolby, J. Oobagooma, L. Ward, M. Morlumbun and now just last week Mr. P.Duckhole.

In respect to all of these senior figures the 25th Mowanjum Festival will be held on the 5th of July, 2024.

This is very sad. We would like to apply for a variation on this year's sponsorship to next year.

Please call me if you need further information.

Kind Regards

Lotte Waters
Manager

M: 0439 689 846
P: (08) 9191 1008
A: PO Box 252 Derby WA 6728

MOWANJUM
ABORIGINAL ART & CULTURE CENTRE

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 NEW BUSINESS OF AN URGENT NATURE

MOTION

RESOLUTION 75/23

Moved: Cr Andrew Twaddle
Seconded: Cr Peter McCumstie

That Council accepts the late item 17.1 – Resignation Councillor Evans, and Deferral of Re-election.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0

17.1 RESIGNATION - COUNCILLOR EVANS, AND DEFERRAL OF RE-ELECTION

File Number: **4150**

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

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

Authority/Discretion: **Administrative**

SUMMARY

Cr Linda Evans has recently tendered her resignation (effective 26 June 2023) of her position of Elected Member at the Shire of Derby/West Kimberley.

There are options for consideration in this circumstance, but this report recommends that Council seeks the Electoral Commissioner's consent to leave the Councillor position unfilled, and defer the filling of the vacancy until the October 2023 Ordinary Election date.

DISCLOSURE OF ANY INTEREST

Nil by Author.

BACKGROUND

Cr Linda Evans has recently tendered her resignation of her position of Elected Member at the Shire of Derby/West Kimberley (in accordance with S2.31 of the Local Government Act). The resignation took effect from Monday 26 June 2023, the date of delivery of the resignation notice. The office of this member of council is therefore vacant as per S2.32.

Unless an exemption can be obtained, an extraordinary election for the remainder of Cr Evans' term (until October 2025) is required to be held in this situation as the resignation took effect prior to the third Saturday in July (S4.16). That extraordinary election is required to be held within four months (S4.9). Whilst the extraordinary election should be held as soon as reasonably practical, the latest allowable date for an extraordinary election would be 25 October 2023, a date shortly after the 21 October 2023 Ordinary Election Day.

There are two significant and unusual events impacting on the "ordinary" local government elections for 2023. One, the date itself is subject to the upcoming "Voice" Referendum date not conflicting, in which case the WA local government election date will alter, and two, recent changes to the Local Government Act (understood to be scheduled for Gazettal on 30 June 2023) will require a number of WA local governments, including the Shire of Derby/West Kimberley, to have a "full spill" of Councillors at these October 2023 elections. A full spill means that even those Councillor positions, like Cr Evans, with 2025 terms, will become vacant and become part of the 2023 elections program.

A local government can seek the WA Electoral Commissioner's consent to leave a resigned councillor's position unfilled, and defer the filling of that vacancy until the next ordinary election date (vis. 21 October 2023). History shows that there is a common trend by local governments to do this and to not fill elected member vacancies when resignations occur close to elections, and even when they occur more than several months prior, generally as a cost saving measure. The result of each application would be subject to the individual circumstances of each case.

STATUTORY ENVIRONMENT

Local Government Act S2.31 (Resignation) states that an elected member may resign via a written and signed notice delivered to the Chief Executive Officer. The resignation takes effect from the date of the delivery of the letter.

Local Government Act S2.32 (How extraordinary vacancies occur in offices elected by electors) states that the office of a member of council becomes vacant upon resignation.

Local Government Act S's4.8 and 4.9 (Extraordinary elections; and Election day for extraordinary election) states that an extraordinary election is to be held upon the resignation of a Councillor, on a date fixed by the Council that is no later than four months after the vacancy occurred.

Local Government Act S4.16 (Postponement of elections to allow consolidation) provides the opportunity where a vacancy occurs after the third Saturday in January but before the third Saturday in July in an election year, for the council to seek the approval of the Electoral Commissioner, to fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

Local Government Act S4.17 (Cases in which vacant offices can remain unfilled) outlines the minimum requirements for an elected member's position to remain vacant, which includes that 80% of the number of offices of member of the council in the district are still filled.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

If the extraordinary election cannot be avoided, then the Shire will need to accommodate the costs of that election.

The estimated Electoral Commission costs for a single vacancy no-wards extraordinary election would be expected to be about $20-25,000. Notably, the costs for a normal multi-vacancy election are not much more than this, and that is because most of the costs are related to the preparations and the conducting of the election, which is essentially the same for one, or multi vacancies. The saving between the two is largely gained by the lesser amount of time taken to

count the votes cast. In addition, the Shire would need to fund the cost of providing staffing for early voting, office space, and motor vehicle costs, but vehicle fuel excepted, these costs are already accommodated within the budget.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: An additional but possibly avoidable expense will be incurred if an application for exemption is not lodged.	Almost Certain	Minor	High	Seek the Electoral Commissioner's consent to defer the election.
Reputation: Not directly considering the consequences of the extraordinary election could result in community confusion and adverse commentary.	Likely	Moderate	High	Seek the Electoral Commissioner's consent to defer the election, and also, publicise the Council's decision and reasoning, particularly to the Shire's pastoral areas.

