



# PUBLIC ATTACHMENTS

Ordinary Council Meeting

25 September 2019



## MONTHLY BRIEFING SESSION 16 September 2019 at 5.30 pm

### 1. Presentations

Nil

### 2. Matters for discussion

2.1	Rating Options (with attachment)
2.2	Delegations Register (with attachment)
2.3	Calingiri Community Garden – Draft MOU attached.

### 3. Review of reports

3.1	Chief Executive Officer	Included
3.2	Finance & Admin Manager / Financial Consultant	Included
3.3	Works & Services Manager	Included
3.4	Environmental Health Officer	Included
3.5	Governance Officer	No report Included
3.6	Community Emergency Services Manager	No report Included
3.7	Consultant Planner	No report Included
3.8	Council Meetings – Resolution Status Report	Included
3.9	Briefing Forum Actions – Status Report	Included

### 4. Other matters

4.1	Request for flora licence approval for Shire Lands	Memo distributed
4.2	Rescission Notice – Removal of ATM	Notice distributed for signature

### 5. Information circulated

5.1	Ltr from Calingiri Sports Club to Calingiri Community Garden Group	Distributed.
5.2	Council Member Essentials Flyer	Flyer Distributed.
5.3	School Bus Stop/Route Approval Request	Request Form and Map Distributed.

## 2.1 Rating Options

At the Special Meeting of 12 August 2019, Mr Jim Kelly raised the matters of rating of commercial enterprises located on agricultural land.

This is a matter that has not been raised before, and it is worthwhile considering. To do so requires some explanation of the basis of rating.

### Foundations

Essentially there are only two bases for rating –

- gross rental value – mainly applying to townsites/urban area, but not exclusively
  - o there are many factors that are involved in the setting of the GRV, not only what the Valuer General would expect the property to bring on the open rental market
  - o generally revalued once every 5 years or so
- unimproved value – applying to agricultural land, mainly outside of townsites/urban areas
  - o takes into account unproductive land (rocky outcrops, salt affected etc), but excludes any valuation of improvements or development of the land (fencing, building etc)
  - o annual revaluation based largely on sales of land

All values are set by the Valuer General, and form the basis on which rates are calculated. The Shire is required to use the values and have no discretion in their application.

While UV rating generally stays in line with market forces, GRV rating could get substantially out of synchronisation with 5 plus years between valuations.

It is irrelevant whether or not GRV is out of synch with market forces – it is the total amount of rates that need to be raised which is the crucial factor. Individual comparison between GRV properties are useful only for relativity. Comparisons between Shires could be substantially misleading if the rate/\$ is used if the year of valuations are widely separated.

Accordingly, the rates in the dollar one year could be substantially less than the previous year. It is a fallacy to assess a rate increase on the basis of rates in the dollar – it is the total to be raised that should be used.

As an exaggerated example –

Property	Valuation year 1	Rates	Valuation year 2	Rates
Amount to be raised		24,000	4% increase	20,960
Rate in \$		0.40		0.2773
A	10,000	4,000	10,000	2,773
B	10,000	4,000	15,000	4,159
C	20,000	8,000	20,000	5,546
D	20,000	8,000	45,000	12,478
Totals	60,000	24,000	90,000 50% increase	24,956

This same principle applies to both GRV and UV properties.

### General rating

The Local Government Act requires that rates are set in order to make up the shortfall between anticipated expenditure and anticipated income excluding rates.

The simplest and most prevalent rating used by local governments, it is a flat rate according to valuation for each valuation type.

The setting of rate/\$ is at Council's discretion.

#### Specified area rates

Generally used where a particular service or facility is wanted in a particular locality, such as a higher level of beautification, additional drainage, recreation facilities. It applies to all properties within the area and could include both GRV and UV properties, although different rates/\$ would be used.

Examples –

- Lake Grace – recreation facilities in separate towns
- Armadale – commercial centre beautification

The Local Government Act requires –

- same rate/\$ be applied to each valuation type, regardless of usage (residential, commercial, industrial etc)
- a separate sub-budget for the specified area and rates is to be prepared
- if the funds raised in the specified area are not used for the specified purpose, the surplus must be placed in a reserve fund for the specified purpose
- unused surplus in one year is to be included in the Budget for the specified purpose the following year, resulting in the possibility of the specified area rate/\$ being reduced at times

The setting of the rate/\$ is at Council's discretion.

Separate accounting is required.

#### Differential rates

Generally applied according to either zoning or land use. commercial, residential etc, and applies to all properties with that zoning or use, regardless of where situated within the Shire.

Generally used to increase the rate/\$ for income earning properties, such as mining leases with UV in agricultural/pastoral areas, or to reduce rates in outlying communities. Can also be used to apply a reduction to particular zones or uses, although this is unusual.

The setting of rate/\$ is at Council's discretion, but if more than double the general rate/\$, Ministerial approval is required.

There is no requirement for separate accounting.

#### Spot rating

Following Mr Kelly's comments it is recommended that this option be seriously considered by Council.

The fact that a commercial activity is being undertaken on UV land does not give Council the discretion to charge additional rates, but it is one factor that the Valuer General uses in determining whether the affected land should be GRV or UV basis.

Spot rating is used to apply gross rental valuation to a commercial activity within the unimproved area, thereby placing the commercial activity on the same rating basis as commercial activities in towns which are already on GRV. They would no longer be rated as UV which assumes the land is used for an agricultural activity. If remaining on UV, there is an argument that they are receiving a substantial benefit and perhaps an unfair advantage over other commercial activities.

The rate/\$ set is then aligned with other commercial activities, and is set at Council's discretion.

Because spot rating is a change of the basis of valuation, assessment by the Valuer General is required, and it is subject to approval of the Minister. The process may take several months to work through from time of Council decision to conclusion with the decisions being published in the Government Gazette.

The Gazette notice would also specify the date from which the change of basis and the new valuation would apply. This is usually 1 July each year.

Since a substantial increase in the rate payable by properties being spot rated, the option exists for Council to phase in the valuation over a period of 3 years.

Niel Mitchell

20 August 2019

## 2.2 Delegations Register – 2019 Annual review

The Local Government Act and other legislation provides for Council to make delegations to the CEO and in a very few instances, to other people. The LG Act specifies ONLY to CEO, who may then sub-delegate, subject to Council limitations.

The LG Act requires that all delegations under that Act be reviewed at least annually. While not specified in some other legislation, for consistency and good practice, it is recommended that all are reviewed.

All legislation requires that delegations or sub-delegations are made in writing. Not all legislation permits sub-delegation.

### 2019 Review

Attached are –

- schedule of changes made that are significant - corrections etc not noted
  - o as far as possible, minimal changes made
- various delegations are amended so that the delegation can only be made to an employee –
  - o general tightening up through the sector, resulting from some legislative changes
  - o legislation specifies that a delegation can only be made to an employee (with a couple of exceptions)
  - o a non-employee can still be appointed as an authorised person – eg: EHO, contract ranger, but they cannot exercise delegated power
- in time, a detailed review needs to be done to separate out authorisations from the delegations
  - o these are very different to each other
  - o many of the delegations are to people who should be treated as authorised persons

There have been some legislative changes in the past 12 months which although they only directly affect 1 or 2 pieces of legislation, have consequential effects for delegations and authorisations etc. To maintain consistency means there is a need for some re-thinking, and a detailed review.

If there are no significant issues with Delegations Register at the moment, Council could defer any additional changes and the detailed review to the next annual review, but in time it would be advisable to more clearly separate delegations from authorisations, designated and specified persons and so forth.

### Delegations to committees

The LG Act is the only legislation which allows for delegation to Committees. If delegations to committees were to be made, various legislative obligations are imposed (agendas/minutes, open to the public, public question time etc).

There are no delegations to any committee at this time. If delegations are to be made, the Committee Terms of Reference document needs to be amended to make clear that it is both Delegations to Committees and TOR.

At least one Committee (Suicide Prevention Committee) is very non-compliant with the LG Act, and this should be addressed when considering Committee Terms of Reference and any delegations to be made. It does not have delegated power from Council to make commitments, expend funds etc.

Ideally, it is suggested that Council divest itself of this Committee, that it become a community committee with its own constitution and incorporation etc, even if still supported by Council, and the Shire need to remain the owner of record for any assets. This would provide them with complete discretion and flexibility, and avoid the statutory requirements of the Local Government Act.

Delegation to the Bush Fire Advisory Committee is not permitted by the Bush Fires Act. It is specified by legislation to be an advisory committee and has no operational role whatsoever. Accordingly, while the Committee may make recommendations to Council, it cannot appoint FCOs etc.

Similarly, delegations to the Local Emergency Management Committee are not permitted, and they have no operational roles whatsoever, to avoid conflict with the legislated functions of the Committee in the Emergency Management Act.

Suggested process

1. At the Briefing Forum, Council discuss and make changes as considered appropriate to the draft document attached
  - Changes are tracked for easy identification of proposed amendments
2. The revised draft document presented to a Council meeting as soon as possible
3. Adoption of delegations requires an absolute majority of Council.

Niel Mitchell

29 August 2019

## Delegations Register – Review September 2019 Schedule of Amendments

Generally, will exclude comment on –

- References or Notes
- Spelling or textual corrections

Delegation		Clauses affected	Effect of proposed change
No.	Title		
ALL	Throughout		Where appropriate insert “employee” or replace “officer”
	Throughout		Where appropriate, replace “delegated authority” with the words “delegated power” to better align with legislative usage
1.1	Appointment of Authorised person	Statutory Context 1, 2, 3 & References  1(c)  4	Insert reference to Criminal Procedure Act Delegations may only be made to an employee. Removal of “employees under contract” – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Deletion of reference to Medical Officer of Health – removed from legislation Infringement notices – limits authority to withdraw or extend to CEO. Authority to withdraw infringement notices generally can only be done by a person other than the issuing person. Some legislation specifies “employee”. The proposed limit satisfies all requirements.
2.1	Common Seal – Execution of documents	4	Clarification of effect of common seal, removing a previously implied delegation to President
2.2	Destruction of records	All	Considered to be an authorisation under the State Records Act, and not a delegation
3.1	Municipal Fund – Incurring expenditure	All	Department opinion is that – <ul style="list-style-type: none"> <li>- Adoption of Budget gives the authority to expend (s.6.2)</li> <li>- Emergency expenditure is provided for (s.6.8)</li> <li>- Role of CEO is to implement decisions of Council (s.5.41) and includes the decisions inherent by adoption of the Budget</li> </ul>
3.6	Write off of sundry and rate debts	1(b)	Discretion extended to rate and service charges write-off Note requirement to report in Annual Report
3.7	Tenders power to set specifications, criteria, call, accept, vary	Functions – 1(d)  Application – 2 4	To specify variation prior to acceptance of the tender  Council may give CEO prior delegation to accept Variations of a tender can only be made after acceptance in accordance with the Regulations
3.8	Contracts - Variations	1(b)	Also, additional limitation to value remaining below tender threshold

Delegation		Clauses affected	Effect of proposed change
No.	Title		
4.2 4.3 4.4 7.1 10.5 11.3 15.1	Cat Act 2011 Dog Act 1976 Dogs Local Law 2018 Cemetery Local Law 2018 Fencing Local Law 2018 Public Places & Local Government Property Local Law 2018 Control of Vehicles (Off-road Areas ) Act 1978	1(c) & (d) 1(c) & (d) 1(c) & (d) (c) & (d) 1(c) & (d) 1(c) & (d) 1(c) & (d)	Deletion of authority for a secondary delegation or authorised person to withdraw or extend time to pay an infringement.  Now restricted to CEO under Delegation 1.1
4.4	Dogs Local Law 2018	References	Delegations may only be made to an employee. Removal of “employees under contract” – recent changes of interpretation indicate that unless on the payroll, a person is not an employee
5.2	Fire-fighting – Emergency plant hire	All	Deleted – to be transferred to Policy Covered by LG Act emergency expenditure or as Budgeted expenditure (even if over Budget) Could be read as making delegation to persons not permitted by legislation
5.3	Restricted burning periods - Variation	2	Clarification
6.1	Control of environmental health matters	Secondary Delegation  1 2	Delegations may only be made to an employee. Removal of EHO – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties Inserts power to administer matters under the Public Health Act 2016 Amends reference to Health (Miscellaneous Provisions) Act
6.4	Control of food matters	Statutory Context  1	Legislation requires appointment of person withdrawing or extending infringement to be other than the person issuing  Delegation now to CEO to administer. Actions may still require a qualified person (EHO etc) to undertake them
8.2	Long Service Leave	6	Limitation on approvals for deferral more than 2 years to be brought to Council for approval
10.1	Building permits	Secondary Delegation  5  References	Delegations may only be made to an employee. Removal of EHO and Building Surveyor – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties Withdrawal and extensions of time to pay infringements limited to CEO as per new Building Act Regs. Delegations may only be made to an employee. Removal of “employees under contract” – recent changes of interpretation indicate that unless on the payroll, a person is not an employee

Delegation		Clauses affected	Effect of proposed change
No.	Title		
10.2	Illegal development	Secondary Delegation4	Delegations may only be made to an employee. Removal of Building Surveyor and Planner – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties
10.3	Control of planning matters	Secondary Delegation  2 4	Delegations may only be made to an employee. Removal of Planner – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties Clarification Clarification
10.4	Applications for subdivision and amalgamations	Secondary Delegation	Delegations may only be made to an employee. Removal of Building Surveyor – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties
10.5	Fencing Local Law 2016	Secondary Delegation	Delegations may only be made to an employee. Removal of Planner – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties
11.1	Liquor Control Act	Secondary Delegation	Delegations may only be made to an employee. Removal of Building Surveyor – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties
11.2	Discount/waiver/subsidy of facility hire fees	1	Clarification
11.3	Public Places & Local Government Property Local Law 2016	Secondary Delegation  2	Delegations may only be made to an employee. Removal of EHO and Building Surveyor – recent changes of interpretation indicate that unless on the payroll, a person is not an employee Appointment as an authorised person to allow exercise of duties Clarifications
13.7	Private works/ infrastructure on, over or under public land	1	Transfer of part to Conditions  Transfer from Functions
17.3	Prohibited Burning Periods - Variation	4	Deletion of implied sub-delegation not provided for in the Bush Fires Act
<b>Former Section 18 now transferred to Section 6</b>			

# REGISTER OF DELEGATIONS

## ~~CEO AND OFFICERS~~

ADOPTED – 18 JULY 2018

REVIEW & ADOPTION -

I

## ARRANGEMENT

### PART A – PRIMARY DELEGATIONS – to CEO

- Section 1 - Council / Governance
- Section 2 - Administration / Organisation
- Section 3 - Financial Management
- Section 4 - Order / public safety
- Section 5 - Fire Control
- Section 6 - Environmental Health / Food
- Section 7 - Community Services
- Section 8 - Personnel
- Section 9 - Occupational Safety & Health
- Section 10 - Building / Development
- Section 11 - Public Facilities
- Section 12 - Tourism
- Section 13 - Works & Services
- Section 14 - Plant / Equipment
- Section 15 - Natural Resource Management
- Section 16 - Unclassified

### PART B – PRIMARY DELEGATIONS – to other persons

- Section 17 - Fire Control
- Section 18 - Deleted

### HISTORY SUMMARY

### APPENDIX

## CONTENTS

### PART A – PRIMARY DELEGATIONS – to CEO

#### Section 1 - Council / Governance

- 1.1 Appointment of authorised persons
- 1.2 Acting CEO – Appointment

#### Section 2 - Administration / Organisation

- 2.1 Common Seal – Execution of documents
- 2.2 Deleted
- 2.3 Confidential records – Inspection

#### Section 3 - Financial Management

- 3.1 Deleted
- 3.2 Municipal Fund and Trust Fund – Payments from Bank Accounts
- 3.3 Investments
- 3.4 Rates record, extensions and objections
- 3.5 Sundry and rate debtors – Recovery and agreements
- 3.6 Write off of rate and sundry debts
- 3.7 Tenders – power to set specifications, criteria, call, accept, vary
- 3.8 Contracts – Variations
- 3.9 Disposing of property, and impounded, confiscated or uncollected goods
- 3.10 Disposing of land – leases, rentals etc
- 3.11 Donations – Financial and In-kind Works / Services
- 3.12 Ex-Gratia Payments

#### Section 4 - Order / public safety

- 4.1 Disposal of sick or injured animals
- 4.2 Cat Act 2011
- 4.3 Dog Act 1976
- 4.4 Dogs Local Law 2018
- 4.5 Impounding of vehicles and goods
- 4.6 Impounding of cattle etc

#### Section 5 - Fire Control

- 5.1 Issue of burning permits – CEO
- 5.2 Deleted
- 5.3 Restricted burning periods – Variations

#### Section 6 - Environmental Health / Food

- 6.1 Control of environmental health matters
- 6.2 Health Local Law 2004
- 6.3 Amenity Local Law 2018
- 6.4 Control of food matters

#### Section 7 - Community Services

- 7.1 Cemetery Local Law 2018

#### Section 8 - Personnel

- 8.1 Designated senior employee – Vacancy
- 8.2 Long service leave

#### Section 9 - Occupational Safety & Health

#### Section 10 - Building / Development

- 10.1 Building permits
- 10.2 Illegal development
- 10.3 Control of planning matters
- 10.4 Applications for subdivision and amalgamations
- 10.5 Fencing Local Law 2018

#### Section 11 - Public Facilities

- 11.1 Liquor Control Act
- 11.2 Discount/waiver/subsidy of facility hire fees
- 11.3 Public Places and Local Government Property Local Law 2018

#### Section 12 - Tourism

#### Section 13 - Works & Services

- 13.1 Reserves under control of the local government
- 13.2 Things to be done on land not local government property
- 13.3 Works on land outside the district
- 13.4 Materials from land not under local government control
- 13.5 Notices requiring certain things to be done
- 13.6 Notice of local government works
- 13.7 Private works/infrastructure on, over or under public land
- 13.8 Events on roads
- 13.9 Temporary road closures

#### Section 14 - Plant / Equipment

#### Section 15 - Natural Resource Management

- 15.1 Control of Vehicles (Off-road Areas) Act 1978
- 15.2 Native flora and fauna

#### Section 16 - Unclassified

- 16.1 Restricted Access Vehicles on Shire Roads

#### PART B – PRIMARY DELEGATIONS – to other persons

#### Section 17 - Fire Control

- 17.1 Issue of burning permits – Fire Control Officers
- 17.2 Issue of clover burning permits – Clover Burning Permit Officers
- 17.3 Prohibited burning periods – Variations

#### Section 18 - Deleted

- 18.1 Deleted

#### HISTORY SUMMARY

#### APPENDIX

- Definitions
- Statutory Context
- Corporate context
- Guidelines No.17 – Delegations (Department of Local Government)
- Making, amending and revoking delegations
- Use of delegations
- Record of use of delegations
- Review of delegations
- Primary delegation
- Secondary delegation by CEO

## PART A – PRIMARY DELEGATIONS – to CEO

### Section 1 - Council / Governance

#### 1.1 Appointment of authorised persons

##### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.3.18 – local government to administer its local laws and perform its required functions under the Act
- s.9.10(1) – Appointment of authorised persons

*Criminal Procedure Act 2004 –*

s.6 – Regulations to provide for the appointment of authorised persons to issue infringement notices and specified persons permitted to withdraw or extend time to pay infringement notices

##### CORPORATE CONTEXT

None

##### PRIMARY DELEGATION

CEO

##### SECONDARY DELEGATION PERMITTED TO

Not permitted

##### FUNCTION DELEGATED

###### 1. Legislation

The CEO is delegated authority power to appoint employees (~~including employees under contract~~) as authorised persons for the purposes of performing functions under the following Acts and associated Regulations –

- a) Local Government Act 1995, excluding –
  - s.5.37(1) – determination that an employee or class of employee is or is not designated; and
  - s.5.37(1) – appointment or termination of a person to a designated position without Council's consent
- b) Local Government (Miscellaneous Provisions) Act 1960
- c) Public Health Act 2016
- d) Health (Miscellaneous Provisions) Act 1911, ~~excluding –~~  
~~— s.27(1) – appointment of a Medical Officer of Health~~
- e) Building Act 2011
- f) Bush Fires Act 1954
- g) Cat Act 2008
- h) Cemeteries Act 1986
- i) Dog Act 1976
- j) Animal Welfare Act?
- k) Environmental Protection Act & Regulations 1986
- l) Food Act 2008
- m) Litter Act 1979
- n) Planning and Development Act 2005
- o) Control of Vehicles (Off-road Areas) Act 1978
- p) Caravan Parks & Camping Grounds Act 1995

###### 2. Local Laws

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

The CEO is delegated authoritypower to appoint employees ~~(including employees under contract)~~ as authorised persons for the purposes of performing functions under the following local laws –

- a) Cemetery Local Law 2018,
- b) Dogs Local Law 2018,
- c) Extractive Industries Local Law 2018,
- d) Fencing Local Law 2018,
- e) Public Places and Local Government Property Local Law 2018;
- f) Health Local Law 2004.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

### 3. Planning

The CEO is delegated authoritypower to appoint employees ~~(including employees under contract)~~ as authorised persons for the purposes of performing functions under –

- a) Local Planning Scheme;
- b) Local Planning Policy.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

### 4. Infringement Notices

The CEO is delegated power to appoint employees and other persons as appropriate or necessary with the power to issue infringement notices for the purposes of the Criminal Procedure Act 2004 s.6(b) in accordance with the Local Government Act 1995 s.9.10(1), subject to –

- a) the power to withdraw any infringement notice or to extend the time to pay an infringement notice is restricted to the CEO as the person specified for this function, and may not be sub-delegated,
- b) where the infringement notice is issued by the CEO, a request to withdraw any infringement notice or extend the time to pay an infringement notice is to be referred to Council.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

## APPLICATION

4.5. Appointments made by the CEO are limited to employees of the Shire, and are to state the appointment is for –

- (a) the duration of employment by the Shire,
- (b) the duration of the contract with the Shire, or
- (c) specified time, event or purpose.

5.6. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the authorityresponsibility to administer and perform the functions delegated to that position, subject to –

- (a) any limitations specified in the relevant general delegation to the person or position;
- (b) any specific limitations imposed by the Council or CEO in making the appointment.

6.7. All proposals to commence prosecution are to be referred to Council for decision, unless specifically authorised-provided for under delegated authoritypower or by specific decision.

## FORMAL RECORD OF USE

- i) Authorised person's certificate of authorisation
- ii) File copy of authorisation
- iii) Personnel file
- iv) Relevant subject file

## HISTORY

Former Delegation 2.6, 2.64

Adopted 18 July 2018

Review / adoption xx September 2019

## REFERENCES

No delegated authoritypower for –

- legislation not listed,
- persons who are not employees.

Authorised persons exercise their authoritypower directly from the Act, Regulation or local law that refers to "an authorised person", and may be appointed directly by Council, or by the CEO under delegated authoritypower.

Where the Act, Regulation or local law refers to "local government" the function must be exercised through a formal delegation.

Where the Act, Regulation or local law refers to "Council" or a specific position, it means the elected members in session or the person holding that specific position.

Appointments of persons other than employees ~~or employees under contract~~, are to be referred to Council for determination.

Some appointments can be made independent of employment with the Shire, and unless revoked or otherwise limited, the appointment continues to remain valid. This is the case with Fire Control Officers, Authorised Dog Control Officers etc. Their appointment means –

- the person is an officer of Council,
- as an officer of Council, there is a duty of care to the person, as well as to the community, and must ensure that the person is adequately resourced for the task, including training, equipment etc, as necessary,
- as an officer of the Shire, there is a legal responsibility for their actions, so when making the appointment there is an obligation to be satisfied that the person is appropriate and competent to exercise the authoritypower.

As these appointments mean that the person is an officer of Council for that specific purpose, they have the statutory authoritypower to commit Council to particular actions, initiate various proceedings etc, as listed in the authorising Act, and as permitted or limited by Council.

When making an appointment, the CEO must be certain that the person appointed is capable of undertaking the role, is a suitable, and provide the necessary resources for the role to be carried out such as training, equipment, etc.

This delegation does not apply to allocation of statutory functions made by the CEO to fulfil legislative requirements undertaken as a component of administrative tasks.