CONSULTATION

No community consultation considered to be required, or realistically is able to be undertaken, as the Council needs to meet strict legislative timing requirements outlined by the Local Government Act.

Consultation will occur with the Electoral Commissioner post the Council's decision.

COMMENT

Whilst it is important to have a full council representation as this provides the best mix of views for the council's decision making process, there are numerous sound arguments that would support a delay to the reappointment of this elected member position. One point in particular however, is that Council has lost a direct line of communication with the pastoral area of our Shire, and whilst all elected members represent all electors, extra vigilance to this aspect of Council decision making would be warranted until the October elections are held.

The arguments in favour of seeking a deferral of the reappointment of the vacant elected member position are numerous and considered to be overwhelming, namely:

1. the fact that this is the only vacancy on the Shire of Derby/West Kimberley's Council (and therefore more than 80% of Councillors are still in place);
2. there will be public confusion (and anger from some) about the justification and wisdom of holding an earlier extraordinary election that would only result in an elected member being in place for perhaps only a few weeks prior to the October 2023 "full spill" election then occurring;
3. that the *Australian Constitution Voice Referendum* date is also likely to be close to any extraordinary election (as well as the statutory third Saturday in October WA local government election date);
4. the relative closeness of the resignation to the third Saturday in July (S4.16) and the October 2023 elections;
5. that an earlier extraordinary election for one seat would create broad-based community confusion in regard to the scheduled 2023 "full spill" 21 October election;
6. that an earlier Extraordinary Election for one seat would impact on all 21 October election candidates to effectively engage the community and encourage their participation;
7. that an earlier Extraordinary Election for one seat will likely result in a lower voter participation for the 21 October "full spill" election;
8. that due to the ongoing organisational impacts of the ex-tropical cyclone Ellie floods in the district, an (un-necessary) extraordinary election will adversely impact upon our employees' ability to service the community as well as they otherwise could have, and
9. that the cost of the extraordinary election would be an unhelpful impact upon the Shire's ability to provide other community benefits and an unwelcome added cost for ratepayers.

This report therefore suggests that Council promotes that it would be appropriate for the Electoral Commissioner to decide to allow this vacancy to remain vacant/unfilled for the time being, and for the position to be filled as part of the 21 October 2023 Ordinary Election process.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

Nil

RESOLUTION 76/23

Moved: Cr Paul White
Seconded: Cr Peter McCumstie

That Council by Absolute Majority:

1. acknowledges and accepts Cr Linda Evans' resignation, effective 26 June 2023, thanks her for her valuable contribution to the Council over her period as an elected member, and wishes her and her family well for the future; and

2. requests that the Western Australia Electoral Commissioner permits this elected member vacancy to remain vacant until the October 2023 election day.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle and Peter McCumstie

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

18 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)

- Nil

19 CLOSURE

19.1 Date of Next Meeting

The next ordinary meeting of Council will be held Thursday, 27 July 2023 in the On Country - Remote Aboriginal Community.

19.2 Closure of Meeting

The Presiding Member closed the meeting at 5:57pm**.**

These minutes were confirmed at a meeting on

……..

Signed: …….

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

Date: ……..

REPORTS

7 CORPORATE SERVICES

7.1 ADOPTION OF THE 2023 - 2024 ANNUAL BUDGET

File Number: **5120**

Author: **Tamara Clarkson, Acting Director of Corporate Services**

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

Authority/Discretion: **Executive**

Still finalising statutory budget, an updated item will be sent as soon as possible with attachment (2023/2024 Budget).

SUMMARY

Council is requested to consider adopting the Shire of Derby/West Kimberley 2023-24 Annual Budget comprising the following:

1. The 2023-24 Differential Rates, Minimum Payments and Instalment Payment Arrangements;
2. The 2023-24 Fees and Charges Schedule;
3. The 2023-24 Elected Member Sitting Fees and Allowances;
4. The 2023-24 Municipal Fund Budget; and
5. The 2023-24 Materiality Threshold for variance reporting.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Local Governments must prepare annual budgets in the format prescribed in the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

- ***Fees and Charges 2023 – 2024:*** Per sections 6.16 to 6.19 of the Act, a local government may impose a fee or charge for any goods or services it provides. Fees and charges must be imposed when adopting the annual Budget. However, it may also be imposed or amended during the year if necessary.
- ***Elected Members Sitting Fees 2023 – 2024:*** The Admin Regs prescribe minimum and maximum amounts for Councillor Sitting Fees and Allowances. Elected Member Sitting Fees and Allowances are reviewed annually by the Salaries and Allowances Tribunal (SAT) and by Council during the budget development process.
- ***Municipal Fund Budget 2023 – 2024:*** Under section 6.2(1) of the Act and Local Government (Financial Management) Regulations 1996 (FMR), Council is required to prepare and adopt an annual budget for each financial year. The legislation prescribes the form and content of the annual Budget, which must include statements of income, cash flow and rates setting.

- ***Materiality Threshold:*** Each financial year, a local government is to adopt a percentage or value, calculated under the Australian Accounting Standards (AASB), to be used for reporting material variances in the monthly statement of financial activity under AASB 1031 Materiality and FMR 34(5). The Materiality Threshold is an internal control measure that prevents financial loss caused by an omission, misstatement or non-disclosure of financial information. The Materiality Threshold also minimises administrative inefficiency, ensuring only those variances representing a medium or high-level risk are reported to management and Council.