Local Laws in development as at 23 June 2018 –

- (a) ~~Amenity~~
- (b) ~~Meeting Procedures~~
- (c) ~~Waste~~
- (d) ~~Health (replacement)~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

## 1.2 Acting CEO – Appointment

### STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.35 – Appointment of CEO requires absolute majority
- s.5.37 – Designation as senior employee to have Council consent
- s.5.42 – Council may delegate functions to CEO

### CORPORATE CONTEXT

Policy Manual –

- 2.1 – Designated Senior Officers
- 2.2 – Acting/Relieving Staff Authority

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Not permitted

### FUNCTION DELEGATED

1. The CEO is delegated **authority/power** to appoint as Acting CEO when the CEO is on periods of leave, up to a maximum period of 20 working days –
  - an employee designated under the Local Government Act 1995 s.5.37, or
  - a person appointed by Council as CEO or Acting CEO within the previous 5 years.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

### APPLICATION

2. In the case of the unavailability of the CEO due to emergency, the Manager Finance and Administration is automatically appointed as Acting CEO for up to 2 weeks from commencement, and continuation is then subject to confirmation by President/Council.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

### FORMAL RECORD OF USE

- i) Written record on personnel file

### HISTORY

Former Delegation 2.1

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Council may only delegate **authority/power** to a CEO under the Local Government Act s.5.42 who is appointed in accordance with s.5.35(1)&(2) requiring an absolute majority. Accordingly, a person who is to exercise the responsibilities and delegations of CEO while acting in that position must also have specific Council approval.

Designation as a senior employee under s.5.37 complies with this requirement, as it specifies that Council must consent to the employment of a designated senior employee.

Generally, employees designated under the Act s.5.37 will only be –

- Manager Works and Services

A senior employee in the organisation is not automatically a designated employee under s.5.37.

Stipulation that no substantial redirection of activities or processes during term as Acting CEO is in Policy 2.2.

## Section 2 - Administration / Organisation

### 2.1 Common Seal – Execution of documents

#### STATUTORY CONTEXT

##### *Local Government Act 1995 –*

- s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government
- s.9.49A(1) – only affixed as authorised by Council
- s.9.49A(2) – only to documents as authorised by Council
- s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO
- s.9.49A(4) – Council may authorise person to sign documents
- s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed

##### *Local Government (Functions & General) Regulations 1996 –*

- r.34 – Common seal, unauthorised use of

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

- ~~-1.~~ Council delegates ~~authority~~~~power~~ to the CEO to determine to affix the Common Seal without prior approval by Council where the document is –
- a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;
  - b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

#### APPLICATION

- ~~-2.~~ ~~Subject to~~~~Notwithstanding~~ the conditions above on use of the Common Seal, the CEO is delegated ~~authority~~~~power~~ to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –
- (a) Notifications, covenants and easements under the Transfer of Land Act 1893;
  - (b) reciprocal access and/or parking agreements;
  - (c) rights of carriageway agreements;
  - (d) caveats under the Transfer of Land Act 1893; and
  - (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

- ~~-3.~~ The Common Seal is to be kept in the custody of the CEO.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

- ~~-4.~~ ~~The affixing~~~~Application~~ of the Common Seal ~~is to be co-signed~~~~has not effect unless countersigned~~ by the President.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

#### FORMAL RECORD OF USE

- ii) Report to Council's Monthly Briefing Session
- iii) Recording in the Common Seal Register of Use

#### HISTORY

Former Delegation 2.24  
Adopted 18 July 2018  
Review / adoption xx September 2019

#### REFERENCES

The Local Government Act s.5.43 (ha) prohibits the CEO delegating the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government (i.e. to make a decision whether to sign/affix the seal or not).

This is not to be confused with the power of the CEO under 9.49A(3)(b) to authorise a senior employee to sign a document to attest that the common seal was so affixed (i.e. the decision to affix the seal was made by authorised persons prior).

Most contracts for supply of services, including contracts of employment, do not legally require the Common Seal to be affixed, although its use may be usual practice.

## 2.2 ~~Destruction of records~~Deleted

### **STATUTORY CONTEXT**

~~State Records Act 2000—~~

- ~~— s.16 (2) — mandatory compliance of record keeping plans with principles and standards of the State Records Commission~~
- ~~— s.19 — requirement for a record keeping plan~~
- ~~— Sch.1 cl.12 — local governments are a government organisation~~

~~Local Government General Disposal Authority~~

### **CORPORATE CONTEXT**

~~Record Keeping Plan~~

### **PRIMARY DELEGATION**

~~CEO~~

### **SECONDARY DELEGATION PERMITTED TO**

~~Manager Finance and Administration~~

### **FUNCTION DELEGATED**

- ~~1. The CEO is delegated authority to destroy records subject to compliance to—~~
  - ~~1. the Local Government General Disposal Authority as prepared by the State Records Office, and~~
  - ~~2. Shire of Victoria Plains Record Keeping Plan.~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

### **APPLICATION**

~~N/A~~

### **FORMAL RECORD OF USE**

- ~~i) Signed listing of records authorised for destruction~~

### **HISTORY**

~~Adopted ————— 18 July 2018~~

### **REFERENCES**

## 2.3 Confidential records – Inspection

### STATUTORY CONTEXT

#### *Local Government Act 1995 –*

- s.5.92 – Council or committee members may access confidential information only if, and to the extent necessary, to fulfil their function
- s.5.93 – penalties if Council or committee member, or employee misuses information
- 5.94 – public inspection of information permitted, with some restrictions
- s.5.94 (1) to (3) – information that is required to remain confidential
- s.5.95 (1) to (6) and (8) – exclusions from public inspection
- s.5.95 (7) – some previously confidential information may be made available in some circumstances

#### *Administration Regulations 1996 –*

- r.29A – limits on confidential information that may be inspected

#### *Rules of Conduct Regulations 2007 –*

- r.6 – use of information, including confidential information, by council members
- r.7 – prohibition on improper use, for personal advantage or to someone's detriment
- r.8 – misuse of local government resources

### CORPORATE CONTEXT

Record Keeping Plan

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION

Permitted

### PERMITTED TO

Manager Finance and Administration

### FUNCTION DELEGATED

The CEO is delegated authority/power to make available information determined by Council or the CEO to be confidential, and not available for public inspection.

### APPLICATION

Prior to making a decision, the CEO is to determine –

- (a) whether or not the information should remain confidential or public inspection permitted;
- (b) the extent of information that may be released.

The CEO is to use discretion in exercising the authority/power, taking note that –

- (a) there is no compulsion to release confidential information,
- (b) some information is required to remain confidential.

### FORMAL RECORD OF USE

- i) File copy of written request and decision by CEO.

### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

I

## REFERENCES

Examples of information that is required to remain confidential includes –

- (a) employee details, conditions, negotiations etc
- (b) supplier's bank information;
- (c) details required by legislation to be omitted from electoral roll;
- (d) information regarding debts owed to the Shire

CEO may consider some information to remain confidential, due to –

- (a) commercial in confidence;
- (b) potential for misuse;
- (c) insufficient reasons/justification to access the information.

Note – refusal of access does not prevent application being made under the Freedom of Information Act.

## Section 3 - Financial Management

### 3.1 ~~Municipal Fund — Incurring expenditure~~~~Deleted~~

#### STATUTORY CONTEXT

##### ~~Local Government Act 1995 —~~

- ~~— s.6.8 — expenditure from Municipal Fund~~
- ~~— s.6.8(1)(c) — Payment in an emergency~~

##### ~~Local Government (Financial Management) Regulations 1996 —~~

- ~~— r.5 — CEO's duties as to financial management~~
- ~~— r.11 — Payments, procedures for making etc~~
- ~~— r.12 — Payments from municipal fund or trust fund, restrictions on making~~
- ~~— r.13 — Duties of CEO~~

##### ~~Local Government (Audit) Regulations~~

- ~~— r.16 — CEO to review certain systems and procedures~~

#### CORPORATE CONTEXT

##### ~~Delegation Register —~~

- ~~— 3.7 — Tenders~~
- ~~— 3.11 — Donations — Financial and in-kind~~

##### ~~Council Policy —~~

- ~~— 3.1 — Purchasing — Framework~~
- ~~— 3.2 — Purchasing — Local Price Preference~~

#### PRIMARY DELEGATION

##### ~~CEO~~

#### SECONDARY DELEGATION PERMITTED TO

##### ~~Manager Finance and Administration~~

#### FUNCTION DELEGATED

##### ~~1. The CEO is delegated authority to incur expenditure from the Municipal Fund subject to —~~

- ~~a) being compliant with the Local Government Act and Regulations;~~
- ~~b) being in accordance with the adopted Budget;~~
- ~~c) being authorised by a resolution of Council;~~
- ~~d) and being compliant with —~~
  - ~~i) Delegation 3.7 Tenders, and~~
  - ~~ii) Council Policy 3.1 and 3.2;~~
- ~~e) being authorised emergency expenditure.~~

#### APPLICATION

##### ~~2. The CEO is to ensure —~~

- ~~a) systems and procedures required by FM Reg. r.5 are in place;~~
- ~~b) compliance with procedures developed in accordance with FM Reg r.11;~~
- ~~e) constant review of procedures in accordance with Audit Reg. r.17~~

##### ~~3. The CEO may authorise the issue of a second credit card to a senior executive officer.~~

##### ~~4. The CEO is authorised to approve appropriate employee to issue purchase orders, and use of credit~~

- ~~cards and store cards —~~
  - ~~a) within limits as considered appropriate;~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

- ~~b) Use of credit cards to a maximum of \$15,000 in total and store cards to a maximum account value of \$2,000.~~

**~~FORMAL RECORD OF USE~~**

- ~~i) Issue of purchase order.~~  
~~ii) Receipt of expenditure~~  
~~iii) Reconciled credit card or store card statement signed by the authorised user~~

**~~HISTORY~~**

~~Former Delegation 2.58~~  
~~Adopted 18 July 2018~~

**~~REFERENCES~~**

~~This delegation is not for authorisation of payments from Municipal Fund Bank Account or Trust Fund Bank Account, or the procedures required for the processing of creditors invoice.~~

### 3.2 Municipal Fund and Trust Fund – Payments from Bank Accounts

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.6.8 – expenditure from Municipal Fund
- s.6.8(1)(c) – Payment in an emergency

*Local Government (Financial Management) Regulations 1996 –*

- r.5 – CEO's duties as to financial management
- r.11 – Payments, procedures for making etc
- r.12 – Payments from municipal fund or trust fund, restrictions on making
- r.13 – Duties of CEO

*Local Government (Audit) Regulations 1996 –*

- r.16 – CEO to review certain systems and procedures

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

#### FUNCTION DELEGATED

1. The CEO is delegated ~~authority~~power to make payments from the Municipal Bank Account and Trust Bank Account subject to –
  - a) being in accordance with the adopted Budget;
  - b) being authorised by a resolution of Council;
  - c) disbursement as authorised, of funds lodged to the Trust Account, or
  - d) being authorised emergency expenditure.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

#### APPLICATION

2. The CEO is to ensure –
  - a) systems and procedures required by FM Reg. r.5 are in place;
  - b) compliance with procedures developed in accordance with FM Reg r.11;
  - c) constant review of procedures in accordance with Audit Reg. r.17

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

3. All transactions are to have the ~~authorised~~approved signatures or secure electronic passwords by any two of the following ~~authorised~~approved persons, jointly –

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Position	Authorising Signature / Electronic Password	
	Initial	Secondary
CEO	All	All
MFA	All	All
MWS	All	All
Payroll	Payroll	None
Creditors	Creditors	None

#### FORMAL RECORD OF USE

- i) Copy of approval, authorisation, payment of invoice etc. with financial transaction
- ii) Monthly report to Council Meeting

**HISTORY**

Former Delegation 2.41  
Adopted 18 July 2018  
Review / adoption xx September 2019

**REFERENCES**

This delegation is not for the issue of purchase orders, use of credit cards, store cards or fuel cards, or procedures for the processing of creditors invoice.

### 3.3 Investments

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.6.14 – Power to invest

*Local Government (Financial Management) Regulations*

- r.19 – Investments, control procedure for
- r.19C – Investments of money, restrictions on

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

#### FUNCTION DELEGATED

1. The CEO is delegated **authoritypower** to invest money held in any Council fund that is not required for immediate use, provided that sufficient working funds are retained at all times.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

#### APPLICATION

2. All transactions are to have two authorised signatures or secure electronic passwords, at least one of whom must be –
  - a) CEO; or
  - b) Manager Finance and Administration

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Second signatories may be –

- c) Manager Works and Services

#### FORMAL RECORD OF USE

Record of lodgement of funds for investment, and instructions given

#### HISTORY

Former Delegation 2.31

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

FM Reg r.19C imposes limits on institutions, duration of investment, type of investment etc.

### 3.4 Rates record, extensions and objections

#### STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.39 (2) – amend rate records for up to 5 years
- s.6.40 (3) – refund of rates after overpayment
- s.6.76 (4) – extension of time to make objection to rate record
- s.6.76 (5) – determination of objection to rate record

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

a)1. The CEO is delegated ~~authority~~power to –

- 1-a) amend rate records for the past five years preceding the current year,
- 2-b) refund of rates overpaid following an adjustment to the rate record if requested,
- 3-c) extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record
- 4-d) consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

- i) File copy of rates notice, payment, agreement or determination
- ii) Property / Assessment file

#### HISTORY

Former Delegation 2.40, 2.47

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

### 3.5 Sundry and rate debtors – Recovery and agreements

#### STATUTORY CONTEXT

Local Government Act 1995 –

- s.6.49 – Agreement as to payment of rates and service charges
- s.6.56 (1) – recovery of rates by complaint or action
- s.6.60 (2) – recovery of rates by requiring payment of rent to Shire

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

#### FUNCTION DELEGATED

1. The CEO is delegated **authority/power** to negotiate an agreement for the payment of rates, service charge and sundry debts, together with the costs of proceedings, if any, for that recovery, subject to any administrative or instalment charges, penalty interest etc being incorporated into the agreement.
2. The CEO is delegated **authority/power** to recover unpaid rates or service charges after becoming due and payable, together with the costs of proceedings, if any, for that recovery –
  - by use of a debt collection agency,
  - in a court of competent jurisdiction;
  - by serving notice on a tenant to pay rent to the Shire;
  - other such means as is provided for and appropriate.
3. The CEO is delegated **authority/power** to recover unpaid sundry debtors, together with the costs of proceedings, if any, for that recovery –
  - by use of a debt collection agency,
  - in a court of competent jurisdiction;
  - other such means as is provided for and appropriate.

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

- i) File copy of instruction to court or debt collection agency etc, written agreement with debtor, notice to tenant etc.
- ii) Property file

#### HISTORY

Former Delegation 2.2, 2.36, 2.39, 2.46

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

### 3.6 Write off of rate and sundry debts

#### STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.95– information that is required to remain confidential
- s.6.12(c) – Power to write off any amount of money

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

1. The CEO is delegated authority/power to write off small amounts to a maximum of \$100.00 ex GST per individual debt for –
  - (a) sundry debtors and any interest, charges and associated cost where the debtor can no longer be traced, or recovery is deemed unlikely;
  - (b) rates and services charges, interest on rates or service charges, or rate instalment charge where there is satisfactory evidence of attempt to pay by the required date –
    - (i) where as a result of daily interest calculations, the rates were intended to be paid in full, but an error occurred, or the payment was received by mail after the calculation was made; or
    - (ii) on transfer of the property from one owner to the next,
    - (iii) the value of the debt makes recovery attempts uneconomical.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

#### APPLICATION

2. ~~This delegation does not apply to an amount of rates or any service charge levied on the annual rate notice.~~  
None

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

#### FORMAL RECORD OF USE

- i) Listing of debts written off to be signed by CEO
- ii) Report to Council via monthly briefing papers of the number of debts and total amount only
- iii) Value of rates and service charges written off to be included in the annual report

#### HISTORY

Former Delegation 2.28

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

~~This delegation is not authority for the write-off of rates or service charges, but rate interest and administration charges and sundry debts.~~ Where a write-off is intended for rate interest/charges/rates or service, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation.

Debt information –

- includes rate debts as well as sundry debts
- is to be kept confidential under the Local Government Act s.5.95(2), and therefore no identifying details should be in public documents such as Agendas or Minutes.

### 3.7 Tenders – authoritypower to set specifications, criteria, call, accept, vary

#### STATUTORY CONTEXT

##### Local Government Act 1995 –

- s.3.57– Tenders for providing goods or services
- s.3.58 – Disposing of property
- 5.43(b) – Limits on delegation to accept tenders

##### Local Government (Functions and General) Regulations 1996 –

##### Part 4 – provision of goods and services

- Division 1 – Purchasing policies for local government
  - o r.11A – requirement for a purchasing policy
  - o r.11 – when tenders have to be publicly invited and exemptions from inviting
- Division 2 – Tenders for providing goods and services, specifically –
  - o r.14(2a) – criteria for deciding on tender to be determined in writing prior
  - o r.14(4) – information to be disclosed, specifications, own tender to be determined prior
  - o r.14(5) – vary information disclosed subject to all being informed
  - o r.20 – Minor variation of requirements before entry into contract
  - o r.23 – Rejecting and accepting expressions of interest
- Division 3 – Panels of pre-qualified suppliers, specifically –
  - o r.24AD(2a) – requirements to join panel of pre-qualified suppliers

##### Part 4A – Regional Price Preference

##### Part 6 - Miscellaneous

- o 30 (3) – exempt disposition of property

#### CORPORATE CONTEXT

##### Delegation Register –

- a)- 3.1 – Municipal Fund – Incurring expenditure

##### Policy Manual –

- 3.1 – Purchasing – Framework
- 3.2 – Local Price Preference

#### PRIMARY DELEGATION

##### CEO

#### SECONDARY DELEGATION PERMITTED TO

##### Manager Finance and Administration

##### Manager Works and Services

#### FUNCTION DELEGATED

a)1. The CEO is delegated authoritypower, subject to prior budget provision having been made or to give effect to a Council decision, to –

i)a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;

ii)b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;

iii)c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or

iv)d) approve a minor variation to an-accepteda tender prior to acceptance, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –

a)i) reduction;

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 1.27 cm, Hanging: 0.48 cm, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.27 cm + Indent at: 2.54 cm

- b)ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
- e)iii) reasonable and unforeseen increase in duration of the contract.

#### APPLICATION

~~b) All tenders and expressions of interest are to be approved by Council unless disclosed in Budget.~~  
~~2. Acceptance of tenders and expressions of interest, equal to or above the threshold, are to be by Council, unless prior delegation had been resolved.~~

e)3. Acceptance and variation of tenders is limited to the CEO only.

~~4. Variation of a tender after acceptance of the tender is not permitted unless provided for in the accepted tender.~~

d)5. All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

#### FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers
- ii) Tender register and documentation on file

#### HISTORY

Former Delegation 2.51

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Expression of interest is not a quote – refer Functions & General Regulations r.21(3). The mandatory requirements are equivalent to those for a tender.

#### As clarification—

- Panels of suppliers — (a), (b) and (c) only apply
- Expressions of interest — (a), (b), (c) and (d) only apply

This delegation applies to all tenders – whether acquisition or disposal.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm, Tab stops: Not at 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm, Tab stops: Not at 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm, Tab stops: Not at 0.63 cm

### 3.8 Contracts – Variations

#### STATUTORY CONTEXT

Local Government (Functions and General) Regulations 1996 –

- r.21A – Varying a contract for the supply of goods or services
- r.24AJ – Contracts with pre-qualified suppliers

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

#### FUNCTION DELEGATED

1. The CEO is delegated ~~authority~~power subject to prior budget provision having been made or to give effect to a Council decision to accept a minor variation of a contract entered into, subject to the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
  - a) reduction;
  - a)b) the cumulative value remains below the tender threshold;
  - b)c) increase in cost to a cumulative total of \$25,000 or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
  - e)d) reasonable and unforeseen increase in duration of the contract.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

- i) File copy of ~~authorised~~approved variation

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

### 3.9 Disposing of property, and impounded, confiscated or uncollected goods

#### STATUTORY CONTEXT

##### *Local Government Act 1995 –*

- s.3.39 – Power to remove an impound
- s.3.40 – Vehicle may be removed if goods to be impounded are in or on it
- s.3.40A – Abandoned vehicle wreck – disposal
- s.3.41 – Impounded perishable goods
- s.3.42 – Impounded non-perishable goods
- s.3.43 – Impounded non-perishable goods, court may confiscate
- s.3.44 – Notice to collect goods if not confiscate
- s.3.47(1) – Confiscated or uncollected goods, disposal of
- s.3.47(2b) – Periods of retention before disposal
- s.3.48 – Impounding expenses, recovery of
- s.3.58 – Disposing of property

##### *Local Government (Functions and General) Regulations 1996 –*

- r.29A – Abandoned vehicle wrecks, value etc. prescribed for
- r.30 – Disposition of property excluded from Act s.3.58
- r.31 – Anti-avoidance provision for Act s.3.58

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration  
Manager Works and Services

#### FUNCTION DELEGATED

- 1. The CEO is delegated [authoritypower](#) to dispose of a vehicle considered to be an abandoned vehicle wreck under section 3.40A(3).
- 2. The CEO is delegated [authoritypower](#) to dispose of goods confiscated under section 3.43.
- 3. The CEO is delegated [authoritypower](#) to take all appropriate action under section 3.48 that may be necessary to recover the costs of impounding good or vehicles.
- 4. The CEO is delegated [authoritypower](#) to dispose of property under section 3.58.

#### APPLICATION

- 5. This delegated [authoritypower](#) –
  - a) is subject to the operation of Delegation 3.1 Tenders;
  - b) applies to property other than land and buildings;
  - c) applies to property less than \$20,000 ex GST (individually or collective of associated similar items), unless prior authorisation given by Council specifically or by reference (such as trade-in vehicle or replacement vehicle);
  - d) applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;
  - e) is to be exercised ensuring disposal of assets is by offering them for public sale by any fair means, or to an appropriate not-for-profit community group;

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

**-6. Restrictions –**

- 1-a)** Where the “income” from the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, both disposal and acquisition must be disclosed in Budget;
- 2-b)** If required, transfer of the property is subject to the asset not being available to the purchaser until such time as the replacement asset is available for Shire use;
- 3-c)** And price offered is paid

**Formatted:** Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

**Formatted:** Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

**FORMAL RECORD OF USE**

- i) Acceptance of offer on disposal file

**HISTORY**

Adopted 18 July 2018

Review / adoption xx September 2019

**REFERENCES**

All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

### 3.10 Disposing of land – leases, rentals etc

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.3.58 – disposition of assets

*Local Government (Function and General) Regulations 1996 –*

- r.30 – limited exemption for disposition of assets

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

1. The CEO is delegated **authoritypower** to determine leases, licences or rental of land or property for periods of 12 months or less, in accordance with any policy, guidelines or conditions as set by Council from time to time.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

#### APPLICATION

2. This delegation applies where the consideration is less than \$20,000 ex GST, unless prior authorisation given by Council specifically or by reference.
3. All leasing or rental of property for more than 12 months to be referred to Council for decision, except for employee in Shire owned housing.
4. All sale of land requires authorisation by Council resolution.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Tab after: 0.63 cm + Indent at: 0.63 cm

#### FORMAL RECORD OF USE

- i) File copy of notice

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Dept of Local Government and Communities considers leasing and rentals to be disposal of land under LG Act s.3.58 as it is a grant of exclusive right for the period agreed.

Functions and General Regulations r.30 has different exemptions and different values for land and other property.

### 3.11 Donations – Financial and In-kind Works / Services

---

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.6.8 – expenditure from Municipal Fund

*Local Government (Financial Management) Regulations 1996 –*

- r.5 – CEO's duties as to financial management
- r.11 – Payments, procedures for making etc
- r.12 – Payments from municipal fund or trust fund, restrictions on making

#### CORPORATE CONTEXT

Delegations Register –

- 3.1 – Municipal Fund – Incurring expenditure

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

The CEO is delegated ~~authority~~power to –

##### 1. Financial

Where a donation is provided for by name in the adopted Budget, the CEO may make payment at the appropriate time or on application by the recipient.

Financial donations within the non-specified amount in the adopted Budget may be made by the CEO where –

- the amount does not exceed \$500 ex GST in any financial year;
- the recipient is a community group, sporting club or non-profit organisation;
- the recipient is based locally, or the purpose has particular benefit or application to the district.

Financial and works/service in-kind donations will not be considered for –

- businesses,
- individuals;
- recipients of funding from the annual Budget allocation.

Donations for specific appeals such as a crisis appeal, will be considered individually by Council.

##### 2. In-kind

In-kind works or services may be authorised by the CEO where –

- the amount does not exceed \$500 ex GST in any financial year;
- the recipient is a community group, sporting club or non-profit organisation;
- the recipient is based locally, or the purpose has particular benefit or application to the district.

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

Office copy of approval / authorisation

**HISTORY**

Adopted 18 July 2018

Review / adoption xx September 2019

**REFERENCES**

### 3.12 Ex-Gratia Payments

#### STATUTORY CONTEXT

None

#### CORPORATE CONTEXT

Delegations Register –

3.1 – Municipal Fund – Incurring expenditure

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

1. The CEO is delegated authority/power to determine an ex-gratia payment claim made on the Shire if the claim is less than the relevant insurance policy excess.

#### APPLICATION

2. The Shire exercises a predisposition against making ex-gratia payments.
3. Should the claim be declined by the CEO, the matter is to be referred to Council if requested by the claimant.
4. All claims are to be referred to the Shire's insurers.
5. Exceptional circumstances may be referred to Council for consideration, noting that such a referral does not constitute likelihood of Council agreement.
6. When referring to Council, the report is to advise –
  - of all attempts to claim insurance, if applicable,
  - circumstances outside of the Shire or claimant's control, that may contribute to consideration of the claim.
7. Should the CEO or Council agree to make an ex-gratia payment, the claimant is to be –
  - a) made an offer in writing,
  - b) advised –
    - the offer is without prejudice,
    - does not constitute a precedent,
    - does not imply admission of liability.
  - c) required to confirm that no further claim will be made on the Shire in relation to the matter.
8. Only once (7) above is fully completed is payment to be made.

#### FORMAL RECORD OF USE

Office copy of letters on subject file

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Section 4 - Order / public safety

**4.1 Disposal of sick or injured animals**

---

**STATUTORY CONTEXT**

*Local Government Act 1995 –*

- s.3.47A – Sick or injured animals, disposal of

**CORPORATE CONTEXT**

None

**PRIMARY DELEGATION**

CEO

**SECONDARY DELEGATION PERMITTED TO**

Manager Finance and Administration

Manager Works and Services

**FUNCTION DELEGATED**

1. The CEO is delegated authority/power to arrange for an impounded animal that is ill or injured to an extent that treatment is not practical, to be humanely destroyed.
2. The CEO is delegated authority/power to take all appropriate action that may be necessary to recover the costs of destroying the animal.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

**APPLICATION**

N/A

**FORMAL RECORD OF USE**

File copy of written instruction or record of destruction of animal

**HISTORY**

Adopted 18 July 2018

Review / adoption xx September 2019

**REFERENCES**

## 4.2 Cat Act 2011

### STATUTORY CONTEXT

Cat Act 2011 –

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.48 – an authorised person may perform functions under the Act
- s.70 – dealing with objections – to be by Council
- s.73(1) – Prosecutions under the Act

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration  
Manager Works and Services  
Rangers  
Customer Service Officers

### FUNCTION DELEGATED

1. The CEO is delegated authority/power to exercise all discretionary matters in the Cat Act 2011, including –
  - (a) issue of all notices and infringements etc;
  - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - ~~(c) extending the time period within which infringement notices may be paid.~~
  - ~~(d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;~~
  - ~~(e)~~(c) carrying out of works in default of a duly served notice;

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

### APPLICATION

2. The delegation excludes –
  - (a) determination of any fee or charge
  - (b) dealing with an objection.
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

### FORMAL RECORD OF USE

File copy of notice, approval etc.

### HISTORY

Adopted 18 July 2018  
Review / adoption xx September 2019

### REFERENCES

The Act (e.g. s.63, s.64, s.65) restricts some matters to CEO.

## 4.3 Dog Act 1976

### STATUTORY CONTEXT

Dog Act 1976 –

- s.11 – appointment of dog registration officer
- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.33F – dealing with objections (dangerous dogs)
- s.44(2)(b) – enforcement proceedings by an authorised person

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration  
Manager Works and Services  
Rangers  
Customer Service Officers

### FUNCTION DELEGATED

The CEO is delegated ~~authority~~power to exercise all discretionary matters in the Dog Act 1976, including –

- (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (b) issue of all notices and infringements etc;
- ~~(c) extending the time period within which infringement notices may be paid.~~
- ~~(d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;~~
- ~~(e)~~(c) carrying out of works in default of a duly served notice

### APPLICATION

The delegation excludes –

- (a) determination of any fee or charge
- (b) dealing with an objection.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

The CEO has ~~authority~~power to waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.

### FORMAL RECORD OF USE

File copy of notice

### HISTORY

Adopted 18 July 2018  
~~Review / adoption~~ xx September 2019

### REFERENCES

#### 4.4 Dogs Local Law 2018

##### STATUTORY CONTEXT

*Dogs Act 2018 –*

- s.10AA – delegations must be to CEO, who may delegate functions
- s.29 – appointment of authorised person to perform functions under Act
- s.44(2)(b) – enforcement proceedings by an authorised person

*Local Government Act 1995 –*

- s.9.6 – Dealing with objection – to be by council

*Shire of Victoria Plains Dogs Local Law 2018 –*

- cl.4.15 – dealing with objections – to be by Council

##### CORPORATE CONTEXT

None

##### PRIMARY DELEGATION

CEO

##### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

Customer Service Officers

##### FUNCTION DELEGATED

- a)1. The CEO is delegated ~~authority~~power to approve all discretionary matters in the Shire of Victoria Plains Dogs Local Law 2018 including –
- a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - b) issue of all notices and infringements etc;
  - ~~c) extending the time period within which infringement notices may be paid.~~
  - ~~d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;~~
  - e)c) carrying out of works in default of a duly served notice;

##### APPLICATION

- b)2. The delegation excludes –
- a) determination of any fee or charge
  - b) dealing with an objection.
- e)3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
- a) is of such severity that the action is appropriate or
  - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

##### FORMAL RECORD OF USE

File copy of approval of discretionary use

##### HISTORY

Former Delegation 2.1

Adopted 18 July 2018

Review / adoption xx September 2019

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

**REFERENCES**

~~For the purposes of the local law and this delegation, a person under contract is considered to be an employee.~~

Objections and review are those matters refused under delegated authoritypower which the applicant requests Council to reconsider.

## 4.5 Impounding of vehicles and goods

### STATUTORY CONTEXT

Local Government Act 1995 –

Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions

- s.3.37 to s.3.48

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

### FUNCTION DELEGATED

1. The CEO is delegated authority/power to the power to remove and impound goods from a public place if –
  - ~~1-a)~~ the goods or vehicle present a hazard to public safety;
  - ~~2-b)~~ the goods or vehicle obstruct the lawful use of any place;
  - ~~3-c)~~ the goods or vehicle have been, or appear to have been abandoned
2. The CEO is delegated authority/power to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

### APPLICATION

N/A

### FORMAL RECORD OF USE

File copy of notice

### HISTORY

Former Delegation 2.30

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Disposal of impounded vehicles or goods is covered by Delegation 3.9.

## 4.6 Impounding of cattle etc

### STATUTORY CONTEXT

*Local Government (Miscellaneous Provisions) Act 1960 –*

- s.458 – power to impound trespassing cattle
- s.459 – power to destroy cattle in certain circumstances
- s.460 – impounding in other than a public pound
- s.462 – fees for impounded cattle
- s.463 – damage by trespassing cattle
- s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

### FUNCTION DELEGATED

1. The CEO is delegated **authority/power** to enforce the provisions of the Local Government (Miscellaneous Provisions) Act 1960, and Regulations.
2. The CEO is delegated **authority/power** to take all appropriate action that may be necessary to recover the costs of impounding the animal.

### APPLICATION

3. The CEO is authorised to make appropriate arrangements for the custody and care of cattle, either within a designated pound, or by written arrangement with a land holder, including any costs or charges the landholder may incur or impose
4. The CEO is authorised to recover the costs and charges imposed by the landholder from the owner of the cattle.

### FORMAL RECORD OF USE

Impounding register

### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Although “cattle” is not defined, the Local Govt (Miscellaneous Provisions) Act provides for charges for various animals impounded, that include sheep–

- Schedule 2 – Ranger’s fees
- Schedule 3 – Poundage and sustenance charges
- Schedule 4 – rates for damage by trespass by cattle

Animals listed in the Schedules include in various combinations of descriptions –

- (1) Entire horses, mules, asses, camels, bulls or boars above the age of 2 years
- (2) Entire horses, mules, asses, camels, bulls or boars under the age of 2 years

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

I

- (3) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs
- (4) Pigs of any description
- (5) Rams, wethers, ewes, lambs, goats
- (6) Sheep of any description
- (7) Goats

## Section 5 - Fire Control

### 5.1 Issue of burning permits – CEO

#### STATUTORY CONTEXT

##### *Bush Fires Act 1954 –*

- s.18 – Restricted burning times
  - (1) – nothing in this section permits burning in prohibited period
  - (2) – prohibited & restricted times to be published in Government Gazette
  - (5) – Local government may vary burning periods after consultation
  - (5B) – variation for maximum of 14 days
  - (5C) – burning period restrictions apply to variation period
  - (6) – permit required to set fire to bush from either FCO or CEO
  - (7) – person issuing permit may apply requirements or conditions
  - (8) – permit holder to comply with conditions
  - (9) – permit may authorise burning of bush on adjoining road reserve
  - (10A) – local government may adopt enforceable schedule for burning
  - (11) – if fire escapes etc expenses up to \$10,000 may be recouped
  - (12) – penalty on first breach \$4,500, subsequent breaches \$10,000
- s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only
- s.24A – clover may be burnt in prohibited burning period with permit

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

##### *Bush Fire Regulations 1954 –*

- r.15(1) – Permit to burn as per section 18 of the Act
- r.15(2) – If request to burn is conditional or refused, review is only by the local government or CBFCO
- r.15A – BFCO to comply with directions of local government
- r.15B – Permit holder to comply with permit conditions
- r.15C – Local Government may prohibit burning on certain days
- r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period
- r.17 – permit required to burn clover
- r.18 – 7 days notice of clover burn required, under specified restrictions
- r.19A – duties of clover burning permit holder
- r.20 – local government may prohibit issue of clover burn permits
- r.21A – permit holder may be required to advertise clover burn
- r.21B – FCO may postpone clover burn

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

##### *Public Places and Local Government Property Local Law 2018 –*

- activities on land under Council management and control including roads

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

1. The CEO is delegated ~~authority~~power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

2. The CEO is delegated authoritypower, in consultation with the Chief Bush Fire Control Officer and the issuing FCO is possible, to review or vary the conditions of a permit issued, or issue a permit if refused.
3. The CEO is delegated authoritypower to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.
4. The CEO is delegated authoritypower to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.
5. The CEO is delegated authoritypower, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 +  
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +  
Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 +  
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +  
Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 +  
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +  
Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 +  
Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left +  
Aligned at: 0.63 cm + Indent at: 1.27 cm

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

Duplicate copy of permit issued

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

The Act s.16(6)(a) stipulates

*...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...*

Refer also Delegation 17.1 and 17.2.

Issue of burning permits may be done by an authorised person – see Delegations 1.1 and 17.1.

## 5.2 Fire fighting – Emergency plant hire~~Deleted~~

### STATUTORY CONTEXT

~~Local Government Act 1995 –~~

- ~~i) – s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency~~

~~Bush Fires Act 1954 –~~

- ~~ii) – s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them~~

### CORPORATE CONTEXT

Policy Manual

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

### FUNCTION DELEGATED

- ~~1. The CEO is delegated authority to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.~~

### APPLICATION

N/A

### FORMAL RECORD OF USE

- ~~– Report to Council via briefing papers~~
- ~~– Duplicate copy of purchase order issued~~
- ~~– File copy of notes~~

### HISTORY

Former Delegation – 2.59

Adopted – 18 July 2018

### REFERENCES

The approval to be sought is an administrative function for expenditure purposes only, and does not extend to giving of operational instructions.

Where possible, the CEO is to seek advice from the senior FCO at the fire, and approval from the President or Deputy President. However, since this delegation will only be used in emergency situations, it is acknowledged that this may not be possible.

Adequate resources to fight a fire, for the safety of fire fighters, and for the protection of life and property have the highest priority, and are not to be unnecessarily jeopardised by delay.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

### 5.3 Restricted burning periods – Variations

#### STATUTORY CONTEXT

*Bush Fires Act, 1954 –*

- s.18(5) – authoritypower to vary restricted burning time
- s.18(5B) – time may not be varied by more than 14 days
- s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)
- s.48(1) – authoritypower to delegate to CEO

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

a)1. The CEO is delegated authoritypower to exercise the powers of Council under the Bush Fires Act 1954 s.18(5) variate of restricted burning periods,

#### APPLICATION

b)2. Prior to advertising the variation, the CEO is to consult with –

- the Dept of Parks and Wildlife in accordance with s.18(5), and
- the Chief BFCO is if unavailable, or Deputy Chief BFCO if Chief BFCO is unavailable.

#### FORMAL RECORD OF USE

File copy of variations approved

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

## Section 6 - Environmental Health / Food

### 6.1 ~~Public Health Act 2016~~ Control of environmental health matters

#### STATUTORY CONTEXT

*Public Health Act 2016 –*

- ~~i)~~ s.4(2) – authorised officer~~person~~
- ~~ii)~~ s.21 – authority~~power~~ to delegate to CEO
- ~~iii)~~ s.24 – authorised person must be qualified
- ~~iv)~~ s.25 – authorised person must have acceptable qualifications or be an EHO

*Health (Miscellaneous Provisions) Act 1911 –*

- ~~- s.344(2) – regulations or local laws may be made so as to delegate or confer a discretionary authority to specified persons or class of person~~

*Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers*

#### CORPORATE CONTEXT

*Delegations Register –*

- ~~v)~~ 18.1 – Food Act 2008

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

~~Environmental Health Officer – required, being a qualified person~~

Not permitted

#### FUNCTION DELEGATED

- ~~1. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Public Health Act 2016 and Regulations.~~
- ~~2. The CEO is delegated authority~~ power to exercise and discharge all or any of the powers and functions of the local government with regard to the Health Act 1911 and Regulations, including but not limited to
  - a) Part IV Sanitary Provisions;
  - b) Part V Dwellings;
  - c) Part VI Public Buildings;
  - d) Part VII Nuisances and Offensive Trades;
  - e) Part IX Infectious Diseases;
  - f) Part XV Miscellaneous Provisions;
  - g) Regulations made under the above parts of the Health (Miscellaneous Provisions) Act 1911.

#### APPLICATION

- ~~3. Where approvals are required, compliance is also mandatory with –~~
  - ~~-a)~~ the Health legislation and Regulations,
  - ~~-b)~~ the Building Code of Australia,
  - ~~-c)~~ the Local Planning Scheme and Planning Policies,
  - ~~-d)~~ the Shire of Victoria Plains Health Local Law 2004
- ~~4. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.~~
- ~~5. This delegation excludes –~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.74 cm + Indent at: 1.38 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

- a) determination of any fee or charge;
- b) dealing with an objection,

- 6. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - a) is of such severity that the action is appropriate or
  - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

- 7. Any prosecution proposed is to be referred to Council for decision to proceed.

#### FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers
- ii) File copy of notice

#### HISTORY

Former Delegation 2.57, 2.64

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Refer also Delegation 18.1 – Food Act 2008.

In some instances the EHO may be required to act without reference to Council or CEO, and regardless of Council's or CEO's wishes.

Objections and review are those matters refused under delegated authoritypower which the applicant requests Council to reconsider.

#### The Public Health Act 2016 –

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated –
  - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
  - (b) if the enforcement agency is a local government, to –
    - (i) the chief executive officer of the local government; or
    - (ii) an authorised officer designated by the local government;

The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.

Authorised person must be either –

- a) an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or
- b) hold an appropriate qualification as published in the Government Gazette of 24 January 2017.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

6.2 Health Local Law 2004

---

This Delegation will not become effective until after publication of the Amenity Local Law in the Government Gazette.

Refer also Delegation ~~18.1 – Food Act 2008~~ 6.4 Control of food matters

|

### **6.3    Amenity Local Law 2018**

---

**This Delegation will not become effective until after publication of the Amenity Local Law in the Government Gazette.**

## 6.4 Control of food matters

### STATUTORY CONTEXT

#### Food Act 2008 –

- s.118(2)(b) – power to delegate functions and obligations to qualified authorised person
- s.122(1)(b) – authorised person must hold office as an environmental health officer under the Health Act 1911
- s.122 – designated officers for infringement notices

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### Food Regulations 2009 –

- s.5 – a local government is an appropriate enforcement agency for the purposes of certain food businesses, animal processing premises and retail pet meat shops

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### Public Health Act 2016

- s.4(2) – authorised officer
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### Government Gazette of 24 Jan 2017 – Designation of Health Authorised Officers

### CORPORATE CONTEXT

#### Delegations Register –

- 6.1 – Control of environmental health matters
- 6.2 – Health Local Law 2004

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

### PRIMARY DELEGATION

#### Chief Executive Officer

### SECONDARY DELEGATION PERMITTED TO

#### Not permitted

### FUNCTION DELEGATED

1. The CEO is delegated power to exercise and discharge the powers and functions of the local government with regard to the Food Act 2008, including but not limited to –
  - a) powers of entry to premises.
  - b) taking of food samples for analysis.
  - c) formal warnings;
  - d) improvement notices;
  - e) prohibition orders; and
  - f) infringement notices.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

### APPLICATION

1. Where required by the Act to be carried out by an appropriately qualified person, the CEO may direct the function to be performed, but the discharge of that function is at the discretion of the qualified person.
2. The delegation excludes –
  - a) determination of any fee or charge;
  - b) dealing with an objection.
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - a) an infringement notice remains unpaid after reasonable attempts to obtain payment.
4. Any prosecution proposed is to be referred to Council for decision to proceed.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

**FORMAL RECORD OF USE**

File copy of notice, record of inspection etc

**HISTORY**

Adopted 18 July 2018

Formerly Delegation 18.1

Review / adoption xx September 2019

**REFERENCES**

Council may appoint a person as an authorised person who is not an employee.

CEO may appoint an employee as an authorised person under Delegation 1.1

It should be noted that under the Act, the EHO may be required to prosecute, regardless of Council's direction or wishes.

## Section 7 - Community Services

### 7.1 Cemetery Local Law 2018

#### STATUTORY CONTEXT

*Cemeteries Act 1976*

*Shire of Victoria Plains Cemeteries Local Law 2018*

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

#### FUNCTION DELEGATED

The CEO is delegated **authority/power** to approve all discretionary matters in the Shire of Victoria Plains Cemetery Local Law 2018 including –

- a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- b) issue of all notices and infringements etc;
- ~~c) extending the time period within which infringement notices may be paid.~~
- ~~d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;~~
- ~~e) c) carrying out of works in default of a duly served notice;~~

#### APPLICATION

The delegation excludes –

- ~~1. a)~~ determination of any fee or charge

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- a) is of such severity that the action is appropriate or
- b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### FORMAL RECORD OF USE

- ~~-i)~~ File copy of approval of grant of right of burial, pre-need certificate, notice etc
- ~~-ii)~~ Duplicate copy of infringement etc

#### HISTORY

Former Delegation 2.1

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

## Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

### s.5.41 Functions of CEO

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

### r.10 Relations with local government employees

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required</u> – May authorise selection and interview by a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated employee LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted at CEO invitation</u> – to interview and recommend an appointment to Council. (CEO required to be present) <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate appointment or dismissal.  <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior officer-employee</u> – as above, otherwise as for Other Employee <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other employee (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

## 8.1 Designated senior employee – Vacancy

### STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.37 (3) – advertising of designated senior positions

### CORPORATE CONTEXT

Policy Manual –

- 2.1 – Designated Senior Employees
- 2.2 – Acting/Relieving Staff Authority

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Not permitted

### FUNCTION DELEGATED

a)1. The CEO is delegated authoritypower to determine an appropriate employment package for designated senior employee other than CEO, with consideration to include but not limited to –

- ~~1-a)~~ salary,
- ~~2-b)~~ salary sacrifice options;
- ~~3-c)~~ removal expenses,
- ~~4-d)~~ accommodation arrangements,
- ~~5-e)~~ private use of vehicle etc, and
- ~~6-f)~~ any associated FBT implications.

b)2. The CEO is delegated authoritypower to advertise the vacancy when, as and for an appropriate period.

### APPLICATION

N/A

### FORMAL RECORD OF USE

Report to Council recommending appointment

File copy of finalised Information Package

### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

This delegation does not extend to –

- the appointment of a person to the vacancy without Council consent.
- determining the remuneration package for a CEO.

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;
- selection criteria or key position requirements
- closing date and application submission requirements
- any additional information appropriate.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3,  
... + Start at: 1 + Alignment: Left + Aligned at: 0 cm +  
Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c,  
... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3,  
... + Start at: 1 + Alignment: Left + Aligned at: 0 cm +  
Indent at: 0.63 cm

## 8.2 Long service leave

### STATUTORY CONTEXT

Local Government Act 1995 –

a) s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave Regulations) –

b) r.6A – long service leave on half pay

c) r.6B – long service leave on double pay

d) r.7 – taking of long service leave

e) r.8(2) – Payment for or in lieu of leave

### CORPORATE CONTEXT

N/A

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

### FUNCTION DELEGATED

1. The CEO is delegated authority/power to approve –

i) a) applications for long service leave at half pay;

ii) b) applications for long service leave at double pay;

iii) c) appropriate timing, period or period for taking of long service leave;

iv) d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –

a) i) deferral being for not more than 2 years, and

b) ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

### APPLICATION

2. On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10<sup>th</sup> year plus six months.

3. In exceptional circumstances, the CEO may approve taking of long service leave prior to 10 years continuous service –

-a) provided that the employee has a minimum of 7 years continuous service,

-b) a request from an employee with less than 7 years continuous service will not be considered,

-c) leave may only be approved to the extent of the accrual at the time of taking leave.

4. Taking long service leave may be deferred –

a) with the written approval of the CEO, an employee may delay the taking of part or all of their long service leave entitlement beyond 10 years and six months –

- The rate of pay during their long service leave when taken, will be the ordinary time rate which applied to the employee at the 10 year and six month mark.

b) with the written approval of the CEO, a request to delay for more than 2 years will only be considered in exceptional circumstances –

- The rate of pay during their long service leave when taken, will be the ordinary time rate which applied to the employee at the 10 year and six month mark.

c) at the written request of the CEO –

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

- The rate of pay during their long service leave when taken, will be the ordinary time rate applicable to the employee at the completion of the deferment requested by the CEO.

Formatted: Bulleted + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

- 5. Long service leave cannot be cashed out, other than as provided for in the Regulations.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

6. Applications that are to be referred to Council –

- (a) deferment of long service leave for more than 2 years;  
(b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;  
(c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

**FORMAL RECORD OF USE**

Personnel file copy of letter to employee advising of decision

**HISTORY**

Former Delegation 2.37  
Adopted 18 July 2018  
Review / adoption xx September 2019

**REFERENCES**

Applications that are to be referred to Council –

- a) deferment of long service leave for more than 2 years;  
-b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;  
-c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

If an employee transfers their employment to an applicable organisation, as provided for under Local Government (Long Service Leave) Regulations, the employee may be eligible to transfer their service to maintain continuity of service for the purposes of long service leave accrual.

However, where an employee has an untaken long service leave entitlement and the employee's employment ends before the employee has taken the long service leave, the employee must be paid out their long service leave entitlement on termination. To be clear, a 10 year entitlement cannot transfer but any additional accrued entitlement to long service leave can transfer to a new Local Government employer.

Further, pro-rata long service leave becomes due after seven years of service. If an employee is not eligible to transfer their leave to another applicable organisation any long service leave accrued to this point will be paid out on termination.

An employee with less than 7 years continuous service does not qualify for pro-rata long service leave.

I

## Section 9 - Occupational Safety & Health

This section is currently empty

## Section 10 - Building / Development

### 10.1 Building permits (authorised person)

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

~~i)~~ s.5.36 – Local government employees

*Building Act 2011 –*

~~ii)~~ s.3 – authorised person to be designated under s.96

~~iii)~~ s.96(3) – the local government may designate a person to be authorised

~~iv)~~ s.127(3) – delegation by a local government must be to an employee

~~v)~~ s.127(6A) – further delegation of authoritypower given to CEO

*Building Regulations 2012 –*

~~vi)~~ r.31B – applicable standards for buildings in bush fire prone areas

*Building Services (Registration) Act 2011*

~~vii)~~ s.17 – registration of building service practitioners

*Building Services (Registration) Regulations 2011 –*

~~viii)~~ r.4 – prescribed levels for building surveying

~~ix)~~ Part 3A – Building surveyors

#### CORPORATE CONTEXT

~~None~~

Delegations Register –

1.1 Appointment of Authorised Persons

(4) – restrictions on issue, withdrawal and extension of time to pay infringements

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

~~Environmental Health Surveyor~~

~~Registered Building Surveyor~~

Not permitted

#### FUNCTION DELEGATED

~~a)1.~~ The CEO is delegated authoritypower to determine matters under –

- a) sections 18, 20, 22, 23, 24 – Building permits
- b) sections 21, 22, 23, 24 – Demolition permits
- c) sections 27 – Conditions for building permit or demolition permit
- d) sections 32 – Duration of building permit or demolition permit
- e) sections 58, 59, 60 – occupancy permit
- f) sections 62 – conditions of occupancy permit
- g) sections 65 – duration of occupancy permit
- h) sections 110, 111, 112 – Issue of notices and building orders
- i) sections 117 – Revocation of building orders
- j) sections 118 – giving effect to building order if non-compliance

#### APPLICATION

~~b)2.~~ The CEO is to be consulted prior to use of any sub-delegation in relation to items (b), (h), (i) and (j).