The draft budget incorporates aspects workshopped with Councillors.

STATUTORY ENVIRONMENT

Section 6.2 of *the Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2021/2022 draft budget as presented is

Local Government Act, 1995

- 6.2 Local Government to prepare Annual Budget
- 6.32 Rates and Service Charges
- 6.33 Differential General Rates
- 6.34 Limit on Revenue or Income from General Rates
- 6.35 Minimum Payments
- 6.36 Local Government to give notice of certain rates
- 5.98 Fees etc. for Council Members
- 5.98A Allowance for Deputy Mayor or Deputy President
- 5.99 Annual Fee for Council Members in lieu of fees for attending meetings
- 5.99A Allowances for Council Members in lieu of reimbursement of expenses
- 6.16 Imposition of Fees and Charges
- 6.17 Setting level of Fees and Charges
- 6.51 Accrual of Interest on Overdue Rates or Service Charges
- 6.45 Options for Payment of Rates or Service Charges

Local Government (Financial Management) Regulations 1996

- 52 Minimum Payment — Maximum Percentage — s6.35(4)
- 70 Maximum Rate of Interest on Overdue Rates and Service Charges — s6.51(2)
- 68 Maximum Interest component in Instalments — s6.45(4)(e)
- 67 Additional charge for payment by Instalments
- 34 Financial Activity Statement Report — s6.4
- 5A Local Governments to comply with AAS

Local Government (Administration) Regulations 1996

- 30 Meeting Attendance Fees (Act s5.98(1) and (2A))

Waste Avoidance and Resource Recovery Act 2007

- 66 Local Government may impose Waste Collection Rate
- 67 Local Government may impose Receptacle Charge
- 68 Fees and Charges fixed by Local Government

Salaries and Allowances Tribunal Determination Dated 11 April 2017

Planning and Development Act 2005 and associated Regulations

Health Act 1911 and associated Regulations

Freedom of Information Act 1992 and associated Regulations

Litter Act 1979 and associated Regulations

Dog Act 1976 and associated Regulations

Cat Act 2011 and associated Regulations

Australian Accounting Standards

POLICY IMPLICATIONS

FM2 – Budget Issues

FM3 – Rates

FM5 – Loans

AF14 – Significant Accounting Policies

AF20 – Rating Administration

C12 – Elected Members Fees and President's Allowances

FINANCIAL IMPLICATIONS

The budget is the primary financial document for the 2023 – 2024 financial year and sets the parameters for expenditure of Shire resources.

The Draft 2023 – 2024 Budget provides for the following income and expenditure:

- Operating Revenue $XX
- Operating Expenditure $XX
- Capital Expenditure $XX
- Capital Revenue $XX

Financial implications are detailed in the budget papers. All amounts quoted in this report are exclusive of GST, unless otherwise stated.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Council does not endorse the 2023/2024 budget with the consequential risk of deferred cash flow and thus inability to meet financial commitments.	Unlikely	Major	Extreme	Delegated authority to the CEO to incur expenditure under the *Local Government Act 1995* until budget endorsement. As consideration of the budget document could not occur at a meeting prior to 31 August, Ministerial approval would be required for an extension.
Legal & Compliance: Council does not endorse the 2023/2024 budget with the consequential risk of deferred cash flow and thus inability to meet financial commitments.	Unlikely	Major	Extreme	Delegated authority to the CEO to incur expenditure under the *Local Government Act 1995* until budget endorsement. As consideration of the budget document could not occur at a meeting prior to 31 August, Ministerial approval would be required for an extension.
Organisation's Operations: Council does not endorse the 2023/2024 budget with the consequential risk of deferred cash flow and thus inability to meet financial commitments.	Unlikely	Major	Extreme	Delegated authority to the CEO to incur expenditure under the *Local Government Act 1995* until budget endorsement. As consideration of the budget document could not occur at a meeting prior to 31 August, Ministerial approval would be required for an extension.
Reputation: Council does not endorse the 2023/2024 budget with the consequential risk of deferred cash flow and thus inability to meet financial commitments.	Unlikely	Major	Extreme	Delegated authority to the CEO to incur expenditure under the *Local Government Act 1995* until budget endorsement. As consideration of the budget document could not occur at a meeting

				prior to 31 August, Ministerial approval would be required for an extension.

CONSULTATION

Internal consultation has occurred between all departments and through briefings held with Elected Members.

Moore Australia (WA) Pty Ltd

COMMENT

The 2023/2024 Draft Annual Budget for the year ending June 2024 is prepared and delivers on the Shires strategies adopted in the Strategic Community Plan and Corporate Business Plan.

The Budget is a fiscally responsible Budget which provides for the maintenance of service levels, ongoing focus on road infrastructure and the financing of Port and Airport capital works.

The Budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting.

The 2023/2024 Budget is a balanced budget that represents the efficiencies and improvements that have occurred over the last few years.