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

~~e)3.~~ A building permit may be issued if –

- a) a valid Certificate of Design Compliance is presented;
- b) compliance with requirements for bush fire prone areas;
- c) all buildings where permitted in accordance with the Building Act 2011 and
- d) the information required by the Regulations is provided.

~~d)4.~~ A building permit is not to be issued unless payment has been received for –

- ~~1-a)~~ the assessed building permit fees
- ~~2-b)~~ Building Services Levy
- ~~3-c)~~ Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable

~~e)5.~~ The following matters are to be referred to Council for decision

- ~~1-a)~~ s.192 – Dangerous Buildings
- ~~2-b)~~ s.193 – Removal of Neglected Building

~~f)6.~~ Any prosecution proposed is to be referred to Council for decision to proceed.

7. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.

#### FORMAL RECORD OF USE

- i) Report to Council via monthly briefing papers – Items (a), (b), (h), (i)
- ii) File copy of permit, notice etc issued

#### HISTORY

Former Delegation 2.9, 2.10  
Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Building permits are separate from the Local Planning Scheme functions, but are governed by them.

Any authorised person can issue a permit or notice etc – some inspections, notices, certifications etc. can only be issued by a Registered Building Surveyor.

~~For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.~~

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgment if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
  - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
  - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
  - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
  - o who is registered as per the Act and Regulations and holding appropriate qualifications

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0.12 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

- I
- o to provide a building certification service

## 10.2 Illegal development

### STATUTORY CONTEXT

*Local Government Act 1995 –*

- ~~ii)~~ s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5)

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

*Planning and Development Act 2005 –*

- ~~ii)~~ s.214 – development in contravention of planning scheme or interim development order
  - (2) – power to order stop work
  - (3) – power to remove, alter etc and restore land to original condition
  - (5) – if delay interferes with scheme operation, power to order work to be undertaken

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

*Planning and Development (Local Planning Schemes) Regulations 2015 –*

- s.82 – a local government may delegate to a committee or to the CEO
- s.83 – CEO may delegate to any employee

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

*Local Planning Scheme No.5 –*

- ~~iii)~~ Part 9 – Applications for Planning Approval

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

### CORPORATE CONTEXT

Local Planning Policies

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

~~Building Surveyor~~  
~~Planner~~  
~~Not permitted~~

### FUNCTION DELEGATED

- ~~a)1.~~ The CEO is delegated ~~authority~~~~power~~ to issue notices in relation to illegal or delayed works in accordance with the Planning and Development Act 2005 s 214(2), (3) and (5).

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

### APPLICATION

- ~~b)2.~~ Where a notice is not complied with, the CEO is authorised to commence prosecution without reference to Council.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

### FORMAL RECORD OF USE

- ~~i)~~ Report to Council via monthly briefing papers
- ~~ii)~~ File copy of notice

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

### HISTORY

Former Delegation	2.11
Adopted	18 July 2018
<u>Review / adoption</u>	<u>xx September 2019</u>

### REFERENCES

## 10.3 Control of planning matters

### STATUTORY CONTEXT

#### *Planning and Development Act 2005 –*

##### Part 5 – Local planning schemes

- s.68 – Town planning schemes continued as local planning schemes
- s.72 – Local government may prepare or adopt scheme
- s.73 – Provisions of a local planning scheme
- s.214 (2)(3)(5) – development works not in compliance may have written stop work or remedial action order issued

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### *Planning and Development (Local Planning Schemes) Regulations 2015 –*

- s.82 – a local government may delegate to a committee or to the CEO
- s.83 – CEO may delegate to any employee

These Regulations override any provisions of the Planning Scheme.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### *Local Planning Scheme No. –*

##### Part 9 – Applications for Planning Approval

### CORPORATE CONTEXT

#### Local Planning Policies

### PRIMARY DELEGATION

#### CEO

### SECONDARY DELEGATION PERMITTED TO

#### Planner

#### Not permitted

### FUNCTION DELEGATED

a)1. The CEO is delegated authoritypower to administer all planning matters or functions for the Shire of Victoria Plains, subject to compliance with –

- 1-a) Planning and Development Act,
- 2-b) Planning Regulations,
- 3-c) Residential R Codes
- 4-d) Local Planning Scheme, and
- 5-e) Local Planning Policy.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

### APPLICATION

b)2. Any proposal that is not compliant, where discretionary approval by Council the local government may be considered, is to be referred to Council for decision.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

e)3. Any proposal requiring a decision but which has been refused is to be notified to Council for information.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

d)4. The CEO is delegated authoritypower to respond to –

- 1-a) any appeal against a discretionary decision of Council the local government in accordance with Council's the local government's decision on the matter to which the appeal or request for reconsideration relates,
- 2-b) Development Assessment Panel requirements.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

e)5. Where a planning approval is not complied with, the CEO is authorised to commence prosecution without reference to Council.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

**FORMAL RECORD OF USE**

Approvals etc on file

**HISTORY**

Former Delegation 2.11, 2.12, 2.15

Adopted 18 July 2018

Review / adoption xx September 2019

**REFERENCES**

## 10.4 Applications for subdivision and amalgamations

### STATUTORY CONTEXT

*Planning and Development Act 2005 –*

- s.4 – Subdivision includes amalgamation
- s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval
- s.138(2) – Commission to have due regard to local planning scheme
- s.142 – Commission to seek local government's comments, objections, recommendations

*Local Planning Scheme No.5*

### CORPORATE CONTEXT

Local Planning Policies

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Planner

Not permitted

### FUNCTION DELEGATED

1. The CEO is delegated authority/power in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –
  - (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
  - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning schemes and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
  - (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning scheme, and any land use plan or strategy adopted by Council;
2. The CEO is delegated authority/power to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

### APPLICATION

3. Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

### FORMAL RECORD OF USE

File copy of advice of decision to applicant, developer etc.

### HISTORY

Former Delegation 2.13, 2.14

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Refer Planning Policy 4.1 – Subdivisions and amalgamations (in development)

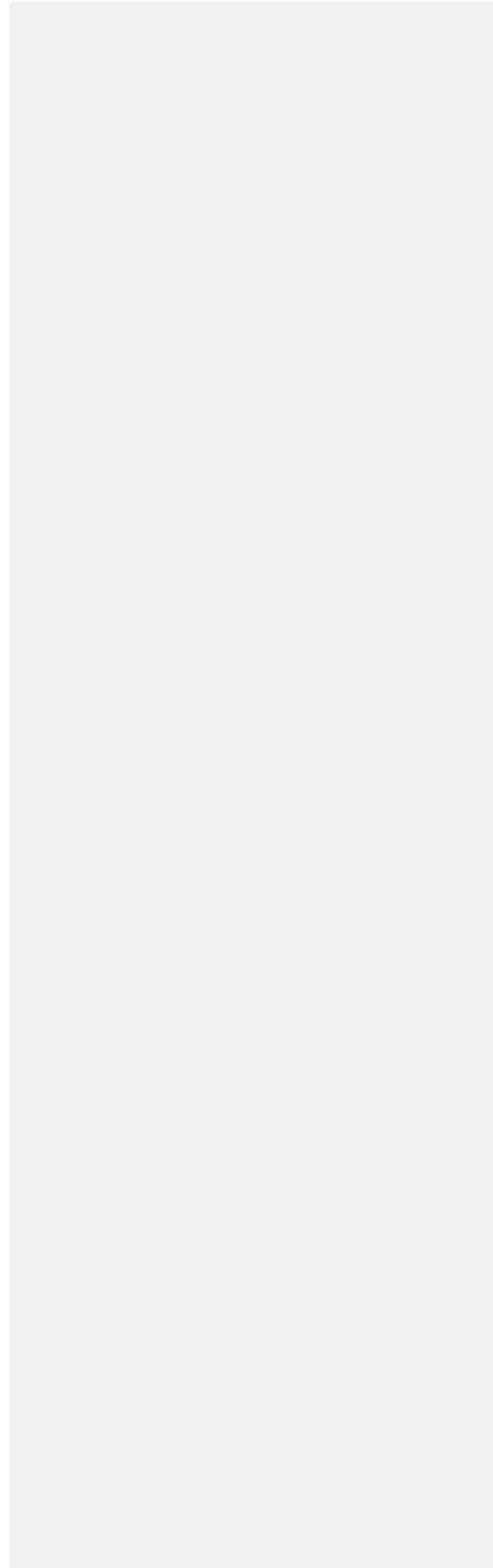
Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

I



## 10.5 Fencing Local Law 2018

### STATUTORY CONTEXT

*Fencing Local Law 2018 –*

- cl.7.1 – dealing with objections – to be by Council

*Local Planning Scheme No. 5 –*

- Part 9 – Applications for Planning Approval

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

~~Building Surveyor~~  
~~surveyor~~Ranger

### FUNCTION DELEGATED

~~a)1.~~ The CEO is delegated ~~authority~~power to approve all discretionary matters in the Shire of Victoria Plains Fencing Local Law 2018 including –

- (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (b) issue of all notices and infringements etc;
- ~~(c) extending the time period within which infringement notices may be paid.~~
- ~~(d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;~~
- ~~(e)(c)~~ carrying out of works in default of a duly served notice;

### APPLICATION

~~b)2.~~ The delegation excludes –

- (a) determination of any fee or charge
- (b) dealing with an objection.

~~e)3.~~ Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

### FORMAL RECORD OF USE

File copy of advice of decision to applicant, developer etc.

### HISTORY

Former Delegation 2.1

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Objections and review are those matters refused under delegated ~~authority~~power which the applicant requests Council to reconsider.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

## Section 11 - Public Facilities

### 11.1 Liquor Control Act

#### STATUTORY CONTEXT

*Liquor Control Act 1988 –*

- s.39 – Certificate of local government of compliance with laws
- s.40 – Certificate of planning authority of compliance with planning laws
- s.156 – Local governments, functions of

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

*Local Planning Scheme No. 5 –*

- Part 9 – Applications for Planning Approval

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### CORPORATE CONTEXT

Local Planning Policies

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Building Surveyor

Not permitted

#### FUNCTION DELEGATED

1. The CEO is delegated authority~~power~~ to –
  - 1-a) s.39 – Issue Certificates advising compliance with Food, Health and Local Government laws.
  - 2-b) s.40 – Issue Certificates of the Local Planning Authority
  - 3-c) s.66 (1)(d) and (2) – Respond to applications for Extended Trading Permits;
  - 4-d) s.69 (8) – Make submissions on health grounds regarding a license;
  - 5-e) s.153 (2) – Request copies of reports produced by the Liquor Licensing Authority;
  - 6-f) s.156 – Report to the Liquor Licensing Authority any offences committed by a licensee and ensure appropriate assistance is given to the Authority if requested.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

File copy of notice

#### HISTORY

Former Delegation 2.60

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

## 11.2 Discount/waiver/subsidy of facility hire fees

### STATUTORY CONTEXT

Local Government Act 1995 –

~~i)~~ s.6.12(1)(b) – Power to defer, grant discounts etc.

### CORPORATE CONTEXT

Delegations Register –

- 3.11 – Donations – Financial and in-kind Works / Services

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

### FUNCTION DELEGATED

- a) 1. The CEO is delegated ~~authority~~power to approve reduction in fees and charges of ~~Council-local~~ government owned facilities, subject to –
- a) the request is from a local community, charitable or not-for-profit organisation; or
  - b) the event is for the specific benefit of the local community; and
  - c) each request of the organisation does not exceed \$500 ex GST;
  - d) cleaning cost of the venue hire is not to be discounted.

### APPLICATION

N/A

### FORMAL RECORD OF USE

Copy of approval of written request

### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

## 11.3 Public Places and Local Government Property Local Law 2018

### STATUTORY CONTEXT

*Public Places and Local Government Property Local Law 2018*

### CORPORATE CONTEXT

Delegation Register –

- 11.2 – Discount/waiver/subsidy of facility hire fees
- 15.2 – Native Flora and Fauna

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

~~Environmental Health Officer~~

~~Building Surveyor~~

Rangers

### FUNCTION DELEGATED

- a)1. The CEO is delegated ~~authority/power~~ to approve all discretionary matters in the Shire of Victoria Plains Public Places and Local Government Property Local Law 2018 including –
- a) hire of facilities, including issue of permit for consumption/sale of alcohol;
  - b) granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property;
  - c) issue of all notices and infringements etc;
  - ~~d) – extending the time period within which infringement notices may be paid;~~
  - ~~e) – withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;~~
  - f)d) carrying out of works in default of a duly served notice;

### APPLICATION

- b)2. The delegation excludes ~~the following clauses of the Public Places and Local Government Property Local Law 2018 –~~
- ~~-a) cl.1.6 – setting of any fee or charge~~
  - ~~-b) cl.2.1 – Activities requiring a licence on local government property –~~
    - (c) erect a structure for amusement in excess of 28 days;
    - (n) erect a building or refuelling site;
    - (p) erect or install a structure for water, power, sewer, communication, television or similar service;
  - ~~-c) cl.5.13 – giving notice of crossover in unsafe location;~~
  - ~~-d) cl.10.1 – dealing with an objection;~~
- e)3. On written application made under cl.3.3, the CEO is authorised to give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.
- d)4. Every permit issued for consumption/sale of alcohol is to be advised to the relevant Police Station.
- e)5. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
- ~~-a) is of such severity that the action is appropriate or~~
  - ~~-b) an infringement notice remains unpaid after reasonable attempts to obtain payment.~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### FORMAL RECORD OF USE

- i) File copy of hire, approval, notice, etc
- ii) File copy of advice of decision to applicant, developer etc
- iii) Duplicate copy of infringement etc
- iv) Local government property file

#### HISTORY

Former Delegation 2.1, 2.49, 2.60, 2.61, 2.62  
Adopted 18 July 2018  
Review / adoption xx September 2019

#### REFERENCES

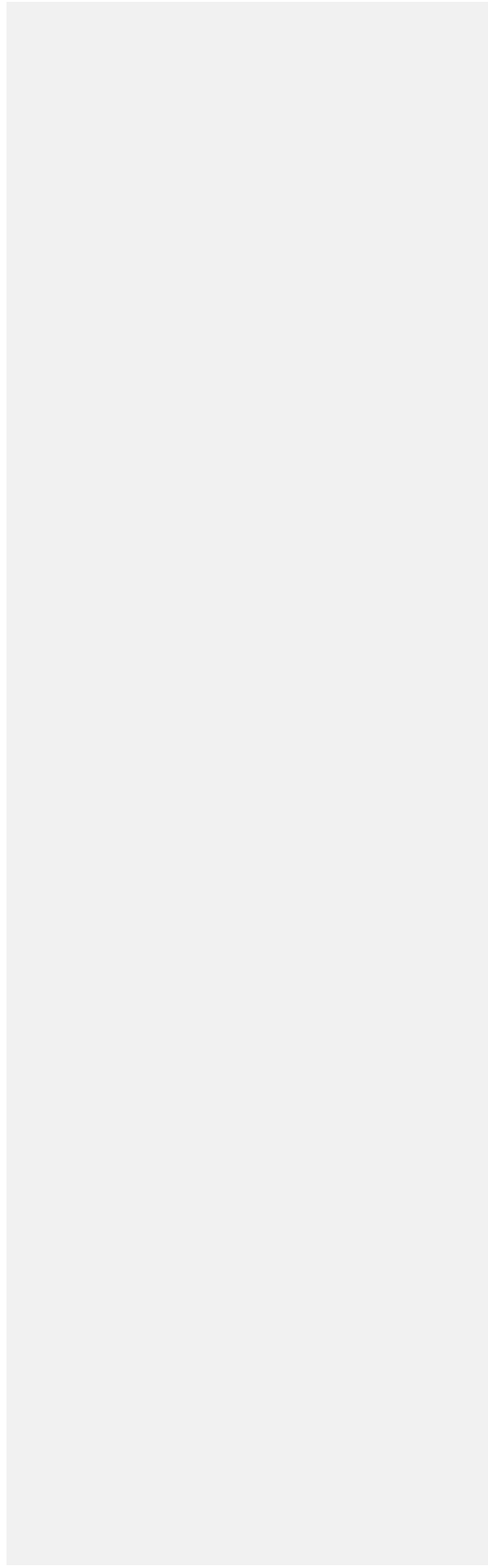
Objections and review are those matters refused under delegated authoritypower which the applicant requests Council to reconsider.

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

I

## Section 12 - Tourism

This section is currently empty



## Section 13 - Works & Services

### 13.1 Reserves under control of the local government

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

- a) s.3.54(1) – Reserves under control of a Local Government

*Land Administration Act 1997*

#### CORPORATE CONTEXT

Policy Manual –

- 13.1 – Standard Crossovers
- 13.2 – Roads – Developer Conditions
- 13.3 – Roads – Access to Lots / Locations without Road Frontage
- 13.4 – Road Reserves – Stormwater Discharge

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

#### FUNCTION DELEGATED

1. The CEO is delegated **authority/power** to do anything on land vested or under the control and management of Council –
  - a) subject to prior budget provision having been made, or
  - b) to give effect to a Council decision.

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

File copy of decision on written application

#### HISTORY

Former Delegation	2.54, 2.61
Adopted	18 July 2018
Review / adoption	xx September 2019

#### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3,  
... + Start at: 1 + Alignment: Left + Aligned at: 0 cm +  
Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c,  
... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

## 13.2 Things to be done on land not local government property

### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.3.24 – Authorising person under this subdivision
- s.3.27 – Particular things local government can do on land that is not local government property
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- Sch.3.2 – Particular things local governments can do on land even though it is not local government property

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

### FUNCTION DELEGATED

1. The CEO is delegated authority/power to carry out work on land that is not local government property subject to –
  - a) prior budget provision having been made,
  - b) to give effect to a Council decision;
  - c) if the matter is considered to be an emergency;
  - d) the consent is obtained of –
    - the owner of the land;
    - if the land is occupied, the occupier of the land; and
    - if the land is under the control or management of any other person, that other person.
  - e) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3,  
... + Start at: 1 + Alignment: Left + Aligned at: 0 cm +  
Indent at: 0.63 cm

### APPLICATION

N/A

### FORMAL RECORD OF USE

File copy of notice

### HISTORY

Former Delegation 2.8, 2.43

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

The delegation applies to land not under local government control that is within the district, and is in relation to things being done on the land, not taken from the land.

### 13.3 Works on land outside the district

#### STATUTORY CONTEXT

Local Government Act 1995 –

- a) s.3.20 – performing function outside the district
- b) s.3.21 – duties when performing functions
- c) s.3.22 – compensation

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

#### FUNCTION DELEGATED

- a) 1. The CEO is delegated authority/power to undertake necessary executive functions on land outside the district that is not property of the Shire/local government provided that –
- a) the consent is obtained of –
    - the owner of the land;
    - if the land is occupied, the occupier of the land; and
    - if the land is under the control or management of any other person, that other person.
  - b) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

#### APPLICATION

N/A

#### FORMAL RECORD OF USE

File copy of agreement, consent etc

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Executive functions does not include private works requested of the Shire by an individual or other local government, but does apply to sourcing of roadmaking materials and water.

The delegation applies to land not under local government control that is also outside the district, and is in relation to things being done on the land, not taken from the land.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

### 13.4 Materials from land not under local government control

#### STATUTORY CONTEXT

Local Government Act 1995 –

- i) s.3.21 – Duties when performing functions
- ii) s.3.22 – Compensation for materials, damage, access etc

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

#### FUNCTION DELEGATED

- a)1. The CEO is delegated ~~authority~~power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
- 1-a) extraction of gravel, sand or other materials from land;
  - 2-b) water, etc.

#### APPLICATION

- b)2. The CEO is to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.
- c)3. The agreement reached with the land owner/occupier is to –
- 1-a) state a specific duration, that it is indefinite or otherwise provide for termination;
  - 2-b) provide for mutually agreed compensation;
  - 3-c) specify rehabilitation responsibilities if appropriate;
  - 4-d) within the budget provision.

#### FORMAL RECORD OF USE

- i) Written agreement with land owner/occupier
- ii) Property file where the land is within the district

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

The delegation applies to land not under local government control that that may be either within or outside the district, and is in relation to materials to be taken from the land, not things being done on the land.

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

## 13.5 Notices requiring certain things to be done

### STATUTORY CONTEXT

*Local Government Act 1995 –*

- ~~i)~~ s.3.24 – Authorising person under this subdivision
- ~~ii)~~ s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land
- ~~iii)~~ s.3.26(2) – Additional powers when notice is given
- ~~iv)~~ s.3.33 – Entry under warrant
- ~~v)~~ s.3.34(2) – Entry in an emergency
- ~~vi)~~ s.9.60 – Regulations that operate as local laws
- ~~vii)~~ Sch.3.1 – Powers under notices to owners or occupiers of land
- ~~viii)~~ Sch.9.1(6) – dangerous excavations in or near public thoroughfare
- ~~ix)~~ Sch.9.1(7) – Matters for which regulations under s.9.60 may be made

*Local Government (Uniform Local Provisions) Regulations 1996 –*

- ~~x)~~ r.11 – dangerous excavation in or near public thoroughfare
- ~~xi)~~ 13 – Requirement to construct or repair crossing

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Works & Services

### FUNCTION DELEGATED

1. The CEO is delegated authority/power to issue notices requiring certain things to be done by the owner or occupier of land.
2. The CEO is delegated authority/power to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.
3. The CEO is delegated authority/power to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

### APPLICATION

4. Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

### FORMAL RECORD OF USE

- ~~i)~~ File copy of notice

### HISTORY

Former Delegation 2.21

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

Objections and review are those matters refused under delegated authority/power which the applicant requests Council to reconsider.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

## 13.6 Notice of local government works

### STATUTORY CONTEXT

Local Government Act 1995 –

~~i)~~ s.3.51(3) – notice to adjoining owners affected by works

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

### FUNCTION DELEGATED

1. The CEO is delegated ~~authority~~power to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –
  - ~~a)~~ fix or alter the levels, or the alignment of a public thoroughfare, or
  - ~~b)~~ drain water from a public thoroughfare or public place onto adjoining land

### APPLICATION

N/A

### FORMAL RECORD OF USE

- ~~a)i)~~ File copy of notice
- ~~b)ii)~~ Advertisement records
- ~~c)iii)~~ Property file

### HISTORY

Former Delegation	2.17
Adopted	18 July 2018
Review / adoption	<u>xx September 2019</u>

### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

### 13.7 Private works/infrastructure on, over or under public land

#### STATUTORY CONTEXT

##### Local Government Act 1995 –

- ~~i)~~ s.3.37 – Contraventions that can lead to impounding
- ~~ii)~~ s.9.60 – Regulations that operate as local laws
- ~~iii)~~ Sch.9.1(8) – Private works/infrastructure on, over, or under public places
- ~~iv)~~ Sch.9.2(5) – gates across public thoroughfares

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

##### Local Government (Uniform Local Provisions) Regulations 1996 –

- ~~v)~~ r.9 – gates across a public thoroughfare
- ~~vi)~~ r.17 – Private works on, over, or under public places
  - (4) approval of local government required
  - (5) conditions may be imposed
  - (6) mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired
  - (7) penalty for non-compliance is \$5,000 and \$500 daily
  - (8) person constructing is responsible for maintenance, and must insure structure, specifically indemnifying Council against any claim
  - (9) unauthorised constructions, or contravention of approval/conditions can lead to impounding

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

##### Public Places and Local Government Property Local Law 2018

- ~~vii)~~ activities on land under Council management and control including roads

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

#### FUNCTION DELEGATED

- ~~a)1.~~ The CEO is delegated authority/power to approve private works/infrastructure on, over or under public places subject to –
  - ~~-a)~~ written application being made;
  - ~~-b)~~ the applicant accepts all liability for every part and aspect of the works/infrastructure;
  - ~~-c)~~ imposing of appropriate conditions, such as –
    - building permit, structural engineering certification, environmental assessment etc, where appropriate;
    - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
    - traffic management plan to be approved
  - ~~-d)~~ where deemed appropriate, an insurance certificate indemnifying the Shire-local government while works are underway, or for any structure, is to be provided;
  - ~~-e)~~ estimated value of works does not exceed \$25,000 ex GST.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### APPLICATION

- ~~b)2.~~ The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.
- ~~e)3.~~ Proposed works in excess of \$25,000 ext GST are to be referred to Council.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

d)4. Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

#### FORMAL RECORD OF USE

- a) i) Report to Council via monthly briefing papers if significant infrastructure
- b) ii) File copy of written approval
- c) iii) Property file of applicant
- d) iv) Copy on road/reserve/local government property file

#### HISTORY

Former Delegation 2.54, 2.61, 2.63  
Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right + Aligned at: 0.63 cm + Indent at: 1.27 cm

## 13.8 Events on roads

### STATUTORY CONTEXT

#### *Road Traffic Act 1974 –*

- s.81C(2) – Making order for road closure for event
- s.81D – Road closure, how effected by local government

#### *Road Traffic (Administration) Act 2008 –*

- s.139(2) – Temporary suspension of road law

#### *Road Traffic (Events on Roads) Regulations 1991 –*

- s.4 – local government approval and payment of fee required
- r.9 – Erection of barriers, signs and other equipment

#### *Public Places and Local Government Property Local Law 2018 –*

- activities on land under Council management and control including roads

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

### FUNCTION DELEGATED

1. The CEO is delegated authoritypower –
  - a) in consultation with the President, to approve with or without conditions or refuse to approve, an event or function on a thoroughfare in accordance with section 81C of the *Road Traffic Act 1974*;
  - b) in consultation with the President, to approve with or without conditions, or refuse to approve, the temporary suspension of written law in accordance with section 83 of the *Road Traffic Act 1974*; and
  - c) make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.
2. The CEO is delegated authoritypower, in consultation with the President, to respond to any request for information made under section 7(1) of the *Public Order in Streets Act 1984*.

### APPLICATION

3. In considering any application, the CEO is to have regard to Police and Main Roads WA guidelines.

### FORMAL RECORD OF USE

File copy of decision on written application

### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

See Road Traffic (Administration) Act –

135. *Protection from liability for wrongdoing*

- (1) *An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.*

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

- (3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

- (2) A local government may cause a road in its district to be closed for such period that the local government considers necessary if the local government considers that the road is unsafe for traffic but the road cannot be closed by the local government for more than one month without with the Minister's written approval to do so.

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

- (1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —
- (a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;
  - (b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and
  - (c) such other equipment as the local government considers is reasonably necessary to effect the road closure.
- (2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.
- (3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).
- (4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

Main Roads WA – Traffic Management for Events on Roads: "Code of Practice"

## 13.9 Temporary road closures

### STATUTORY CONTEXT

Local Government Act 1995 –

- ~~a)~~ s.3.50 – closing to vehicles
- ~~b)~~ s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974 –

- ~~e)~~ s.81D – how a road is to be closed
- ~~f)~~ s.92 – power to close unsafe roads

Public Places and Local Government Property Local Law 2018 –

- ~~e)~~ cl.5.2 – no entry to closed local government property
- ~~f)~~ cl.6.13 – no driving on closed thoroughfare

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration  
Manager Works and Services

### FUNCTION DELEGATED

- ~~a)~~ 1. The CEO is delegated ~~authority~~power to –
- ~~1-a)~~ temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
    - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
    - that the thoroughfare is unsafe for use.
  - ~~2-b)~~ temporarily close a road or portion of a road for repairs and maintenance;
  - ~~3-c)~~ temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.
- ~~b)~~ 2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
- a) is of such severity that the action is appropriate or
  - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

### APPLICATION

N/A

### FORMAL RECORD OF USE

File copy of public notice, instruction to employee etc

### HISTORY

Former Delegation 2.17  
Adopted 18 July 2018  
Review / adoption xx September 2019

### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

I

#### Section 14 - Plant / Equipment

This Section is currently empty

## Section 15 - Natural Resource Management

### 15.1 Control of Vehicles (Off-road Areas) Act 1978

#### STATUTORY CONTEXT

*Control of Vehicles (Off-road Areas) Act 1978 –*

- s.5(1) – Duty of local government to administer and enforce the Act
- s.5(3) – authorised officers

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Finance and Administration

Manager Works and Services

Rangers

#### FUNCTION DELEGATED

~~a)1.~~ The CEO is delegated authority/power to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –

- a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- b) issue of all notices and infringements etc;
- ~~c) – extending the time period within which infringement notices may be paid.~~
- ~~d) – withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;~~
- ~~e) c)~~ carrying out of works in default of a duly served notice;

#### APPLICATION

~~b)2.~~ The delegation excludes –

- ~~1- a)~~ determination of any fee or charge

~~e)3.~~ Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- a) is of such severity that the action is appropriate or
- b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

#### FORMAL RECORD OF USE

File copy of notice

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3,  
... + Start at: 1 + Alignment: Left + Aligned at: 0 cm +  
Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c,  
... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3,  
... + Start at: 1 + Alignment: Left + Aligned at: 0 cm +  
Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c,  
... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3,  
... + Start at: 1 + Alignment: Left + Aligned at: 0 cm +  
Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c,  
... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm +  
Indent at: 1.27 cm

## 15.2 Native flora and fauna

### STATUTORY CONTEXT

*Environmental Protection Act 1986 –*

- s.51C – Unauthorised clearing of native vegetation

*Wildlife Conservation Act 1950 –*

- s.14 – Protection of fauna
- s.23C – Licences to take protected flora
- s.23D – Taking and sales of protected flora on private land

*Wildlife Conservation Regulations 1970*

*Public Places and Local Government Property Local Law 2018 –*

- cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

CEO

### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

### FUNCTION DELEGATED

- a)1. The CEO is delegated authority/power to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
- 1-a) written application is to be made;
  - 2-b) it is for their own domestic or hobby use;
  - 3-c) permission is given for a period not exceeding one week;
  - 4-d) the area of picking and/or collection is strictly limited;
  - 5-e) not more than one collector is permitted in any one location;
  - 6-f) a maximum of 10% of seed only to be taken in any one area.

### APPLICATION

- b)2. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –
- 1-a) collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
  - 2-b) duration of approval, if any,
  - 3-c) the area of picking and/or collection
  - 4-d) not more than one collector being permitted in any one location
  - 5-e) a maximum of 25% of seed only to be taken in any one area
- e)3. All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.
- d)4. All applications to collect flora or fauna are to provide the following information at minimum –
- a) collector's credentials, including any person acting on the collector's behalf
  - b) purpose of collection – domestic, hobby, display, educational, commercial
  - c) flora/fauna to be collected – rarity, locality, need for preservation etc
  - d) locality of collection – ease of access, likelihood of general public-knowledge or access
  - e) period or duration sought

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

e)5. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

f)6. The following statement is to be included in every approval by the CEO –  
*The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.*

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

#### FORMAL RECORD OF USE

Coy of letter advising decision on file

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Dept of ~~Parks and Wildlife~~ Biodiversity, Conservation and Attractions –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

## Section 16 - Unclassified

### 16.1 Restricted Access Vehicles on Shire Roads

#### STATUTORY CONTEXT

*Local Government Act 1995*

*Land Administration Act 1997 –*

- s.56(2) – road reserves under the control of the local government

*Public Works Act 1902 –*

- s.86(2) – Governor may declare roads to be under the control of the local government

*Road Traffic (Vehicle Standards) Regulations 2002*

*Public Places and Local Government Property Local Law 2018*

#### CORPORATE CONTEXT

Policy Manual –

- a) 16.1 – Restricted Access Vehicles on Shire Roads

#### PRIMARY DELEGATION

CEO

#### SECONDARY DELEGATION PERMITTED TO

Manager Works and Services

#### FUNCTION DELEGATED

- a) 1. The CEO is delegated ~~authority~~ power to determine any application referred from Main Roads WA to use heavy haulage vehicles (Restricted Access Vehicles) on any local road within the district, recommending approval or refusal –
- a) in accordance with Council Policy 16.1 Restricted Access Vehicles on Shire Roads;
  - b) where the estimated volume is 50,000 tonnes per year or less,
  - c) if the road has already been assessed by Main Roads WA as being suitable for the configuration proposed by the applicant,
  - d) recommending CA07 conditions on roads where deemed necessary to manage RAV access in order to preserve the condition of the road and avoid heavy vehicle damage
  - e) written agreement of the applicant accepting liability for damage to the roads that exceeds fair use.

#### APPLICATION

- b) 2. All other applications are to be referred to Council.

- c) 3. Where the CEO declines an application, the applicant has the right to lodge a written appeal which will be presented to Council for consideration.

#### FORMAL RECORD OF USE

File copy of decision on written application

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

## PART B – PRIMARY DELEGATIONS – to other ~~officer~~persons

### Section 17 - Fire Control

#### 17.1 Issue of burning permits – Fire Control Officers

##### STATUTORY CONTEXT

###### *Bush Fires Act 1954 –*

- s.18 – Restricted burning times
  - (1) – nothing in this section permits burning in prohibited period
  - (2) – prohibited & restricted times to be published in Government Gazette
  - (5) – Local government may vary burning periods after consultation
  - (5B) – variation for maximum of 14 days
  - (5C) – burning period restrictions apply to variation period
  - (6) – permit required to set fire to bush from either FCO or CEO
  - (7) – person issuing permit may apply requirements or conditions
  - (8) – permit holder to comply with conditions
  - (9) – permit may authorise burning of bush on adjoining road reserve
  - (10A) – local government may adopt enforceable schedule for burning
  - (11) – if fire escapes etc expenses up to \$10,000 may be recouped
  - (12) – penalty on first breach \$4,500, subsequent breaches \$10,000
- s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

###### *Bush Fire Regulations 1954 –*

- r.15(1) – Permit to burn as per section 18 of the Act
- r.15(2) – If request to burn is conditional or refused, review is only by the local government or CBFCO
- r.15A – BFCO to comply with directions of local government
- r.15B – Permit holder to comply with permit conditions
- r.15C – Local Government may prohibit burning on certain days
- r.16 – only CEO or specifically authorised person may permit burning of clover in prohibited period
- r.21B – FCO may postpone clover burn

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

##### CORPORATE CONTEXT

None

##### PRIMARY DELEGATION

Fire Control Officers

##### SECONDARY DELEGATION PERMITTED TO

Not permitted

##### FUNCTION DELEGATED

1. Fire Control Officers are delegated ~~authority~~power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).
2. Fire Control Officers are delegated ~~authority~~power, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to individual burning permits.
3. Fire Control Officers are delegated ~~authority~~power to approve an applications to burn a road verge vested in the care, control and management of the Shire, subject to –
  - a) compliance with the Bush Fires Act 1954 s.18(9),
  - b) prior consultation with the CEO, and

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 0 cm, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

- c) the applicant obtaining the approval of the Dept of Parks and Wildlife.

**APPLICATION**

N/A

**FORMAL RECORD OF USE**

Duplicate copy of permit issued

**HISTORY**

Adopted 18 July 2018

Review / adoption xx September 2019

**REFERENCES**

This delegation does not extend to clover burning permits.

The Act s.16(6)(a) stipulates –

*...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...*

Refer also Delegation 5.1 and specific matters restricted to CEO, and to Delegation 17.2.

Should be shifted to Policy in time, as it is not a delegation, but a framework for authorised persons.

## 17.2 Issue of clover burning permits – Clover Burning Permit Officers

### STATUTORY CONTEXT

#### *Bush Fires Act 1954 –*

- s.24 – clover may be burnt during prohibited burning times

#### *Bush Fire Regulations 1954 –*

- r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period
- r.17 – permit required to burn clover
- r.18 – 7 days notice of clover burn required, under specified restrictions
- r.19A – duties of clover burning permit holder
- r.20 – local government may prohibit issue of clover burn permits
- r.21A – permit holder may be required to advertise clover burn
- r.21B – FCO may postpone clover burn

### CORPORATE CONTEXT

None

### PRIMARY DELEGATION

Chief Fire Control Officer

Deputy Chief Fire Control Officer

### SECONDARY DELEGATION PERMITTED TO

Not permitted

### FUNCTION DELEGATED

1. The following Bush Fire Control Officers are delegated authoritypower to issue permits to burn clover in accordance with Bush Fires Act s.18 and Regulations r.16 and to apply such conditions or requirements as is considered appropriate –  
1-a) Chief Bush Fire Control Officer  
2-b) Deputy Chief Bush Fire Control Officer

### APPLICATION

N/A

### FORMAL RECORD OF USE

Duplicate copy of permit issued

### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

### REFERENCES

Specified officers may be delegated authoritypower to issue clover burning permits in accordance with Bush Fires Act s.24 and Bush Fires Regulations r.16, and to apply such conditions or requirements as is considered appropriate.

Refer also Delegation 5.1 and specific matters restricted to CEO.

Should be shifted to Policy in time, as it is not a delegation, but a framework for authorised persons.

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

### 17.3 Prohibited burning periods – Variations

#### STATUTORY CONTEXT

*Bush Fires Act, 1954 –*

- s.17(7) – ~~authoritypower~~ to vary prohibited burning time
- s.17(7B) – time may not be varied by more than 14 days
- s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation
- s.17(9) – publication requirements
- s.17(10) – local government may delegate to President and Chief BFCO jointly
- s.17(11) – Local government may rescind delegation or vary any delegated decision

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### CORPORATE CONTEXT

None

#### PRIMARY DELEGATION

Shire President and Chief Fire Control Officer, jointly

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

~~a)1.~~ The Shire President and Chief Fire Control Officer are delegated ~~authoritypower~~ to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

#### APPLICATION

~~b)2.~~ Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

~~c)3.~~ If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

~~d)~~ ~~In the absence of Deputy President or a Deputy Chief BFCO, the CEO is authorised to act for that person, but not for both.~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

~~e)4.~~ The CEO is to be advised in order that public notification may be arranged.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

#### FORMAL RECORD OF USE

Written advice to CEO

#### HISTORY

Adopted 18 July 2018

Review / adoption xx September 2019

#### REFERENCES

## Section 18 - ~~Environmental Health / Food~~~~Deleted~~

### 18.1 ~~Food Act 2008 – Qualified person~~~~Deleted~~

#### STATUTORY CONTEXT

##### ~~Food Act 2008 –~~

- ~~a) s.118(2)(b) – authority to delegate functions and obligations to qualified authorised person~~
- ~~b) s.122(1)(b) – authorised person must hold office as an environmental health officer under the Health Act 1911~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

##### ~~Food Regulations 2009 –~~

- ~~e) s.5 – a local government is an appropriate enforcement agency for the purposes of certain food businesses, animal processing premises and retail pet meat shops~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

##### ~~Public Health Act 2016~~

- ~~d) s.4(2) – authorised officer~~
- ~~e) s.24 – authorised person must be qualified~~
- ~~f) s.25 – authorised person must have acceptable qualifications or be an EHO~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

~~Government Gazette of 24 Jan 2017 – Designation of Health Authorised Officers~~

#### CORPORATE CONTEXT

##### ~~Delegations Register –~~

- ~~g) 6.1 – Public Health Act 2016~~
- ~~h) 6.2 – Health Local Law 2004~~

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

#### PRIMARY DELEGATION

Environmental Health Officer – subject to consultation with the CEO

#### SECONDARY DELEGATION PERMITTED TO

Not permitted

#### FUNCTION DELEGATED

- ~~1. The EHO is delegated authority to exercise and discharge the powers and functions of the local government with regard to the Food Act 2008, including but not limited to –~~
  - ~~– powers of entry to premises;~~
  - ~~– taking of food samples for analysis;~~
  - ~~– formal warnings;~~
  - ~~– improvement notices;~~
  - ~~– prohibition orders; and~~
  - ~~– infringement notices.~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

#### APPLICATION

- ~~2. The CEO may appoint a qualified person under Delegation 1.1~~
- ~~3. The delegation excludes –~~
  - ~~1. determination of any fee or charge;~~
  - ~~2. dealing with an objection;~~
- ~~4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –~~
  - ~~a) an infringement notice remains unpaid after reasonable attempts to obtain payment.~~
- ~~5. Any prosecution proposed is to be referred to Council for decision to proceed.~~

**FORMAL RECORD OF USE**

File copy of notice, record of inspection etc

**HISTORY**

Adopted ————— 18 July 2018

**REFERENCES**

Council may appoint a person as an authorised person who is not an employee.

CEO may appoint an employee as an authorised person under Delegation 1.1

It should be noted that under the Act, the EHO may be required to prosecute, regardless of Council's direction or wishes.

I

## HISTORY SUMMARY

Item	Meeting	Purpose	Applies	Delegations affected
1	18 July 2018	Revocation	19 July 2018	All previous delegations
2	18 July 2018	Adoption	19 July 2018	All delegation in this Register
3	XX September 2019	Review and adoption	XX September 2019	All delegations in this Register
4				
5				
6				

## APPENDIX

This document records the compiled delegations made by Council under the authority of the Local Government Act 1995 and other legislative instruments as specified.

This register is the formal written record by which a delegation is made and conferred. Therefore, committees, the CEO, authorised persons and officers are provided with this document as their record of delegation/s made to them.

### Definitions

The LG Act has not defined the term "delegation" or "delegated power". However:

s.5.16 refers to "... the exercise of any of its powers and duties ..."

s.5.42 refers to "... the exercise of any of its powers or the discharge of any of its duties ..."

The following terms used in this document apply insofar as they are consistent with enabling legislation.

**authority** means the permission or requirement for Council, a Committee or a person to act in accordance with:

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council, or
- Standard Procedural Direction given or authorised by the CEO.

**delegation** means the authority power for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of council under the provisions of the relevant legislation.

**Council Policy** is the standing instruction resolved by Council as to how a particular matter is to be implemented:

**employee** means –

- i) a a person employed directly by the Shire receiving a salary or wage,
- ii) a a person employed directly by the Shire on a fixed term contract,
- iii) c a person appointed for the purposes of exercising a delegation who –
  - 1-i) is engaged under a contract for services either directly or with a firm,
  - 2-ii) is the specific person named in the contract, and
  - 3-iii) is authorised to issue notices on behalf of the Shire,

**instruction** means the requirement for an employee member to act in accordance with a direction given by the CEO.

**Planning Policy** is established under the Planning & Development Act 2005, and the local planning scheme, and has mandatory procedures to adopt, amend or revoke.

### Statutory Context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

**s.5.16 – Delegation of some powers and duties to certain committees**

- Separate document as differing provisions apply

s.5.17 – Limits on delegations of powers and duties to certain committees

s.5.18 – Register of delegations to committees

**s.5.42 – Delegation of some powers and duties to CEO**

s.5.43 – Limits on delegations to CEO

s.5.44 – CEO may delegate powers and duties to other employees

s.7.1B – Delegation of some powers and duties to audit committees

Formatted: Indent: Left: 1.65 cm, Numbered + Level: 1 +  
Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left +  
Aligned at: 1.63 cm + Indent at: 2.27 cm

Formatted: Indent: Left: 2.92 cm, Numbered + Level: 1 +  
Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Right +  
Aligned at: 2.9 cm + Indent at: 3.54 cm

Local Government (Administration) Regulations 1996 –  
r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –  
Building Act 2011  
Bushfires Act 1954  
Cat Act  
Dog Act 1976  
Food Act 2008  
Health Act 1911  
Local Government (Miscellaneous Provisions) Act 1960  
Planning and Development Act 2005

Shire of Victoria Plains Local Laws, currently adopted –  
Amenity Local Law 2018  
Bush Fire Brigades Local Law 2017,  
Cemeteries Local Law 2018,  
Dogs Local Law 2018,  
Extractive Industries Local Law 2018,  
Fencing Local Law 2018  
Health Local Law 2004,  
Meeting Procedures Local Law 2018,  
Public Places and Local Government Property Local Law 2019,  
Waste Local Law 2018.

Local Planning Scheme

Unless stated otherwise, the Local Government Act 1995 section 5.42 is the fundamental statutory context for Council to make the delegations in Parts A and B.

Local Government Act 1995 –

**5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under –  
(a) this Act other than those referred to in section 5.43; or  
(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* *Absolute majority required.*

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

**It is inadequate to quote this reference as the specific authoritypower for the function delegated.**

Various other legislative instruments empower or require Council to make delegations. The legislative empowerment is stated within each delegation.

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s5.42.

### Corporate context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authoritypower to various officerpersons, and to stipulate conditions, standards or methods of control and management.

This Delegations Register has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. the Local Planning Scheme,
3. a specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of employee, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that a delegation is to be included in the Delegations Register, it is considered that it is for a specific matter, and is not a general or on-going Delegation.

There are some Delegations that have specific legislative provision, and these are noted in the individual Delegation.

#### **Guidelines No.17 – Delegations (Department of Local Government)**

---

The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

*... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.*

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Policy describes how that action or some other action is to be carried out.

#### **Making, amending and revoking delegations**

---

Delegations from Council may be made, amended or revoked at any time by an absolute majority of Council.

Where permitted by Council in the delegation, the CEO may authorise a secondary delegation at any time.

Delegations from the CEO to other employees are at the discretion of the CEO and do not require a Council resolution. The CEO can delegate a power or duty, the exercise or discharge of which has been delegated by a local government to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO (s.5.44 (3)).

It is a requirement that the use of all delegated [authoritypower](#) is recorded but it is not a requirement to report the use of delegated [authoritypower](#) to Council.

Council may impose limitations on secondary delegation or the functions delegated as they see fit. The CEO is not obligated to delegate the whole or any delegation authorised by Council, but may choose not to or place further limitations on the delegation.

However, unless specifically resolved that the [authoritypower](#) is to be included in the Delegations Register, the [authoritypower](#) to act is for a specific matter, and is not a general or on-going delegation.

### Use of delegations

---

Delegations are made to assist with the smooth operation of the organisations, and allow appropriate levels of [authoritypower](#) to determine a wide range of matters.

There is no requirement for any authorised person to use a delegation. It is at the person's discretion whether or not to exercise a delegated [authoritypower](#), and they may refer the matter to a higher level at any time, should it appear in their judgement to be the best option.

### Record of use of delegations

---

The Act requires that the use of each delegation is recorded, but does not require that the use is reported to Council, nor does it specify recording or listing the use in a particular format. Such requirements would result in an unwieldy volume of work that is unproductive.

However, in some instances, the use of the delegation is of sufficient importance that Council should be advised so as to be aware of the impact of the decision made.

In order to reduce the unnecessary paperwork burden as far as is possible, the formal record of use of a delegation is the document that is produced in the normal course of administration of the matter. This document may be a form approving or refusing an application, a letter, batch approval for payment of creditors, file note, email or similar.

All these satisfy the requirement of the State Records Office for recordkeeping.

### Review of delegations

---

A delegation has effect for the period of time specified in the delegation or indefinitely if no period has been specified.

It is a requirement of the Local Government Act s5.18 and s.5.46 (1) that all delegations made under the [authoritypower](#) of that Act be reviewed by the delegator at least once in each financial year.

Any decision to amend or revoke a delegation by a local government is to be by an absolute majority s.5.45 (1) (b).

Review of delegations from the Council to committees and the CEO will be carried out before the end of each financial year and preferably in conjunction with the annual review of Council policies.

The CEO will review delegations to employee as required on changeover of employee or change of employee functions and will review all delegations at least once in the financial year in accordance with the legislation.

### Primary delegation

---

The primary delegation recipient includes the person acting in that position should the named recipient be absent from duty. This provision does not apply where the named person is on duty, but not present at the office at the time.

The Delegation and conditions etc, are resolved by Council. Secondary delegations by the CEO within the permissions approved by Council are at the discretion of the CEO, who may place additional conditions or limitations on the secondary delegation. All procedural or reference information may be amended or updated by the CEO.

### Secondary delegation by CEO

---

The CEO is expected and encouraged to further delegate to appropriate ~~officer~~persons, subject to the limitations imposed by the Local Government Act, other enabling legislation, or the conditions of the delegation made by Council to the CEO –

- s.5.43 – limits on delegations to CEO
- s.5.44 (1) – does not permit the CEO to delegate the capacity to further delegate, and further stipulates that the delegation may only be to employees
  - o no such stipulation is made for delegations under other legislation
- s.5.46 – requires the CEO to review sub-delegations to other employees at least annually

~~The delegation by the CEO is to be –~~

- ~~— in a signed document to the person,~~
- ~~— the recipient to return a signed acceptance, which is to be placed on file, and~~
- ~~— a copy to be retained by them.~~

– End

# Shire of Victoria Plains

## Memo



To: All Councillors  
From: Glenda Teede, Chief Executive Officer  
Date: 12 September 2019  
Re: Draft Memorandum of Understanding- Calingiri Community Garden

---

Dear Councillors

Please find updated draft Memorandum of Understanding attached. If you are agreeable to this MOU, an item will be presented to Council.

Kind regards,

*Glenda Teede*

CEO

## MEMORANDUM OF UNDERSTANDING

BETWEEN

SHIRE OF VICTORIA PLAINS (“the Shire”)

AND

CALINGIRI PROGRESS ASSOCIATION (“CPA”)

FOR

the CALINGIRI COMMUNITY GARDEN (“Community Garden”)

### **1 Purpose**

To formalise the agreement between the Shire of Victoria Plains and the Calingiri Progress Association for the development and continual operation of the Calingiri Community Garden.