Key considerations include:

- Quarterly Budget Reviews;
- A continued focus by Officers in leveraging Council funds to attract significant grant funding;
- Improved Asset Management Planning;
- Implementing energy efficiencies across Fitzroy Crossing and Derby Assets;
- Improved systems, record management and procedure mapping;
- Proactive debtor management and improved debt recovery;
- Improved management of the rate book;
- Ongoing review of GRV rating for capital improvements and change in land use;
- Review of plant and fleet and disposal of underutilised fleet; and
- Ongoing internal review, quality assurance and governance considerations.

Preparation of the 2023/2024 Budget was particularly challenging given the fiscal climate and the following considerations:

- Employee Costs which account for over $12M of the operating budget are scheduled to increase 2.5% under current enterprise bargaining agreements influenced by both the National CPI and federal award minimum wage directions;
- Increased mandatory superannuation guarantee contributions under the super Guarantee Act, from 10.5% in 2022- 23 to 11% in 2023-2024;
- March State CPI of 5.8% applies to many of Council's general contracts and are expected to raise the cost of these services significantly for the financial year;

- Various tariffs and expenses were budgeted using inflation estimates derived from WALGA's Local Government Cost Index (LGCI) at 3.3%. Increases now expected to be in the quantum of 3.5% for utilities and 5.1% for insurance; and
- Low interest rates continue to impact return on investment from revenue reserves while driving borrowing rates higher.

Rates have been able to be contained to a reasonable level of increase across the categories despite inflation figures above 7%.

2023 – 2024 General Rates, Minimum Payments and Instalment Payment Arrangements

As part of the budget process, Council must determine the general rate in the dollar and minimum payments for the 2023 – 2024 financial year.

The current economic climate is challenging with high CPI being recorded across all sectors. From a State perspective, the end of COVID stimulus such as childcare, electricity and fuel subsidies has resulted in a further escalation of inflation rates. Locally, housing and staff shortage are continuing to impact the community and ratepayers.

In regards to Council operations, materials and contractor costs have escalated significantly on the back of COVID, global supply chain shortages, and the increased rollout of infrastructure works post COVID. Staffing costs, which have seen low wage rate increases over several years, have escalated in line with inflation, resulting in increases forecast to operating expenses in 2023 -2024.

Economic forecasts point to continued housing and staff pressures coupled with high inflation. Global supply chain shortages resulting from COVID will continue, placing demand on materials and service providers and keeping costs high.

Council has been cognisant of these impacts in developing the 2023 -2024 Annual Budget and recognises the need for a general rate increase which will keep pace with increased cost pressures. Following deliberations and feedback provided at the Councillor Budget Workshops it was identified that a suitable rate of revenue was required to achieve a balanced budget in 2023 -2024 which was achievable via a 5% rate change for GRV and a 5% rate change for UV (including minimum payments).

The setting of minimum rates payments within rating categories recognises that every property within the district receives some minimum level of benefit from the works and services provided by the Shire, which is shared by all properties regardless of size, value and use.

The proposed Rate in the Dollar (RID) and Minimum Payment for each rating category is summarised in the table below:

General Rate Category	Rate in the Dollar (cents)	Minimum Payment
GRV	**$0.140472**	**$1,596.00**
UV	**$0.83473**	**$ 619.50**

Instalment Interest, Penalty Interest and Other Administration Fees

Under section 6.45 and 6.51(1) of the Act, Council can charge interest on unpaid rates and rates paid on an approved instalment plan. The maximum interest rate for outstanding rates and other monies owed to Council is prescribed by Regulation 70 of the FMR and is currently 11%. Instalment interest is set at 7% as prescribed under FMR 68.

Under the *Local Government (COVID-19 Response) Amendment Order 2022,* local governments with an endorsed COVID-19 Financial Hardship Policy, such as the Shire of Derby/West Kimberley, can charge 5.5% instalment interest and up to 8% penalty interest to ratepayers who are not in hardship. This change is not expected to impact the Budget significantly and any reduction in interest income will be addressed in the first quarter Budget review of 2023 – 2024.

Under FMR 67, instalment charges are set to provide full or partial reimbursement of administration costs. The individual instalment transaction fee of $20.00 is set to reflect the administration cost in handling the instalment options provided to ratepayers.

A nominal $59.00 fee is proposed for administration costs incurred when actioning requests to enter into alternative payment arrangements which demand significant time for officers to process. The charge has been formulated to offset administration costs partially.

Due Dates for the Payment of Rates and Treatment of Non-Payment of Debts

To maintain consistency with previous years, the due dates for the payment of rates are proposed as per below:

Instalment Option	**Payment Due Date**
Proposed rate notice issue date:	1 September 2023
Full Payment	6 October 2023
Two Instalment Option	
First instalment	6 October 2023
Second and final instalment	12 January 2024
Four Payment Option	
First instalment	6 October 2023
Second instalment	8 December 2023
Third instalment	9 February 2024
Fourth and final instalment	12 April 2024

In addition to the above, alternative payment arrangements are available to ratepayers to meet their obligations by year-end.

The overall objective for the 2023 -2024 rating approach is an attempt to ease the burden of the GRV rating category, whilst ensuring that the rates revenue required to balance the budget is collected on an equitable basis, enabling the Shire to provide facilities, infrastructure and services to the entire community.