### **2 Shire of Victoria Plains obligations/responsibilities**

The Shire of Victoria Plains will–

- a) permit the use of the Calingiri tennis courts, side garden and undercover area/shed (as outlined on the map below) to the Calingiri Progress Association for the development and maintenance of a Community Garden;



- b) permit the excavation of small sections (maximum 1m squared) of the tennis court surface to plant fruit trees and natives;
- c) permit the erection of garden sheds (maximum of two 3mx3m sheds) and shelters (three) along the side of the courts, for the purpose of storage and shade;

- d) permit the use of the undercover area as a workshop/activity space between the hours of 9am-9pm for educational purposes;
- e) permit the growing of Hardenbergia vines on the rear fence facing the children's playground to act as a natural screening of the garden;
- f) permit the replanting of the gardens next to the undercover area with natives and annuals;
- g) continue to mow and maintain the lawn area between the courts and undercover area;
- h) work with the Calingiri Progress Association to promote the Community Garden within the wider community, including any activation events planned by the Calingiri Progress Association such as gardening workshops and Community Garden open days;
- i) inform the Calingiri Progress Association in a timely manner of any concerns related to the condition or use of the community garden.
- j) The Calingiri Sports Club are agreeable for the Calingiri Community Garden to have the shade structures currently located at the bowling green.

### **3 Calingiri Progress Association obligations/responsibilities**

Members of the Calingiri Progress Association will –

- a) develop and maintain a Community Garden in the designated area to a standard as outlined in this MOU;
- b) take responsibility for water and electricity provision and any associated costs to this area;
- c) be responsible for all costs associated with Community Garden resources, including repair and/or replacement of damaged equipment or associated assets;
- d) provide insurance cover for the Community Garden in case of loss or damage to plants or equipment associated with the Community Garden, including insurance for volunteers;
- e) maintain the garden to a neat and tidy standard at all times, including the use of materials that will enhance the earth coloured tones of the natural environment surrounding the community garden;
- f) ensure the Shire has up to date contact information for the CPA and community leaders for the Community Garden; and
- g) be responsible for the removal of the Community Garden and any associated equipment if the group or Shire decides to end the Community Garden project.

### **4 Mutual understandings**

It is mutually understood and agreed by and between the parties that –

- a) Freedom of Information Act – Any information furnished under this instrument is subject to the Act;
- b) Modification – Modifications within the scope of the MOU shall be made in writing by mutual consent, signed and dated by the Shire of Victoria Plains and Calingiri Progress Association, prior to any changes being effective;
- c) Participation in similar activities – This MOU in no way restricts any party from participating in similar activities with other public or private agencies, organisations, and individuals;
- d) Nothing in this MOU removes the right of individual parties to discuss matters direct with another; and
- e) The MOU does not restrict the Calingiri Progress Association from applying for any grants for the maintenance and use of the Community Garden.

## 5 Operational dates

- 1.1 This MOU commences once signed by all parties and will be reviewed annually to determine if the MOU is to be amended, extended or terminated.

## 6 Principal contacts

### 6.1 Shire of Victoria Plains –

#### Main Contact

Chief Executive Officer  
Shire of Victoria Plains  
28 Cavell Street  
CALINGIRI WA 6569

Ph: 9628 7004  
[ceo@victoriaplains.wa.gov.au](mailto:ceo@victoriaplains.wa.gov.au)

### 6.2 Calingiri Progress Association –

Anne-Marie Byrne-O'Neill  
President

Ph: 0429 940 930  
[seerea@westnet.com.au](mailto:seerea@westnet.com.au)

## 7 Withdrawal

Either party may withdraw from this MOU by giving three months' notice in writing to the other party at any time or date of the removal of the garden.

## 8 Consent

The Parties to this MOU agree to the preceding arrangements for the Calingiri Community Garden –

CEO  
Shire of Victoria Plains

\_\_\_\_\_

Date: \_\_\_\_\_

Anne-Marie Byrne-O'Neill  
President, Calingiri Progress Association

\_\_\_\_\_

Date: \_\_\_\_\_

## Item 3.1

## CEO UPDATE

23 July 2019 - 15 September 2019

Meetings attended include

Date	Organisation / Person Met With	Reason for Meeting
22 July 2019	Council	SoVP Briefing Session
24 July 2019	Teleconference – HR Consultant	Review of HR Projects
24 July 2019	Teleconference - Shire Consultants	Various
24 July 2019	Damien Gaughan	LGIS
24 July 2019	Teleconference – [REDACTED]	MQ and GSRC Lease.
25 July 2019	Moore Stephens	Integrated Planning Workshop
25 July 2019	WASU attend Shire	EBA Overview (Section 42 Notification)
26 July 2019	SoVP Depot Staff	Tool Box Meeting
31 July 2019	SoVP Elected Members	Budget Workshop
31 July 2019	SoVP Elected Members	OCM
1 August 2019	Meeting – [REDACTED]	[REDACTED] matter.
5 August 2019	Community Meeting	Rates
5 August 2019	Victoria Plains Sub Centre Meeting	St. John's Ambulance Update.
6 August 2019	WALGA Convention	CEO Connections
6 August 2019	WALGA Convention + Moore Stephens	Sundowner
6 August 2019	WALGA Convention + [REDACTED]	Sundowner
7 August 2019	WALGA AGM + Moore Stephens Workshop	Budget Discussion
8 August 2019	WALGA Convention Steve Mason	Central Midlands Renewable Energy Project.
9 August 2019	Meeting Rod Munns	WDFN Meeting
12 August 2019	Council	Special Council Meeting
14 August 2019	SoVP District Residents	Well Being Stakeholder Meeting
19 August 2019	Council	Briefing Session
23 August 2019	Memorial	Vale John Brennan
26 August 2019	Teleconference – [REDACTED]	[REDACTED] Matter
26 August 2019	Teleconference – [REDACTED]	EBA Update
27 August 2019	Main Roads	New Norcia Bypass
28 August 2019	HR Project Consultant Meeting	Overview of Tasks.
28 August 2019	Market Creations	Internet, intranet and Councillor Portal

		applications.
29 August 2019	Governance Officer	Hand Over Notes.
30 August 2019	Interviews	Governance Officer Role
2 September 2019	AROC Meeting	District Discussion.
2 September 2019	Teleconference – BWC	Governance Budget
3 September 2019	██████████ Conference	██████████ Matter
6 September 2019	City of Canning	Local Govt Elections overview.
10 September 2019	Damian Barr / FAM	AMPAC Debt Recovery
11 September 2019	LGIS	Defib Training
11 September 2019	Trenton Greive (Western Operations Manage) and Nicole Harwood (Director of Nursing).	Goomalling Hospital – Facility Tour
12 September 2019	Sandra Hartley (LG Election Returning Officer)	Barrel Draw.
16-20 September 2019	CEO	On Leave

## MATTERS FOR NOTING

- ██████████ finalisation.
- Menzies Quarries matter

### Longer term issues to attend to

- Finalising EBA

## MONTH AHEAD

### Meetings to be attended

## USE OF COMMON SEAL

Nil

## ATTACHMENTS

- Request for flora licence approval for Shire Lands.
- Ltr from Calingiri Sports Club to Calingiri Community Garden Group
- Council Member Essentials Flyer

**Glenda Teede**  
CEO

12 September 2019

### **3.2 Finance & Administration Manager – Ina Edwardson – September 2019 Briefing Session**

#### **MONTH PAST – to 11<sup>th</sup> September 2019**

General activities

#### **STAFF MOVEMENTS – FINANCE AREA**

- The Customer Service/Library Officer position ( ) has been changed from fulltime hours of 76 to part time hours of per fortnight, effective from Monday 9<sup>th</sup> September 2019

#### **MATTERS FOR NOTING**

- The Certificate of Completion for the 2018/19 RRG job (Toodyay-Bindi Bindi Rd 0124) was finalised and submitted 5<sup>th</sup> September 2019. Council was successful in obtaining \$22,777 of additional funding from the MRWA RRG relating to an underspend that occurred in 2017/18. The final overspend on this project was \$53,322.
- Financial Assistance Grants (FAG's) for first quarter 19/20 of \$132,854 have been received in August 2019.
- The adopted 2019/2020 Statutory Budget was lodged with the department on 22 August 2019.
- Rates levied in August for 2019/2020 year was \$2,518,784, Services levied were \$74,762 and ESL (Emergency Services Levy) levied was \$47,124. The first instalment is due on the Monday 23 September 2019 with penalty interest commencing on same day
- \$12,190 has been paid out to Community Groups from the Public Relations Budget

#### **MONTH/S AHEAD – AUGUST/SEPTEMBER 2019**

General activities

- There was a typo in the Fees and Charges adopted by Council relating to the Hire of the Community Car. Yerecoin to Perth and Yerecoin to Northam should have been said with Bolgart where Yerecoin was mentioned, as a rate for Bolgart not Yerecoin was set at the June Council meeting.

## WORKS REPORT for September 2019 Briefing Session.

### Topics for Discussion.

- 1) Winter Maintenance Grading has been extended following good rainfalls. This work has been carried out using the Shire's Grader and Roller.
- 2) The Shires' Plant will be used for Bitumen Shoulder Grading which is about to commence on the Bolgart West Road, some Advisory Signage will be up-graded and Hazard Signage installed on some corners.
- 3) R2R funded shoulder widening work on the Toodyay Bindi-Bindi Rd north of Calingiri commenced during August using Shire equipment, verge clearing has been completed, culvert extension and replacement work is underway along the five kilometer section. Gravel for the shoulder extension will be bought in from the Anspatch pit on the Calingiri- New Norcia Road.
- 4) Depot Shed Extension is currently being fitted with a new switch board which will complete the Depot up-grade. There was a safety problem with the old circuitry, this has now been resolved.
- 5) CEO's Office up-grade will resume once a window arrives and painting can be done. Council will need to pass a Resolution to allow the moving of the ATM from its' current position to the Library.
- 6) A Council Resolution will need to be passed to authorize the reclassification of the Old Great Northern Highway from a "Primary Distributor Road" to a "Local Authority Unclassified Road".
- 7) A Traffic Controllers Course was conducted for seven inductees, two were from the Shire Staff and five from the Community. It is hoped that there will be sufficient accredited locals to fill the positions required for the upcoming projects, saving the Shire a lot of money during the life of the Projects.
- 8) The Potential Mogumber- Yarawindah Road WSNF Pilot Project will require a large amount of Main Roads Spec Gravel which could be sourced from Menzies Quarries if the Shire and Menzies could resolve their differences. Menzies owes the Shire around \$25k in unpaid royalties, it would be a great financial benefit to the WSNF Project if we could take gravel from the Quarry, due to the short haulage distance. This would also guarantee that the benefit of the Royalties would go into the Yarawindah Road, which is where the royalty was always intended to go.
- 9) Refuse sites at Bolgart and Calingiri: The Service Contracts with Steptoe and Wife for these tips have expired, Council should consider the Shire taking over the management of these tips with our own Staff. The Shires' EHO has reported to DWER that there are problems at the sites: Excessive lengths of the tipping faces, no cover material being placed on the rubbish, resulting in wind-blown material leaving the tip sites.

## **BUILDING & HEALTH OFFICER BRIEFING SESSION AUGUST 2019**

### **1.0. HEALTH**

#### **1.1 Food Act Reporting**

Every year local governments must report to the Department of Health under the Food Act 2008 as required by Section 121, and the Public Health Act 2016 as required by Section 22, for the period 1 July to 30 June for each financial year.

The reporting by the Shire of Victoria Plains for the 2018/19 year consisted of 18 food premises inspections out of a total of 20 food premises within the Shire. Each food premises are broken down to high risk, medium risk and low risk.

#### **1.2 Piawaning Expo**

11 Food businesses were approved to operate at the Piawaning Expo on Saturday 7 September 2019. Two other food businesses did not provide the required food business Certificate and Insurance Certificate of Currency respectively and consequently could not operate at the event.

For a first-time event a lot of extra work had to be done to ensure all the food businesses were compliant.

#### **1.3 Dilapidated House – Yerecoin**

A site inspection is booked with the owner of the property at [REDACTED] for Tuesday 17 September. The purpose of the site meeting is to gain entry to carry out an inspection as there has been recent complaints about the condition of the house.

File notes indicate that a report was presented to Council from the previous EHO a couple of years ago with a recommendation declaring the house unfit for habitation. Council deferred the recommendation and the matter was overlooked due to staff changes and no follow up guidance. Furthermore, file notes indicate that this matter has been a contentious issue for nearly two decades without a satisfactory outcome.

### **2.0 WASTE SITES**

#### **2.1 Department of Water & Environmental Regulations (DWER) – Annual Reporting**

Annual Reports were sent to the Department of Water & Environmental Regulations (DWER) on the deadline of 30<sup>th</sup> August 2019 for each of Council's landfill sites. Following an inspection of the landfill sites several issues were noted and had to be included in the report as non-compliant. The most glaring issue is the poor condition of the Calingiri Landfill Site, mainly the waste is too spread out and not covered as per license conditions. This matter is currently being addressed.

As part of the next annual audit for the 1 July 2019 – 30 June 2020 DWER will require from all Local Governments, recyclers and large non-metropolitan landfills a report on waste and recycling data. This will mean that the Shire will need to itemize each type of waste and estimate the cubic meters entering the landfill sites. Any recyclable items leaving the site will also need to be recorded.

## 2.2 Bolgart Landfill Site

A site inspection of the Bolgart Landfill Site was carried out by two DWER Officer on the 16 July 2019. The site meeting was pre- arranged and attended by the Works Manager, the Ranger and myself. The purpose of the site meeting was to discuss an oversight of the Licensing conditions which required monitoring bores at the site in 2015. The landfill site is located adjacent to a Priority 2 Public Drinking Water Source Area and consequently the reason why the monitoring bores are required.

Further to the Bolgart Landfill Site, an application has been sent to DWER requesting to extend the license. The current license expires on the 22 October 2019. quotes are also being sought from qualified consultants to prepare a groundwater sampling and analysis plan to manage potential leachate emissions.

## 3.0 BUILDING ACTIVITY

REFERENCE: BP= Building Permit. OP = Occupancy Permit. TPA= Town Planning Application. UA= Un-authorized Work, ST - Septic Tank Approval

BP 16/2019 John Young class 8 Hay Shed  
BP 17/2019 Kara & Trevor Glass Class 10a Patio  
BP 18/2019 Balena Farming Pty Ltd 1a modular dwelling

Valuation: \$500,588.00	Building & Septic Application fees \$	858.36
	Financial Year to date	\$ 858.36
Financial Year to Date \$500,588.00	Budget Estimate 2019-20	\$7,500.00

### End of Report:

Allan Ramsay  
Environmental Health Officer  
Reg. Building Surveyor Contractor L2  
Registered Builder (unrestricted)

Shire of Victoria Plains

Shire of Victoria Plains

Council Meetings - Actions Status Report

As at -

13-September-2019

Please note -

Only resolutions requiring action are listed. Those that accept, endorse, approve, confirm etc are omitted from listing.

Not all matters that may still be in progress prior to April 2018 are listed. These will be updated as they are observed.

Item	Meeting reference				Resolution Title - Resolution in full or summary	Responsible position	Status	Date - Comment
	Year	Month	Item	Res. No.				
1	2018	Feb	F03/2018	n/a	Insurance payments for Community Groups	CEO / Governance	In progress	In-coming Governance Officer to review.
2	2018	Apr	F14/2018	62/2018	Community Request Submissions - 2018/2019 Budget - a) Request the CEO investigate leasing the land to the Gillingarra Sports & Recreation Club for a maximum term; and that b) Approve the Shire cover costs associated with the establishment costs of the lease, which are estimated at up to \$5,000 and use funds from the Community Budget Submission.	CEO / Governance	In progress	21 year lease has been drafted - currently with the President of the GSRC. \$5k overspent on drawing lease up. Area has been surveyed.
3	2018	Apr	P02/2018	64/2018	Lot 100 Mogumber townsite - Future Road Reserve - That once vesting is made, application be made to Geographic Names Committee of the Dept of Planning, Lands and Heritage for allocation of the following names – - the whole of the north-south axis of Lot 100 to be known as Butler Street; and - the whole of the east-west axis of Lot 100 to be known as Lanigan Street.	CEO / Governance	Not commenced	Dependent on vesting - Incoming Governance Officer to review.
4	2018	Apr	P02/2018	65/2018	Lot 100 Mogumber townsite - Future Road Reserve - That once the processes are complete, Main Roads be informed of – the vesting of Lot 100 as a road reserve; the naming of the road reserves; and the need to update the road asset database.	CEO / Governance	Not commenced	Dependent on vesting - Incoming Governance Officer to review.
5	2018	Apr	P02/2018	66/2018	Lot 100 Mogumber townsite - Future Road Reserve - That once Lot 100 is vested in the Shire as a road reserve, the CEO provide a further report to Council on any obstructions or materials that may be stored on the future road reserve at that time, for authorisation of any action requiring removal.	CEO / Governance	Not commenced	Dependent on vesting - Incoming Governance Officer to review.
6	2018	May	10.11	1805-17	Terms of Reference - Committees, Advisory Groups - That Terms of Reference be developed for a Australia Day Celebration Advisory Group	CEO / Governance	In progress	incoming Governance Officer to review.
7	2018	Aug	10.13	1808-08	Lot 100 Mogumber, Future Road Reserve - That in accordance with the requirements of the Land Administration Act 1997 s.52 and Land Administration Regulations 1998 r.6, all necessary actions be undertaken for – a) acquisition as Crown land of the private road being Lot 100 Mogumber, and b) subsequent vesting as a road reserve.	CEO / Governance	In progress	incoming Governance Officer to review.
8	2018	Aug	10.14	1808-09	Lot 23, 44 Smith St, Bolgart Industrial Subdivision - That this matter be deferred to enable – - further investigation of assistance of Landcorp to develop the land; - possibility of grant funding to develop the land be sought; and - Minister for Regional Development invited to discuss.	CEO / Governance	Not commenced	
9	2018	Sep	10.4	1809-07	Local Laws Final Adoption – Amenity 2018 and Meeting Procedures 2018 That Council – 1. resolves to make the following local law as per the attached drafts, incorporating amendments outlined by the Department of Local Government, Sporting & Cultural Industries – - Meeting Procedures Local Law 2018 2. authorise the President and CEO to sign and affix the Common Seal to the Local Law; 3. authorise the CEO to – - publish the Local Law in the Government Gazette and provide copies of the local laws to the Minister for Local Government; and - forward a copy of the Gazetted Local Law, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review.	Governance	In progress	Incoming Governance Officer - approx 2-3 local laws to be reviewed.

Shire of Victoria Plains

Item	Year	Month	Item	Res. No.	Resolution in full or summary	position	Status	Date - Comment
10	2018	Sep	10.5	1809-08	Mogumber Outback Club – 2017-2018 Community Funding approval That – - the unbudgeted expenditure of \$15,000 originally made in the 2017-2018 Budget for the community request submission of the Mogumber Outback Club permanent arena ring and yards located on Reserve 8588 be approved, subject to the same requirements for payment of the assistance; and - no payment be made to the Mogumber Outback Club until all approvals, planning requirements etc are satisfactorily concluded	CEO	In progress	\$15 k carried over. Awaiting Brad Goode report feedback.
11	2018	Sep	10.5	n/a	Mogumber Outback Club Environmental and heritage approvals to be presented to Council for information	CEO EA	In progress	Currently with lawyers.
12	2018	Sep	13.1	1819-14	Shire of Victoria Plains Enterprise Bargaining Agreement 2005 That application is made to the Fair Work Commission – a) for a declaration that the Shire of Victoria Plains (External Employees) Enterprise Bargaining Agreement 2005 does not apply to the Shire; or b) should a declaration not be made or is considered not feasible, to terminate the Shire of Victoria Plains (External Employees) Enterprise Bargaining Agreement 2005	CEO	In progress	In final stages. Letter is being drafted to go to the WASU regarding negotiations.
13	2018	Oct	10.8	1810-12	New Norcia Emergency Services Facility - That– a) the Benedictine Community of New Norcia Inc. be approached to extend the lease of part Melbourne location 342 housing the shared emergency services facility for a further 21 year period to 11 May 2040, and b) negotiate with St John Ambulance Association, the New Norcia SJAA Sub-Centre and the New Norcia Bush Fire Brigade – i) alternative management arrangement to set aside the requirement for a formal Management Committee as per clause 7 and Schedule 2, and ii) increase of public liability insurance to a minimum of \$20 million; and iii) for the agreement to extend to 11 May 2040.	Governance	In progress	Seeking comment from former GO.
14	2018	Nov	10.5	1811-07	Reserve 8588 Mogumber (Refuse) - That the Minister for Lands be requested to amend the purpose of Reserve 8588 Mogumber to include Refuse and Transfer Station Site.  1811-07 Procedural Motion / Council Resolution That this matter be deferred to the February 2019 Council meeting.  Reason for variation – to allow time for investigation of options for the Mogumber tip.	GO WSM	In progress	Awaiting feedback from Yued Group. Lawyers have gone to Dept of Planning, Lands and Heritage for advice.
15	2019	Feb	10.9	1902-11	Menzies Quarries - 1. That all relevant information regarding the operations of Menzies Quarries, its development approvals, operating agreement etc with the Shire, be forwarded to Council's solicitors with the instruction to prepare an immediate order to cease operations until such time as –  a) the slip lane as agreed in the contract is constructed to the Shire's satisfaction; and b) payment for the maintenance of the road for the damaged caused by the vehicles entering and leaving the quarry is made for the extraction of materials from the quarry.  2. The CEO be authorised to negotiate payment of the road maintenance charge based on a mutually agreed volume of material extracted.  3. Should agreement with Menzies Quarries not be reached within 60 days, the matter is to be referred to Council for consideration of – a) carrying out the required works and recovering all costs from Menzies Quarries; b) cancellation of the approval to operate, and c) if necessary, instigate legal action to enforce cessation of operations, recovery of the payment as agreed and prosecution under the Planning and Development Act 2005.	CEO	In progress	Met with [REDACTED] who have engaged a Planning Lawyer to review planning documents. Lawyers going through documents - Council awaiting Royalties payment.

Shire of Victoria Plains

Item	Year	Month	Item	Res. No.	Resolution in full or summary	position	Status	Date - Comment
16	2019	Feb	10:10	1902-13	That the Shire of Victoria Plains Local Emergency Management Committee be established with the following –  a) LEMC members (voting) – - Chair - Shire President SoVP (currently Cr David Lovelock) - Deputy Chair – Officer in Charge of Wongan Hills Police Force (currently senior sergeant Bernie Hush) - District Emergency Services Wheat Belt - Dept. of Communities (currently Jo Spadaccini) - District Officer, Department Fire & Emergency Services (DFES) (currently Ian Comben) - Chief Bush Fire Control Officer SoVP (currently Gary Manning) - President St John Ambulance Shire of Victoria Plains Sub Branch (currently John Young) - Nominee of a District Primary School Principal (Calingiri, Yerecoin or Bolgart) - Gavin Halligan - Cr A Broadhurst - Cr N Clarke b) LEMC deputy members (voting only if member is absent for the whole of the meeting) – - Cr J King to Cr A Broadhurst - Cr N Bantock to Cr N Clarke - District Emergency Management Advisor (currently Yvette Grigg) - Deputy Chief Bush Fire Control Officer (currently Ric Pearson) for Chief Bush Fire Control Officer (currently Gary Manning). c) permanent invitees/observers (non-voting) – - DPIRD (Kari-Lee Faulkner) - Moora / Northam - Parks (DBAC). – Merredin (currently Graeme Keals) - Water Corporation – Rob Brooks - SES – Moora (currently Hugh Bryan) - Volunteer Fire and Rescue (currently Trent Breen) - Western Power (currently Paul Casey) - CBH (currently Chad Atkinson) - Hay Farms (Mackie Hay)	CESM	In progress	CESM currently doing up a new set of references that will outline direction, roles and responsibilities.
17	2019	Feb	13.2	1902-19	5 Roads Café - That: • this matter be deferred until the CEO has sought legal advice; and • the lessee be advised that Council acknowledges the operation of the Commercial Tenancy (retail Shops) Agreements Act 1985 s.13C.	FAM	In progress	Current tenant has a right for a further 3 year lease. Awaiting tenant response.
18	2019	Mar	13.1	1903-20	That a report be prepared for Council including investigation of the legalities, costs and consequences associated with designating alternate or multiple reserve uses within Reserve 8588 Mogumber.	GO	In progress	Town Planner to review.
19	2019	Mar	13.1	1903-21	That a report be prepared for Council including investigation to research of the significance of the Reserve to multiple users, including but not limited to the Shire's current rate payers, long standing residents and the cultural history with an established connection.	GO	Not commenced	Awaiting further comment from Yued Group.
20	2019	April	13.2	1904-15	That the Ethnographic Heritage Survey Report of Reserve 8588 Mogumber remain confidential and is not made available to the public until such time as the advice of Council's lawyers indicates that it is appropriate for the Report to be made public.	CEO	In progress	Never received a report back from the Yued Grup and our lawyer ha sent to Department.

Shire of Victoria Plains

Item	Year	Month	Item	Res. No.	Resolution in full or summary	position	Status	Date - Comment
21	2019	May	10.6	1905-13	That the draft Memorandum of Understanding for Mutual Assistance in Emergencies be circulated to all adjoining Councils, requesting – a) their agreement to the concept of an MOU for this purpose, and b) their comments regarding the proposed MOU.	CESM	In progress	CESM to draft MOU.
22	2019	May	10.7	1905-15	That Main Roads WA be advised that the request of the Bolgart Progress Association for a reduction of speed limits is supported as follows – - the Bolgart townsite – 50 km/hr on Toodyay-Bindi Bindi Road and on Bolgart East Road - approach to Bolgart – a reduction to 60 km/hr east of Bull Road intersection on Bolgart East Road.	WSM	In progress	Awaiting advice from Main roads.
23	2019	June	10.3	1906-07	That the level of use of the Community Car be assessed over the next 6 months minimum, following advertising for Volunteer Drivers, and advised to Council for consideration concerning its future.	GO/EA	In progress	Advertising of fees and charges across multiple platforms including request for volunteer drivers to approach Shire for further information. Community use to be reviewed December 2019.
24	2019	June	10.5	1906-10	That Telstra be requested to review their response protocols and advise their response time for such outages, in emergency events, particularly those affecting the Shire of Victoria Plains.	CEO/WSM/GO	In progress	Cr Bantock lobbied in Canberra. Further discussion post LG Election.
#REF!	2019	June	12	1906-18	Council consider, in the draft budget deliberations, costings towards development of plan to establish a supply of water for Mogumber.	FAM / Fin Consultant	In progress	Cr Bantock lobbied in Canberra. Further discussion post LG Election.
#REF!	2019	June	12	1906-19	Budget consideration be given to assisting subsidising the senior residents' exercise classes.	FAM / Fin Consultant	Complete	No budget allowance.
#REF!	2019	July	10.5	1907-08	That the Minister for Regional Development, and the Shires of Dowerin and Goomalling be advised that the Shire of Victoria Plains is withdrawing from the Avon Well Aged Housing Project and the application for grant funding.	GO	Complete	Ltrs sent 15 August 2019 advising of resolution.
#REF!	2019	July	10.11	1907-11	That Council – a) approve the Firebreaks and Fire Hazard Reduction period from 1 October to 31 March inclusive; b) approve the attached Firebreaks and Fire Hazard Reduction Notice, as amended, subject to the height to be maintained specified in the Firebreak and Hazard Reduction Notice points 3(b)(ii) and 4(a) and (b)(ii) being amended from 5cm to 10cm; and c) authorise publication of the Notice in the Government Gazette and giving of local public notice.	CESM	Complete	Fire Break Notices distributed - 19 August 2019
#REF!	2019	July	10.8	1907-14	That the following actions of the Compliance & Controls Review Status Report be identified as – a) priority – - Item 21 – Records Management Systems - Item 28 – Occupational Safety and Health Manual b) provision be made in the Budget 2019-2020 for a Compliance and Controls Review to be carried out by an external organisation	CEO / Governance	In progress	Incoming Governance Officer to review.
#REF!	2019	July	10.9	1907-16	That the following actions of the Better Practice Review Status Report be identified as – a) priority – - Item 3 – Code of Conduct - Item 8 – Local Planning Schemes - Item 22 – Policies and Procedures (HR policies and procedures) - Item 23 – Policies and Procedures (HR resources manual)	CEO / Governance	In progress	Incoming Governance Officer to review.
#REF!	2019	July	10.1	1907-17	The Dept of Local Government, Sporting and Cultural Industries be advised that the significant adverse trends noted for the Operating Surplus Ratio is to be addressed by the draft Strategic Resources Plan (which incorporates long term financial planning) and allows for a 7% rate increase annually for the first 5 years of the plan, with significant expenditure reductions being considered.	Governance	Complete	Letter of Advice sent - 27 August 2019.

Shire of Victoria Plains

Item	Year	Month	Item	Res. No.	Resolution in full or summary	position	Status	Date - Comment
#REF!	2019	July	10.13	1907-19	That – a) <del>the</del> arrangements for repayments etc of the self-supporting loan by the Calingiri Football Club be noted as appropriate and sufficient; b) <del>Note</del> the receipt of the Club's financial statements for the year ending 31 October 2017 as reviewed by an independent person having appropriate qualifications. c) <del>Request</del> that the liabilities of the Club for the self-supporting loan be recognised within their financial statements; and d) <del>the</del> Club be requested to arrange the financial review to be undertaken, and submission of the Review Report within 6 months of the close of the Club's financial year.	Governance	Complete	Letter of Advice sent - 23 August 2019
#REF!	2019	July	10.14	1907-20	That the issue of Ministerial approval being required for events on reserves under the management and control of local government be referred to – <del>W</del> A Local Government Association to be raised at the Annual Convention as a matter of urgency; and <del>the</del> Avon Midland Zone of WALGA.	Governance	Complete	Letter of Advice sent - 23 August 2019
#REF!	2019	July	10.15	1907-21	That the following draft Plans be approved for public consultation up to Friday 9 August 2019, prior to adoption at the next Council meeting – a) <del>W</del> orkforce Plan; b) <del>S</del> trategic Resourcing Plan (asset management and long term financial); and c) <del>C</del> orporate Business Plan.	Governance	Complete	Advertied as per resolution.
#REF!	2019	July	10.3	1907-24	That notice be given to the occupier of 44 Edmonds Street to vacate the premises within 90 days and to provide the reason as being only senior staff receive Shire housing.	Governance	Complete	Notice was Given - Vacancy Date -3 November 2019.
#REF!	2019	July	12.2	1907-27	That a contribution of \$6,000 be made for the development of the Business Plan for the Wheatbelt Secondary Freight Route.	FAM / Fin Consultant	Complete	Approved and invoiced.
#REF!	2019	July	12.1	1907-28	That the Dept of Water and Environmental Regulation be advised that an extension of the Bolgart Refuse Site licence is sought for 2 years to October 2021.	EOH	In progress	Letter sent requesting an extension (August 2019). Process now on foot re Extension Application.
#REF!	2019	July	12.3	1907-29	That the Bendigo Bank ATM at the Council Offices be removed entirely, and repair work carried out.	CEO / FAM	In progress	Notice of Recission - September OCM Item. Budget approved.
#REF!	2019	July	12.4	1907-30	That funds of \$7,200 be set aside to allow for review of the Shire's Human Resource requirements.	FAM / Fin Consultant	Complete	Noted for budget deliberations.

Shire of Victoria Plains

Item	Year	Month	Item	Res. No.	Resolution in full or summary	position	Status	Date - Comment
#REF!	2019	August	12.4	1908-05	<p>That the Shire of Victoria Plains rate increase for 2019 / 2020 be 4% pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the council adopt the Municipal Fund Budget as contained in Attachment 10.4a of this agenda and the minutes, for the Shire of Victoria Plains for the 2019/2020 financial year which includes the following:</p> <ul style="list-style-type: none"> <li>•Statement of Comprehensive Income by Nature and Type showing a deficit net result for that year of \$1,242,629.</li> <li>•Statement of Comprehensive Income by Program showing a deficit net result for that year of \$1,242,629.</li> <li>•Statement of Cash Flows showing closing projected closing position of \$579,350.</li> <li>•Rate Setting Statement showing an amount required to be raised from rates of \$2,542,745.</li> <li>•Notes to and Forming Part of the Budget</li> <li>•Details of Asset Disposals</li> <li>•Details of Capital Expenditure by Program and Asset Class</li> <li>•Capital Works &amp; New Assets Source of Funding</li> <li>•Statement of Reserve Movements</li> <li>•Budget Program Schedules</li> </ul> <p>With the following updated figures as provided by the Finance Consultant reflecting a reduction from 5% rate increase to a 4% rate increase.</p> <ul style="list-style-type: none"> <li>•Rate revenue was reduced by \$23,961 (7% reduced to 4%).</li> <li>•The above resulted in the General Purpose Funding program revenue reducing by the same \$23,961.</li> <li>•Employee Costs reduced by \$44,897 (Removal of CDO Position from the budget).</li> <li>•The above resulted in Education and Welfare expenditure reducing by the same \$44,897.</li> <li>•Materials and Contract expenditure increased by \$20,000 (grant writing option introduced).</li> <li>•The above resulted in education and Welfare expenditure increasing by the same \$20,000.</li> <li>•The net of the above was the budget ended up with small surplus of \$936.</li> </ul>	FAM / Fin Consultant	Complete	Rate Notices Distributed - 19 August 2019

Shire of Victoria Plains

Item	Year	Month	Item	Res. No.	Resolution in full or summary	position	Status	Date - Comment
#REF!	2019	August	12.4	1908-06	<p>1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum payments on Gross Rental and Unimproved Values.</p> <p>1.1. General Rates*</p> <ul style="list-style-type: none"> <li>• Residential (GRV) \$0.581 cents in the dollar</li> <li>• Rural (UV) \$0.7051 cents in the dollar</li> </ul> <p>1.2. Minimum Payments</p> <ul style="list-style-type: none"> <li>• Residential (GRV) \$436.80</li> <li>• Rural (UV) \$572.00</li> </ul> <p>2. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, council nominates the following due dates for the payment in full by instalments:</p> <p>Full payment and instalment due date 23 September 2019 2nd quarterly instalment due date 25 November 2019 3rd quarterly instalment due date 28 January 2020 4th quarterly instalment due date 30 March 2020</p> <p>3. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$6.00 for each instalment after the initial instalment is paid.</p> <p>4. Pursuant to Section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.</p>	FAM / Fin Consultant	Complete	CDO Position removed from organisational chart.
	2019	August	12.4	1908-07	<p>1. Pursuant to Section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:</p> <p>President \$7,500 Deputy President \$7,500 Councillors \$7,500</p> <p>2. Pursuant to Section 5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, council adopts the following annual allowances for elected members:</p> <p>Telecommunications Allowance \$7,000 Travelling Reimbursements \$7,000</p> <p>3. Pursuant to Section 5.98(5) of the Local Government Act 1995 and regulation 33 of the Local Government (Administration) Regulations 1996, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:</p> <p>President \$6,500 Deputy President \$1,625</p>	FAM / Fin Consultant	Complete	Actioned.

Ordinary Council Meeting  
25 September 2019

Shire of Victoria Plains

Item	Year	Month	Item	Res. No.	Resolution in full or summary	position	Status	Date - Comment
1	2019	August	12.4	1908-08	In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2019/2020 for reporting material variances shall be 10% and a minimum of \$10,000.	FAM / Fin Consultant	Complete	Actioned.

Briefing Forum  
Required Actions -  
Status Report

13-September-2019

As at -

Meeting	Ref No.	Recommendation / Action	Responsible position	Status	Date - Comment
06-Nov-18	3.7	Location of reserves for listing circulated	WSM GO	In progress	Been investigated. Unsuitable land available.
03-Dec-19	2.3	Regional Waste Tender - - AROC Shires to be contacted to find out who participating	EHO GO	In progress	Tenders are now with WALGA for review. Approx. 31 October 2019.
18-Feb-19	3.6	Gillingarra Hall - - Check on ownership of Gillingarra Hall. - Check if in insurances schedule	CEO FAM	complete	Hall owned by Shire. Gillingarra pay insurance. Insurance to be paid by Council now.
18-Feb-19	3.7	Standpipe - - Investigate larger pipe from tank to standpipe - 110mm?	CESM/WSM	In progress	No funding available. Council to lobby with the Department of Water & Environment.
18-Mar-19	n/a	Mogumber Res 8588 - Waste Management	GO	In progress	To be actioned by end of September 2019.
18-Mar-19	4.4	Gillingarra Sport & Rec Club - lease	CEO/GO WSM	In progress	Lease drawn up by lawyer and has been sent to GSRC. Awaiting advice from President of GSRC.
15-Apr-19	General	Sick Leave Policy - discussed.	CEO / GO	In progress	Funding in budget to commence. New GO to review.
15-Apr-19	General	RFQ's to be put out re the updating of the Hockey Club field.  Hockey Club have requested fence, extension and more accurate irrigation.	WSM	In progress	Funding has been allocated. Work to commence at end of Hockey season.
15-Apr-19	3.3	Report on substandard Roads within Shire. (Series of Roads are not actually roads).	WSM	In progress	In progress - to be progressed by WSM and Rod Munns.
15-Apr-19	General	Cr Clarke queried definition of trail of Salvado Walk.	EA	complete	Email of advice sent to Elected Members (11 / 09 / 2019)
20-May-19	3.1	██████████ Complaints discussion.	CEO	complete	No further correspondence received.
20-May-19	3.1	Yerecoin Sewerage	CEO	In progress	Matter being reviewed by Town Planner.
20-May-19	General	Menzies Quarries	CEO / WSM	In progress	With Lawyers until further notice. Update will then be provided.
20-May-19	3.1	SWALSC Matter	CEO / GO	In progress	CEO contacted ██████████ Letter sent to Dept of Planning, Lands and Heritage. Awaiting update.
20-May-19	3.1	Toodyay Motor Cross development	CEO	complete	No longer on site as per advice from Toodyay Shire Planner.
20-May-19	3.3	Mogumber Emergency Water Supply	CESM	In progress	Post Elections to finalise
20-May-19	3.6	General discussion. Bob Waddell suggested Community Car become a Pool Car available to the community.	GO	In progress	On going - review in December 2019.

Briefing Forum  
Required Actions -  
Status Report

13-September-2019

As at -

Meeting	Ref No.	Recommendation / Action	Responsible position	Status	Date - Comment
20-May-19	3.6	Policy Directions	GO	In progress	Incoming GO to review Policy manual and complete those policies that are outstanding.
17-Jun-19	General	EM / Snr Staff Badges	EA	In progress	Wait until after October 2019 LG Election to order.
17-Jun-19	General	AROC Meeting - Waste transfer	Shire President / CEO/ WSM	In progress	Dale Chapman has completed RFQ and are now awaiting WALGA review.
17-Jun-19	General	Discussion around the Tip and solar energy supply.	WSM	complete	Not economical as very little fuel is required for the generator.
17-Jun-19	General	Rural Addresses	WSM / GO	In progress	WSM has consulted with LandCorp. Address renumbering to commence in October 2019.
17-Jun-19	General	Rubbish Tip Contracts / Tenders	CEO/ WSM	complete	GO to review. Potential requirement for RFT.
17-Jun-19	General	Calingiri Tip Levelling	WSM	In progress	Funding budgeted for Calingiri tip to be compacted.
17-Jun-19	General	Yerecoin Streetscape	WSM /Fin Consultant	In progress	WaterCorp to provide a quote for water tank.
17-Jun-19	General	Calingiri Garden Group Project	CDO	complete	MOU to September Briefing Session for approval.
17-Jun-19	Planning	Illegal donga matter	EHO	In progress	Ongoing until further Notice.
22-Jul-19	CEO	EBA -progressing satisfactorily at the moment.	CEO	In progress	15 October 2019 - Deadline for WAUS Negotiations. Awaiting reply.
22-Jul-19	WSM	Price to remove ATM, reinstall and repair. Possible Insurance claim. (Approx\$8-9K)	WSM	In progress	Rescission motion to remove ATM going to September OCM. Relocation to be addressed post Rescission.
22-Jul-19	Governance	Letter written to CEO WALGA RE Ministerial approval for event licence requirements.	GOV	complete	Ltr sent to CEO WALGA re Licence for Reserve Usage - 23 August 2019.
22-Jul-19	CDO	Piawaning Expo Licence Requirements	CDO	complete	Ltr sent to Piawaning Expo Committee and Piawaning Progress Association (16 Augus) re Licence and Survey requirements.
22-Jul-19	Governance	Awaiting OAG Reports	GOV	In progress	Awaiting reports.
22-Jul-19	WSM	Require a hydraulic engineer. Sort out stand pipe matter (Mogumber)	WSM	In progress	WSM working with EOH and Hydraulic Engineer to put forward plans. Work to commence end of Harvest due to cropping season.
22-Jul-19	WSM	No new kerbing. WSM to review. New Norcia road now belongs to Shire as from 1 July 2019.	WSM	In progress	Item to September OCM.
22-Jul-19	WSM	Regional Road Group work was good quality – third party – Rod Munns to do Audit. •tilise this coming year's managerial budget / consultancy budget of Rod Munns (\$1,500). Answer from Rod by next OCM.	WSM	In progress	Rod Munns to present prior to September OCM.
22-Jul-19	GO	Ltr to Rebecca McCall -CEO Dowerin. Due to ongoing lacking financial commitment from Council withdraw from AROC Well Aged Housing Project.	GO	complete	Ltr sent 15 August 2019.
22-Jul-19	GO	Website suggestion - OCM Minutes not easy to locate	FAM	complete	FAM to provide update.

Shire of Victoria Plains

Shire of  
Victoria Plains

Briefing Forum  
Required Actions -  
Status Report

13-September-2019

As at -

Meeting	Ref No.	Recommendation / Action	Responsible position	Status	Date - Comment
22-Jul-19	WSM	Tony Rudge to present at September OCM	WSM	In progress	Bob Edwards to confirm whether presentation September or October OCM.
22-Jul-19	WSM	Waste Sites - rubbish tip has asbestos.	WSM	In progress	Advice from DWER (Albany) - Suitable to bury Asbestos -GPS coordinates of location to then be forwarded to DWER.
22-Jul-19	WSM	Mogumber intersection - Query by Cr Clarke	WSM	In progress	Awaiting information from Main Roads.

Mrs J Taylor & Mrs S Poli  
Shire of Victoria Plains  
32 Pilbra Crescent  
JANE BROOK WA 6056  
[supoli@inet.net.au](mailto:supoli@inet.net.au)

21 June 2019

Chief Executive Officer  
Ms Glenda Teede  
Shire of Victoria Plains  
28 Cavell St  
Calingiri WA 6569

Dear Ms Glenda Teede

**RE: COLLECTION OF NATIVE FLORA**

We are seeking permission from your council to collect native flora, within your shire boundaries, for the next 24 months.

I have been collecting Quondongs for over 16 years and have had approval in the past from your shire.

I have recently had assistance from Suzanne Poli, who has a license with other shires and wish for her to be able to assist me in collecting the following: Salt bush (*Atriplex nummularia*) Quondong (*Santalum acuminatum*) Samphire (*Tecticornia*)

We take care not to disturb fauna habitation, flora and soil from the areas in which we collect. We follow hygiene practices to protect the environment, and also use a spray recommend by Department of Parks and Wildlife, which is a combination of water and methylated sprits. Which ensures that we do not transport any soil diseases or pests, we also check the soles of our shoes and clothing to prevent the spread of weeds from other areas. We are parked safely off the road when collecting and refrain from picking on major roads. Where possible we collect other peoples rubbish and re-vegetate the flora, in seed form, we have collected.

Suzanne is also photographing Native Bushfoods for educational purposes, completing a bush food course on line, an would also like permission to collect species for identification and research.

We would appreciate you presenting our letter for consideration to council at your next meeting.

If you require any further information please do not hesitate to contact us. Mrs Suzanne Poli 0412014248. [supoli@inet.net.au](mailto:supoli@inet.net.au), Mrs Jenny Taylor 9255 2682.

Yours Sincerely



Mrs Jeanette Taylor



Mrs Suzy Poli

Ms Glenda Teede  
Chief Executive Officer  
Shire of Victoria Plains

Dear Glenda

**ATM at the Shire Office**

In accordance with the Local Government (Administration) Regulations r.10, we give notice of motion as follows –

**That Resolution 1907-28 requiring the removal of the ATM from the Shire Office be revoked.**

Resolution 1907-28 was made at the July 2019 Council meeting and requires the removal of the ATM located at the Shire Office.

It is requested that this be raised for consideration at the next Ordinary or Special Meeting of Council.

Yours faithfully,

Cr proposing \_\_\_\_\_ Signature \_\_\_\_\_

Cr supporting \_\_\_\_\_ Signature \_\_\_\_\_

Cr supporting \_\_\_\_\_ Signature \_\_\_\_\_

*Three signatures required*

**From:** ". ." <[thetraders@bigpond.com](mailto:thetraders@bigpond.com)>

**Date:** 7 September 2019 at 9:29:44 am AWST

**To:** [seerea@westnet.com.au](mailto:seerea@westnet.com.au), [ceo@victoriaplains.wa.gov.au](mailto:ceo@victoriaplains.wa.gov.au)

**Subject:** calingiri bowling club shelters

Hi Anne-Marie & Glenda,

Letter from Mike re the bowling club shelters.

Regards,

Jacqui

CALINGIRI SPORTS CLUB INC

CAVELL STREET

CALINGIRI

WA 6569

Dear Ann-Marie,

The committee of the Calingiri Sports Club are happy for the community garden to have the shade structures from the bowling green as per instructions from Neil Smith, the current president of the Calingiri Bowling Club.

Regards,



Mike Crowther

President

Calingiri Sports Club



**WALGA**

WORKING FOR LOCAL GOVERNMENT

# Council Member Essentials

*Developed specifically for WA Elected Members*



Training for Elected Members

## Council Member Essentials

### Overview

The Department of Local Government, Sport and Cultural Industries (DLGSC) has selected WALGA as an Approved Training Provider for the development, delivery and management of the Council Member Essentials program for Elected Members.

This training program consists of all five of WALGA's Stage One training courses that all newly Elected Members will be required to complete within 12 months of being elected.

### Structure and Recommended Pathway

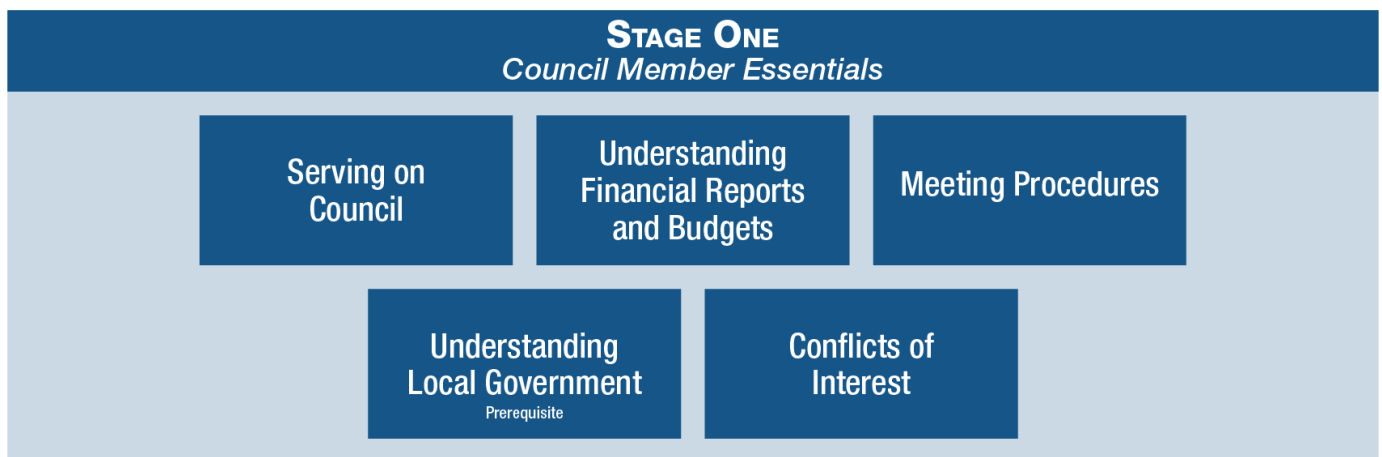
- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures
- Understanding Financial Reports and Budgets

### What is Required to Complete the Council Member Essentials

Participants will receive a Certificate of Achievement after successfully completing each course and assessment within Stage One. Assessments for each individual training course will be released upon course completion.

### Enrolment Information

Download and complete the Council Member Essentials Application Form via the WALGA website and submit to [training@walga.asn.au](mailto:training@walga.asn.au). This can be found in the Training area of the website or simply search for Council Member Essentials.



### Continuing Professional Development

With a wide range of training and development opportunities to choose from, including a nationally accredited Elected Member Skill Set and Diploma qualification, WALGA are here to assist Elected Members to maintain and develop their professional capabilities.

WALGA's Learning and Development Pathway has been specifically developed to deliver the essential skills and knowledge required by an Elected Member to perform their role as defined in the *Local Government Act 1995*.

To view the Elected Member Learning and Development Pathway, visit [walga.asn.au/training](http://walga.asn.au/training).

## Understanding Local Government

### Program Overview:

*Understanding Local Government* is an introductory course designed to provide newly Elected Members with relevant information that will assist them in their transition from private citizen to Councillor. It also serves as a refresher course for those Councillors wanting to update their skills and knowledge.