The Capital Works Program (excluding repayment of Borrowings and Reserve Transfers) includes the following major projects:

Project	$
Geikie Gorge Road - Sealing and improvements to Bungardi floodway	$915,000.00
Fairfield Leopold Downs Road Reconstruct improve drainage and gravel sheet	$700,000.00
Wharfinger Safety and Maintenance	$210,000.00
Fitzroy Swimming Pool Reinstatement of Amenities building following fire	$407,000.00
Security Upgrades Derby and Fitzroy Crossing	$285,000.00
Staff Housing Project	$6,000,000.00
Lighting, Fencing and Seating upgrade at Derby Recreation Centre	$1,032,950.00
Lighting and Fencing at Fitzroy Crossing Town Oval	$2,016,750.00
Plant renewal	$1,136,646.00
Continuing emergency works as a result of Ex TC Ellie flooding	$9,845,800.00
Fitzroy Crossing Airstrip Reconstruction	$3,000,000.00

Elected Member Allowances

It is proposed that Elected Member Fees and Allowances remain unchanged in 2023 - 2024.

Fees & Charges

The 2023 – 2024 fees and charges were reviewed to maximise full cost recovery without hindering patronage for services. The fees and charges were presented to Council in June to enable implementation from 1 July 2023. Further changes have been identified and these are highlighted within the attachment.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

Nil

RECOMMENDATION

General Rates and Minimum Payments on Gross Rental and Unimproved Values

That Council by ABSOLUTE MAJORITY pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values:

General Rate Category	Rate in the Dollar (cents)	Minimum Payment
GRV	**$0.140472**	**$1,596.00**
UV	**$0.83473**	**$ 619.50**

And;

Notes under section 6.34 of the *Local Government Act 1995* the revenue estimated to be yielded by the general rates imposed for the 2023-24 financial year will be 100% of the 2023-24 Budget deficiency.

Instalment Payment Arrangements

That Council by ABSOLUTE MAJORITY pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment of rates in full, and service charges by instalments:

Rates notice issue date: 1 September 2023

Full payment due date: 6 October 2023

Two (2) Payment Option:

- 1st instalment due date: 6 October 2023
- 2nd instalment due date: 12 January 2024

Four (4) Instalments option:

- 1st instalment due date: 6 October 2023
- 2nd instalment due date: 8 December 2024
- 3rd instalment due date: 1 February 2024
- 4th instalment due date: 12 April 2024

1. **Pursuant to Section 6.46 of the *Local Government Act 1995,* Council ADOPTS a discount of 1.5% to rate payers on general rates only, on the condition that all rates (including Rubbish Rates & ESL Levy) and all arrears are paid in full on or before 21 days from date of issue;**
2. **ADOPTS an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of $20.00 for each instalment after the initial instalment is paid, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of *Local Government (Financial Management) Regulations 1*996;**
3. **ADOPTS an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of *Local Government (Financial Management) Regulations 1996;***
4. **ADOPTS an interest rate of 8% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable, pursuant to**

section 6.51(1) and subject to section 51(4) of the *Local Government Act 1995* and regulation 70 of *Local Government (Financial Management) Regulations 1996*; and

5. **Pursuant to Section 6.16 of the *Local Government Act 1995* and Regulations 67 of the *Local Government (Financial Management) Regulations 1996*, ADOPTS to impose an administration fee of $59.00 on any ratepayers who wishes to negotiate a rates special payment arrangement.**

Outstanding Monies Interest Rate 2023 – 2024

That Council by ABSOLUTE MAJORITY pursuant to section 6.13 of the *Local Government Act 1995* ADOPTS a rate of interest of 8% applicable to any amount of money owing to the local government (other than rates or service charges).

General Fees and Charges for 2022 – 2023

That Council by ABSOLUTE MAJORITY pursuant to Section 6.16 of the *Local Government Act 1995* RESOLVES to ADOPT the Fees and Charges detailed in Attachment 1.

Other Statutory Fees for 2023 – 2024

That Council by ABSOLUTE MAJORITY pursuant to Section 53 of the *Cemeteries Act 1986*, Regulation 53(2) of the *Building Regulations 2012* and Section 67 of the *Waste Avoidance and Resources Recovery Act 2007* RESOLVES to ADOPT:

a) a private swimming pool inspection fee of $58.45;
b) the Fees and Charges for the Shires cemeteries included as Attachment 1; and
c) the following charges for the removal and deposit of domestic and commercial waste:

Description	Amount	GST	Total
Residential Premises: **General Waste Service per week - Domestic service (annual charge) Service includes:** • **240 litre waste bin collected weekly;**	**$975.00**	**Free**	**$975.00**
Additional Domestic Refuse Service Charges (annual charge) Service includes: • **Additional 240lt Bin collected weekly:**	**$1,100.00**	**Free**	**$1,100.00**
Commercial Premises: **Commercial Waste Service (annual charge) Service includes:** • **240 litre waste bin collected weekly;**	**$1,400.00**	**Free**	**$1,400.00**
Additional Commercial Refuse Service Charges (annual charge): • **Additional 240lt Bin collected weekly**	**$1,100.00**	**Free**	**$1,100.00**
Additional Commercial Refuse Service Charges	**$1,400.00**	**Free**	**$1,400.00**

(annual charge): • **Additional Rubbish Bin**			

Elected Members' Fees and Allowances for 2023 – 2024

That Council by ABSOLUTE MAJORITY pursuant to Sections 5.98 and 5.99 of the *Local Government Act 1995* and Regulations 33 and 34 of the *Local Government (Administration) Regulations 1996,* and Council Policy C12 – Elected Member Fess and Allowances RESOLVES to ADOPT the following annual fees and allowances for payment of Elected Members:

Statutory Fees and Allowances 2023 – 2024

(a) Sitting Fees - President - $23,231.00

(b) Sitting Fees – Deputy Shire President & Councillors - $17,325.00

(c) President Allowance - $62,727.00

(d) Deputy President Allowance - $15,681.75

(e) Telecommunication Allowance - $1,333.33 per Elected Member

Material Variance Reporting for 2023 – 2024

That Council by ABSOLUTE MAJORITY pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 Materiality, RESOLVES to ADOPT the level to be used in statements of financial activity in 2023 – 2024 for reporting material variances being 10% or $30,000, whichever is the greater amount.

Municipal Fund Budget for 2023 – 2024

That Council by ABSOLUTE MAJORITY pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996* RESOLVES to ADOPT the Municipal Fund Budget as contained in Attachment 1 for the 2023 – 2024 financial year which includes the following:

1. Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for that year of $XX;

2. Statement of Cash Flows on page 3;

3. Rate Setting Statement on page 4 showing an amount required to be raised from rates of $XX;

4. Notes to and forming part of the Budget on pages 5 onwards; and

5. Supplementary Information – Fees and Charges.

7.2 WALGA 2023 ANNUAL GENERAL MEETING CONFIRMATION OF ATTENDEES AND VOTING DELEGATES

File Number: **4285**

Author: **Sarah Smith, Executive Services Coordinator**

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

Authority/Discretion: **Advocacy**

SUMMARY

The Western Australian Local Government Association (WALGA) has advised of the Local Government Convention and Annual General Meeting (AGM) are to be held at the Crown, Perth on Monday, 18 September and Tuesday, 19 September 2023, with the Opening Welcome Reception being held on the evening of Sunday, 17 September 2023.

This Agenda seeks to confirm Elected Member Attendance at the Convention and requests Council consider nominating two Voting Delegates and two Proxy Voting Delegates, for the 2023 WALGA Annual General Meeting (to be held on Monday, 18 September 2023).

DISCLOSURE OF ANY INTEREST

Nil from Author.

BACKGROUND

The Annual WALGA Local Government Convention and AGM is an opportunity to network and build knowledge through engagement with other Councillors, CEOs, the trade exhibition and though presentations and seminars during the Convention.

In accordance with policy C2 – Elected Member and Employee Training and Professional Development, all Councillors are encouraged to attend the Annual WALGA Local Government Convention and AGM.

LEGISLATIVE IMPLICATIONS

Nil applicable.

POLICY IMPLICATIONS

C2 – Elected Member and Employee Training and Professional Development.

FINANCIAL IMPLICATIONS

Travel, Conference Registration, accommodation and associated disbursements will cost approximately $3,000 per person.

STRATEGIC IMPLICATIONS

GOAL	OUTCOME	STRATEGY
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Organisation's Operations: Inability to exercise voting rights as Member Council of WALGA. Inability to contribute to decisions made at WALGA AGM.	Unlikely	Minor	Low	Appoint Voting Delegates and Proxy Voting Delegates by required deadline of Friday, 8 September 2023. Appointed Delegates attend AGM.
Reputation: Attendance at State Conference Annual General Meeting without the ability to vote.	Unlikely	Minor	Low	Council nominate voting delegates and proxies as recommended.

CONSULTATION

Nil.

COMMENT

In accordance with policy C2 – Elected Member and Employee Training and Professional Development, all Councillors are encouraged to attend the Annual WALGA Local Government Convention and AGM. The Western Australian Local Government Association (WALGA) has advised of the Local Government Convention and Annual General Meeting (AGM) are to be held at the Crown, Perth on Monday, 18 September and Tuesday, 19 September 2023, with the Opening Welcome Reception being held on the evening of Sunday, 17 September 2023.

The theme for the 2023 WA Local Government Convention is *Local Futures*.

WALGA's annual Local Government Convention brings together hundreds of Elected Members and Local Government staff from across Western Australia to discuss and examine important issues and trends facing the sector. Themed Local Futures, this year's Convention will explore how Local Governments can enact and drive change for the benefit of their communities and the diversity of solutions that can emerge when you start local.

There will be inspiring keynote speakers, plenary sessions delving into topical issues and, for the first time, a Supplier Showcase featuring WALGA preferred suppliers showcasing the latest innovations across service industries such as transport and waste management.

Attendance at the Annual General Meeting can be undertaken by all representatives of the Shire. Voting delegates are required to be registered by Friday, 8 September 2023.

The Shire President and Deputy Shire President are generally the Council's nominated delegates to attend the conference and vote on motions on the Council's behalf, however if there are not enough Members available the Council can nominate its Chief Executive Officer or have the Chief Executive Officer as a proxy.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Notice of the WALGA Annual General Meeting 2023

RECOMMENDATION

That Council:

1. Endorse the following Elected Members attendance at the 2023 Western Australian Local Government Association's Annual General Meeting and Local Government Convention to be held in Perth on 17, 18 and 19 September 2023:

a) President (Voting Delegate);

b) Deputy President (Voting Delegate);

c) Cr_____; (Proxy Voting Delegate);

d) Cr_____; (Proxy Voting Delegate); and

2. Endorse the Chief Executive Officer (or her delegate) to attend the 2023 Western Australian Local Government Association's Annual General Meeting and Local Government Convention and endorse the CEO as a proxy should it be required.

Notice of Annual General Meeting

and procedural information for submission of Member motions

Crown Perth

Monday, 18 September 2023

Deadline for submission of motions:

5:00pm on Friday, 4 August 2023

2023 WALGA Local Government Convention and Annual General Meeting

Local Government Convention 2023
The annual WA Local Government Convention (LGC23) will be held on Sunday-Tuesday, 17-19 September 2023 at Crown Perth. Themed **Local Futures**, this year's Convention will explore how Local Governments can enact and drive change for the benefit of their communities and the diversity of solutions that can emerge when you start local. Further information about the LGC23 can be found on our website here.

Annual General Meeting
The Annual General Meeting (AGM) for the Western Australian Local Government Association (WALGA) will be held from 2:00pm on **Monday, 18 September 2023**. All Member Local Governments are entitled to register two Voting Delegates (and up to two Proxies) to vote at the AGM. Voting Delegates and Proxies may be Elected Members or officers.

Attendance at the AGM is **free** for all Elected Members and officers from Member Local Governments. Voting Delegates and Proxies must be registered in advance by their Chief Executive Officer via the booking link sent directly via email.

Please note: registration as a Convention Delegate is separate to registration as a Voting Delegate for the purposes of the AGM. For information about registering as a Convention Delegate, please visit our website here.

Submission of Member Motions
Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM. Motions should be addressed to the Chief Executive Officer of WALGA and submitted via email to associationgovernance@walga.asn.au. A template motion can be found on our website here.

The closing date for submission of motions is **5:00pm on Friday, 4 August.**

Guidelines for Member Motions
The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the AGM or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- AGM motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

*Please note: any Member motions proposing amendments to the Association Constitution must be received by **5:00pm Monday, 26 June** to satisfy the 60-day constitutional notification requirement.*[1]

Criteria for Motions
Prior to the finalisation of the Agenda, the WALGA President and Chief Executive Officer will determine whether motions submitted by Members abide by the following criteria:

Motions will be included in the Agenda where they:
1. *are consistent with the objects of the Association (refer to clause 3 of the Constitution);*
2. *demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA;*
3. *Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;*
4. *Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws); or*
5. *Are clearly worded and unambiguous in nature.*

Motions will not be included where they are:
6. *Consistent with current Association advocacy/policy positions as per the Advocacy Positions Manual (as the matter has previously been considered and endorsed by WALGA).*

Motions of similar objective:
7. *Will be consolidated as a single item.*

Members submitting motions will be advised of the determinations.

Special Urgent Business
No Member motion shall be accepted for debate at the AGM after the closing date unless it complies with clause 8 of the AGM Standing Orders. The motion must be relating to special urgent business and must be approved for debate by an absolute majority of Members at the AGM. Where practicable, prior notice of the motion should be provided to the President.

Please direct all enquiries relating to the registration of Voting Delegates or the submission of Member motions to Kathy Robertson, Executive Officer Governance on (08) 9213 2036 or at krobertson@walga.asn.au.

President Cr Karen Chappel JP
WALGA President

Nick Sloan
Chief Executive Officer

[1] Association Constitution, section 29(2)(b)

8 EXECUTIVE SERVICES

8.1 AWARD OF TENDER T09-2023 FACILITIES MANAGEMENT AND CATERING SERVICES FOR 40 PERSON WORKFORCE CAMP, FITZROY CROSSING AGRN 1044

File Number: **0450**

Author: **Elizabeth Mason, Executive Services Project Manager**

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

Authority/Discretion: **Executive**

SUMMARY

This item is for Council to consider the awarding of tender T09-2023 being for the Management of Facilities and Catering Services of a 40-person mobile camp in Fitzroy Crossing, following event Australian Government Reference Number 1044 (AGRN 1044). It is proposed that the tender be awarded to BBB Catering Pty Ltd (BBB Catering).

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

Near the end of 2022 Tropical Cyclone (TC) Ellie made landfall in the Northern Territory and began to track into the Kimberley. It then turned into an ex-TC Ellie and moved into the Kimberley between Kununurra and Halls Creek. This system tracked towards Fitzroy Crossing to the north of the town depositing large volumes of rainfall as it hovered north of the town before tracking towards Broome and once again becoming stationary before heading to the south east across the southern portion of the Shire.

During this period high rainfall numbers were received across the Shire of Derby/West Kimberley (the Shire) in most locations and damage to the road network was being reported on a constant basis. The unprecedented flooding in the Kimberley has had a severe impact on community infrastructure and assets across the flood affected region. Some areas received in excess of 500mm of rainfall over a few days with peaks of daily falls over 300mm.

Event AGRN 1044 was declared in mid-January as a result of the rainfall but also the extreme flooding that occurred across the whole Shire, but predominately along the path of the Fitzroy River.

In March 2023, Rio Tinto donated a 40-person mobile camp to provide free accommodation for workers deployed to the area to assist with the recovery effort. The camp includes a dry mess, loading dock, office space, water tanks, water treatment plant, laundry and first aid facilities.

The camp was established at Lot 199 Fallon Road, Fitzroy Crossing in June 2023 and commenced accepting bookings in July 2023. During this time the Shire have absorbed the initial costs including the purchasing of hotel items to run 20 rooms, the purchasing of a secure key cabinet and substituting the existing locks and keys to more user friendly key system, paying for in excess of 8,000L of diesel to facilitate the running of power, landscaping and cleaning after guests have vacated. The Shire also has a dedicated bookings officer to accommodate requests for accommodation. This role adds additional work to the Shire's responsibilities. These consumables can be claimed under AGRN1044.

STATUTORY ENVIRONMENT

- Local Government Act 1995–3.57 Tenders for the provision goods or services; and
- Local Government (Functions and General) Regulations 1996 part 4: tenders for the provision of goods or services.
- Construction Camp Regulations.

POLICY IMPLICATIONS

- AF1–Procurement of Goods and Services (in particular, point 7. AGRN 1044 – Ex-Tropical Cyclone Ellie (2023 Fitzroy Crossing Floods)
- AF33–Regional Price Preference Policy – one tenderer qualified for application of this policy.

FINANCIAL IMPLICATIONS

All costs incurred by the Shire related to the camp site preparation, establishment and management were undertaken consistent with Council's Policy *AF1–Procurement of Goods and Services* and its point 7. AGRN 1044 – Ex-Tropical Cyclone Ellie (2023 Fitzroy Crossing Floods) and are claimable from the federal government under AGRN 1044.

These costs are captured in GL Account AG095.

To date, $246,890.32 in costs have been accrued by the Shire in relation to the operation of the camp for services.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	1.1 Collaboration and partnership	3.1.3 Encourage pathways to a job-ready and skilled local workforce
3. Economy	1.1 Collaboration and partnership	1.1.2 Maximise local opportunities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Community: Service workers unable to obtain accommodation.	Likely	Minor	Medium	Maintain continuity of service provider ease to transition into and out of the community.
Reputation: A negative perception and risk to the Shire of Derby/West Kimberley.	Likely	Moderate	High	The Shire facilitates the transition of the workers camp into the community and

				champions a successful tender.
People Health & Safety: Inability to maintain a safe and healthy camp environment.	Likely	Major	High	The Shire appoints an appropriately qualified facility management contractor.

CONSULTATION

This tender was advertised using the list of pre-qualified Western Australian Local Government Association (WALGA) panel tenderers available to the Shire of Derby/West Kimberley. It was advertised on the panel for the minimum 14-day period required by the legislation and closed on 17 July 2023 at 2:00pm. The Shire sought the services of a suitably qualified site services company to undertake the task of managing the camp.

The documents were circulated on the panel tender in the WALGA portal and also advertised in the Broome Advertiser newspaper. Three Indigenous Corporations in Fitzroy Crossing were advised of the tender. Two submissions were received.

COMMENT

For the purposes of ensuring that the management of the camp is commenced by a suitably experienced operator and in an acceptable timeframe to ensure the best outcome for the Shire but not to the detriment of their normal duties, it is recommended that the tender for each area be awarded to the contractor that provides the best value for money, using the approved tender scoring criteria.

The criteria and weighting for this tender were as follows:

Criteria	**Weighting**
Relevant Experience	30%
Key Personnel Skills and Experience	5%
Tender Resources	10%
Demonstrated Understanding	15%
Local Supplier Details	10%
Quality Management System	20%
Risk	10%

The scores for BBB Catering and Dijun Holdings Pty Ltd are attached in Confidential Attachment 1. It is recommended that the tender be awarded to BBB Catering to undertake the facilities and camp management work for event AGRN 1044.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Scoring and Pricing Matrix - Confidential

RECOMMENDATION

That Council:

1. **Award tender T2023-09 Facilities Management and Catering Services for 40-person workforce camp, Fitzroy Crossing to BBB Catering Pty Ltd for event ARGN 1044;**
2. **Authorises the Chief Executive Officer to sign a contract with BBB Catering Pty Ltd for the Facilities Management and Catering Services for 40-person workforce camp, Fitzroy Crossing for event AGRN 1044; and**
3. **Notes costs incurred by the Shire in relation to this contract will be recovered from the federal government under the Disaster Recovery Funding Arrangement (AGRN1044).**

9 NEW BUSINESS OF AN URGENT NATURE

10 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

10.1 CEO Performance Review - 2023

This matter is considered to be confidential under Section 5.23(2) - a and b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees and the personal affairs of any person.

11 CLOSURE

11.1 Date of Next Meeting

The next ordinary meeting of Council will be held Thursday, 31 August 2023 in the Council Chambers, Clarendon Street, Derby.

11.2 Closure of Meeting