This course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and protocols and procedures affecting the way Local Governments operate.

### Prerequisite:

None

### Learning Outcomes:

As a result of completing this program, participants should be able to:

- ✓ know how Local Government fits into the structure of government in Australia;
- ✓ distinguish between the strategic role of the Council and the day to day role of the Administration;
- ✓ understand the legislative environment of Local Governments; and
- ✓ participate confidently in Council and committee meetings.

### Delivery:

- Face-to-Face (half day)
- Online (approx. two hours)
- Subscription

## Conflicts of Interest

### Program Overview:

*Conflicts of Interest* is designed to provide Elected Members with an understanding of financial, indirect-financial, proximity and impartiality interest; disclosure of interests at meetings; and the association between gifts and conflicts of interests.

This course provides an overview of the statutory environment relating to declarations of interest and clarifies, through case studies, the personal responsibilities of Elected Members to comply with their obligations.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

As a result of completing this program, participants should be able to:

- ✓ distinguish and differentiate between various conflicts of interest;
- ✓ describe how a conflict of interest affects an Elected Member's roles and responsibilities;
- ✓ understand and refer to the legislative environment for conflicts of interest; and
- ✓ effectively participate as an Elected Member with a reduced risk of non-compliance with conflict of interest provisions.

### Delivery:

- Face-to-Face (half day)
- Online (approx. two hours)
- Subscription

## Serving on Council

### Program Overview:

*Serving on Council* is designed to give Elected Members the confidence to perform their role on Council. This course has been specifically developed to address the unique needs of Elected Members in leading and supporting their communities whilst acting within the processes and procedures imposed on Local Government in general and, more specifically, at the governing body level.

The course provides an overview of the roles and responsibilities of Elected Members, the Local Government environment and Council operating procedures. It recognises both internal and external influences on Councillors and the necessity for them to perform their role in a due diligence environment.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

On completion of this program, participants should be able to understand the:

- ✓ legislation and regulations within which Councils must operate;
- ✓ role of Elected Members and senior management in leading and supporting their communities;
- ✓ expectations on Councillors to act in a 'Board-like' manner as the governing body; and
- ✓ processes involved in contributing successfully to Council and committee meetings.

### Delivery:

- Face-to-Face (two days)
- Online (approx. four hours)
- Subscription

Please see website for dates.

## Meeting Procedures

### Program Overview:

*Meeting Procedures* is specifically designed for both experienced and newly Elected Members who wish to enhance their meeting skills.

Concentrating on knowledge of meeting procedures and high level debating techniques, this course is a practical tool kit for those who attend Council and committee meetings as Members or Presiding Members.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

As a result of completing this program, participants should be able to:

- critically read the Agenda and evaluate Officer reports;
- correctly use procedural motions and effectively raise 'points of order';
- demonstrate chairmanship skills within legal and ethical requirements;
- recognise the value of checking and confirming the minutes; and
- use knowledge of meeting procedures to move, second or foreshadow motions, use correct amendment rules where appropriate and take the right of reply.

### Delivery:

- Face-to-Face (full day)
- Online (approx. 2 hours)
- Subscription

*Please see website for dates.*

## Understanding Financial Reports and Budgets

### Program Overview:

*Understanding Financial Reports and Budgets* uses existing legislation as its basis to explore the way in which Local Governments are required to plan for the future, develop an annual budget and monitor, review and interpret financial reports.

The course outlines the linkage between Integrated Strategic Planning, asset management planning and long term financial planning so participants gain an understanding of the benefits of undertaking financial forecasting and the impacts key decision making may have on the organisation's financial bottom line.

### Prerequisite:

Understanding Local Government

### Learning Outcomes:

As a result of completing this program, participants should be able to understand:

- ✓ basic accounting principles and concepts;
- ✓ the roles and responsibilities of Council, Councillors and the CEO;
- ✓ financial management and the strategic linkages;
- ✓ annual budgets; and
- ✓ financial management and reporting.

### Delivery:

- Face-to-Face (full day)
- Online (approx. two hours)
- Subscription

*Please see website for dates.*

## Regional / On-Site Training

WALGA Training recognise that our Members are located all over the State and we are constantly thinking of better ways that we can serve your training needs. One way we do this is by offering all of our scheduled training courses on-site. This means that we 'bring the training to you', saving you time and money.



To view upcoming Regional Training please visit the Our Services page on [walga.asn.au/training](http://walga.asn.au/training) or for more information contact [training@walga.asn.au](mailto:training@walga.asn.au) or call (08) 9213 2088.

### Why Have On-Site Training?

#### Save Time

Whether your Local Government is located in the metropolitan area or out in the regions you can eliminate the need for your Elected Members and Officers to travel to us by hosting your own training.

#### Save Money

On-site training allows your Local Government to save money on travel costs, accommodation, allowances and loss of productivity. You can also collaborate with other Local Governments to boost numbers and save even more.

#### Flexibility

On-site training allows for flexibility in your choice of location, course format and choice of date. This allows for training to be scheduled at a time and location that is most convenient to your Elected Members and Officers.

## Training Delivery Modes

Description	Fees				
Understanding Local Government	Face-to-Face:	\$240			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Conflicts of Interest	Face-to-Face:	\$240			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Serving on Council	Face-to-Face:	\$900			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Understanding Financial Reports and Budgets	Face-to-Face:	\$475			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Meeting Procedures	Face-to-Face:	\$475			
	eLearning:	\$195			
	Subscription:	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
		\$750	\$1,750	\$2,000	\$2,500
Combination Training Packages					
3 Face-to-Face courses and 2 eLearning courses		\$2,240 per Elected Member			
All 5 eLearning courses		\$975 per Elected Member			
All 5 Face-to-Face courses		\$2,330 per Elected Member			
Regional Onsite Delivery (Face-to-Face)					
Understanding Local Government		\$2,000 (half day)			
Conflicts of Interest		\$2,000 (half day)			
Serving on Council		\$7,900 (two days)			
Understanding Financial Reports and Budgets		\$4,000 (full day)			
Meeting Procedures		\$4,000 (full day)			

## eLearning Subscriptions

An eLearning Subscription empowers your Local Government to deliver WALGA eLearning courses to an unlimited number of participants within your yearly subscription period. How you deliver this content is up to you.

SAT Band Pricing Structure				
No. of Courses	SAT Band 4	SAT Band 3	SAT Band 2	SAT Band 1
1	\$750	\$1,750	\$2,000	\$2,500
2	\$1,750	\$2,750	\$3,500	\$4,000
3	\$2,500	\$3,500	\$4,500	\$5,250
4	\$3,250	\$4,250	\$5,250	\$6,500
5	\$4,000	\$5,000	\$6,000	\$7,000
5+	Contact WALGA for a customised Quote			



## School Bus Stop/Route Approval Request

<b>1</b>	<b>Service and Bus Contractor Details</b>		
Route Name:	Calingiri Wyening		
Contractor:	Donald and Diane Westlake	Telephone:	0427287017

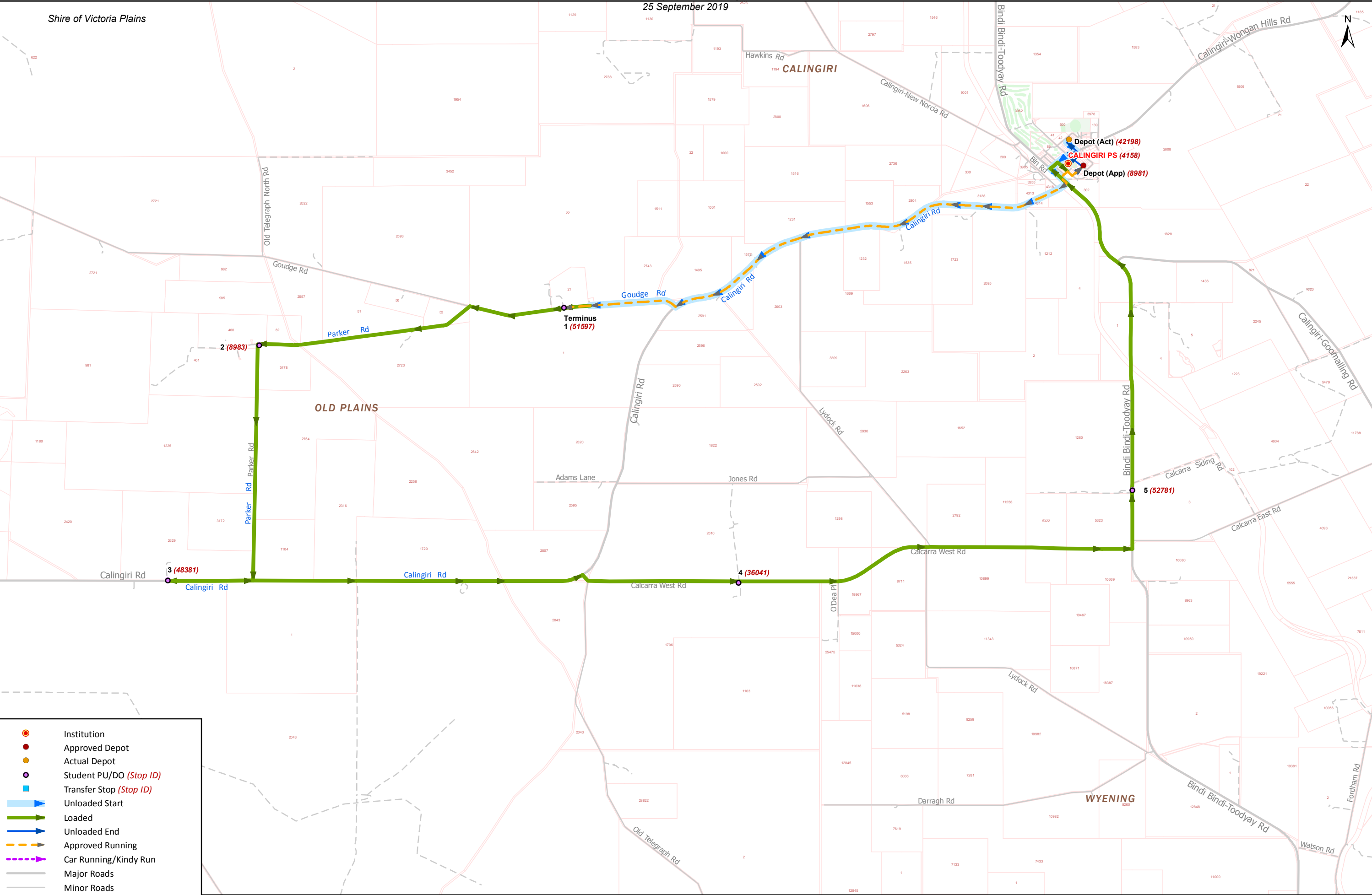
<b>2</b>	<b>School Bus and Parent Vehicle Details</b>				
School Bus	Seating Capacity	GMV	Turning Circle	Vehicle Length	Vehicle Width
	20	5440kg	14.4m	6.98m	2.1m
Number of potential private vehicles parked at the bus stop:	0	2015 Toyota Coaster			

<b>3</b>	<b>Bus Stop / Route Variation Request – additional road/s to existing route</b>		
<p>If the proposed route or bus stop is not suitable, please provide advice on an alternative route or bus stop location.</p> <p>NOTE: if there are significant changes to an existing route or a new bus route is being implemented, a route narrative and proposed map will be provided with this request.</p>			
	<b>Narrative / Bus Stop Description</b>	<b>Approval Y/N</b>	<b>Works Required</b>
1	We have received a new application for two children that reside at 4705 Bindi Bindi-Toodyey Road, Wyening who have requested a new stop. Can you please advise if it's safe for the bus to be re-routed to continue down Bindi Bindi-Toodyey Road and then turn around at the students' address and proceed back up Bindi Bindi-Toodyey Road and turn left onto Calcarra West Road. Thank you.		
Estimated Completion Date:			

<b>Shire Contact / Approving Officer:</b>	
<b>Additional Information:</b>	

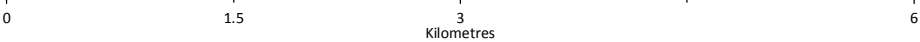
<b>6</b>	<b>For SBS Use Only</b>		
Route Name:			
CAS ID:	N/A	CO Email:	<a href="mailto:easterngoldfields@pta.wa.gov.au">easterngoldfields@pta.wa.gov.au</a>

**\*\* PLEASE SUBMIT THE COMPLETED FORM VIA EMAIL TO SCHOOL BUS SERVICES**



**Contract Name: Calingiri Wyening**  
AM WEEK 1 - Effective from 29/04/2019  
Contract Number: 416

Unloaded Start	<u>Approved</u> 7.32 km	<u>Actual</u> 7.7 km
Loaded	26.64 km	26.64 km
Unloaded End	0.33 km	0.88 km
Service Total	34.29 km	35.22 km
Unsealed	46.02%	44.8%





**SHIRE OF VICTORIA PLAINS**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 July 2019**

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

**TABLE OF CONTENTS**

Monthly Summary Information	3 - 5
Key Terms and Descriptions - Statutory Reporting Programs	6
Statement of Financial Activity by Program	7
Key Terms and Descriptions - Nature or Type Descriptions	8
Statement of Financial Activity by Nature or Type	9
Note 1      Net Current Assets	10
Note 2      Explanation of Material Variances	12
Note 3      Cash and Investments	13
Note 4      Receivables	14
Note 5      Rating Revenue	15
Note 6      Disposal of Assets	16
Note 7      Capital Acquisitions	17
Note 8      Borrowings	19
Note 9      Reserves	20
Note 10      Grants and Contributions	21
Note 11      Trust Fund	22
Note 12      Budget Amendments	23

**THIS PAGE INTENTIONALLY LEFT BLANK**

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2019**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Victoria Plains for the 2019/20 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 2.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
<b>Significant Projects</b>					
Bolgart East Rd Final Seal (SLK 0.98-11.40) 2019-20 (RRG Fur	0%	259,400	21,615	0	21,615
Bolgart East Rd Final Seal (SLK 11.40-12.55) 2019-20 (RTR Fu	0%	29,500	2,457	0	2,457
Toodyay-Bindi Bindi Rd 2019-20 (RTR Funded)	0%	262,000	21,830	0	21,830
New Norcia-Gillingara Rd 2019-20 (R2R Funded)	0%	114,000	9,498	0	9,498
AG Lime - Calingiri-New Norcia / Toodyay Bindi-Bindi Interse	2%	1,111,803	92,648	27,361	65,287
Glentromie-Yerecoin Rd Bridge 2019-20 (RTR Funded)	0%	100,000	8,333	0	8,333
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	18%	712,156	124,292	131,137	6,845
Non-operating Grants, Subsidies and Contributions	6%	1,962,516	263,960	108,354	(155,606)
	9%	2,674,672	388,252	239,491	(148,761)
Rates Levied	3%	2,594,784	76,000	75,744	(256)

% Compares current ytd actuals to annual budget

Financial Position		Prior Year 31 July 2018	Current Year 31 July 2019
Adjusted Net Current Assets	-64%	\$ 40,004	-\$ 25,586
Cash and Equivalent - Unrestricted	-67%	\$ 86,603	-\$ 58,457
Cash and Equivalent - Restricted	88%	\$ 534,847	\$ 470,117
Receivables - Rates	1316%	-\$ 3,603	-\$ 47,404
Receivables - Other	123%	\$ 338,172	\$ 416,012
Payables	90%	\$ 274,452	\$ 246,067

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

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 2019

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2019  
Prepared by: Bob Waddell (Local Government Consultant)  
Reviewed by: Bob Waddell (Local Government Consultant)

### BASIS OF PREPARATION

#### REPORT PURPOSE

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

#### BASIS OF ACCOUNTING

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

### SIGNIFICANT ACCOUNTING POLICIES

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### CRITICAL ACCOUNTING ESTIMATES

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

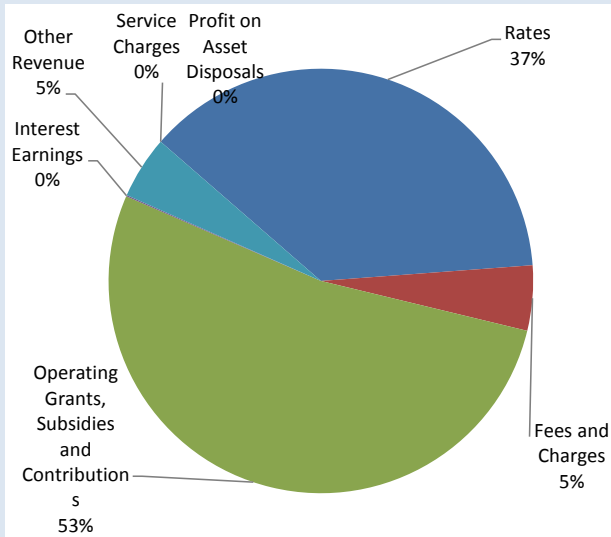
#### ROUNDING OFF FIGURES

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

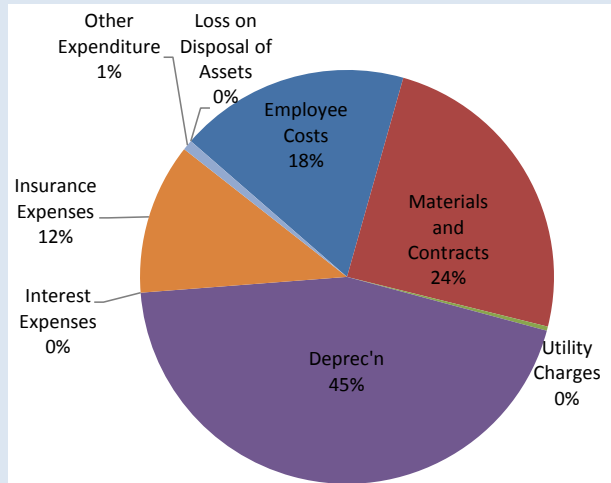
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2019**

**SUMMARY GRAPHS**

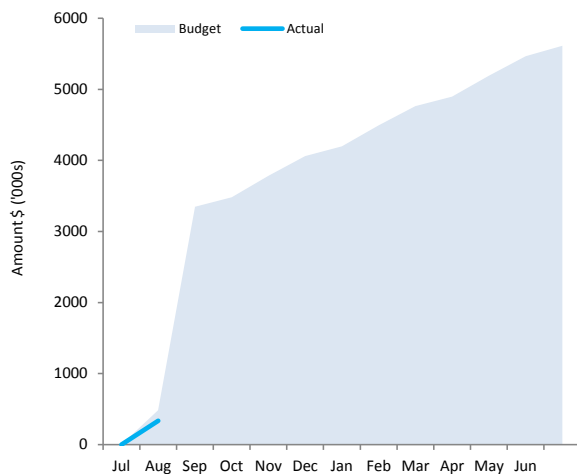
**OPERATING REVENUE**



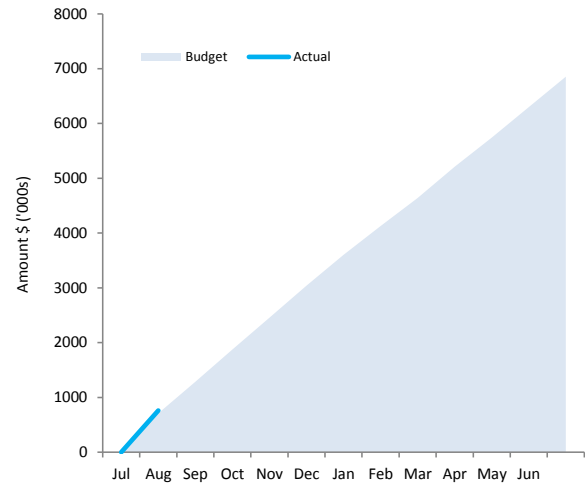
**OPERATING EXPENSES**



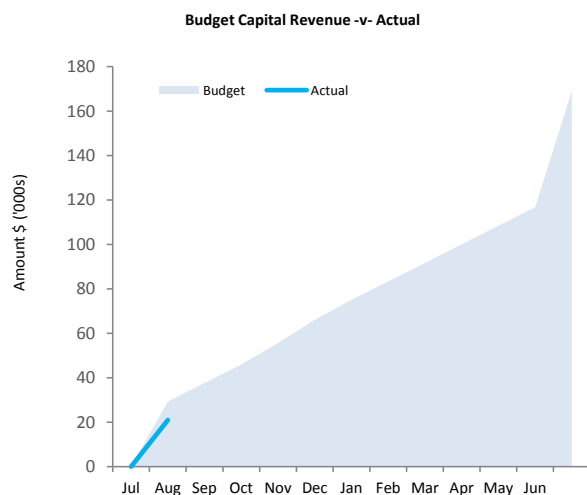
**Budget Operating Revenues -v- Actual**



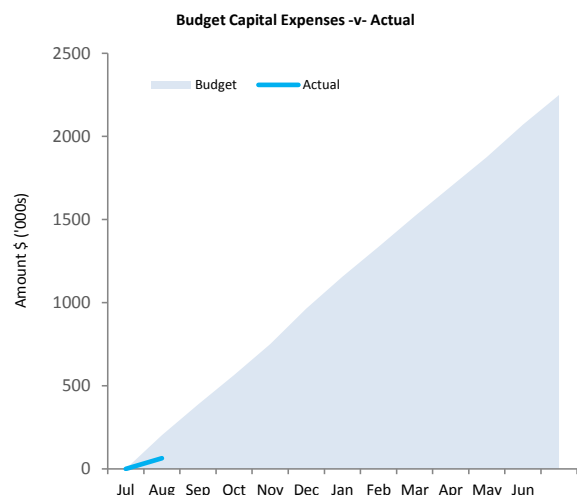
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JULY 2019**

**STATUTORY REPORTING PROGRAMS**

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
<b>HOUSING</b>	To provide and maintain housing.	Provision and maintenance of residents housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees. street lighting etc.
<b>ECONOMIC SERVICES</b>	To help promote the City and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control City overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

STATUTORY REPORTING PROGRAMS

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus(Deficit)</b>	1	185,326	106,766	106,766	106,766	0	0%		
<b>Revenue from operating activities</b>									
Governance		4,233	4,233	334	430	96	29%	▲	
General Purpose Funding - Rates	5	2,594,784	2,594,784	76,000	75,744	(256)	(0%)	▼	
General Purpose Funding - Other		579,462	579,462	4,048	858	(3,190)	(79%)	▼	
Law, Order and Public Safety		59,818	59,818	656	273	(383)	(58%)	▼	
Health		3,150	3,150	262	176	(86)	(33%)	▼	
Education and Welfare		8,500	8,500	706	0	(706)	(100%)	▼	
Housing		98,492	98,492	8,085	7,058	(1,027)	(13%)	▼	
Community Amenities		85,738	85,738	913	862	(51)	(6%)	▼	
Recreation and Culture		26,946	26,946	1,266	2,442	1,176	93%	▲	
Transport		131,941	131,941	123,937	131,524	7,587	6%	▲	
Economic Services		39,355	39,355	3,277	3,277	0	0%	▲	
Other Property and Services		17,660	17,660	1,471	4,097	2,626	179%	▲	
		<b>3,650,079</b>	<b>3,650,079</b>	<b>220,955</b>	<b>226,741</b>				
<b>Expenditure from operating activities</b>									
Governance		(512,513)	(512,513)	(122,314)	(50,238)	72,076	59%	▲	\$
General Purpose Funding		(356,565)	(356,565)	(29,712)	(38,631)	(8,919)	(30%)	▼	
Law, Order and Public Safety		(312,101)	(312,101)	(45,529)	(52,655)	(7,126)	(16%)	▼	
Health		(148,887)	(148,887)	(12,404)	(15,881)	(3,477)	(28%)	▼	
Education and Welfare		(56,533)	(56,533)	(4,526)	(2,469)	2,057	45%	▲	
Housing		(241,243)	(241,243)	(28,509)	(21,887)	6,622	23%	▲	
Community Amenities		(742,819)	(742,819)	(61,874)	(34,137)	27,737	45%	▲	\$
Recreation and Culture		(679,097)	(679,097)	(65,942)	(60,070)	5,872	9%	▲	
Transport		(3,600,278)	(3,600,278)	(302,928)	(397,702)	(94,774)	(31%)	▼	\$
Economic Services		(194,252)	(194,252)	(16,550)	(15,248)	1,302	8%	▲	
Other Property and Services		(10,000)	(10,000)	(19,321)	(70,958)	(51,637)	(267%)	▼	\$
		<b>(6,854,288)</b>	<b>(6,854,288)</b>	<b>(709,609)</b>	<b>(759,875)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		3,224,366	3,224,366	268,692	338,834	70,142	26%	▲	\$
Adjust (Profit)/Loss on Asset Disposal	6	(4,100)	(4,100)	(341)	0	341	(100%)	▲	
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	(3,098)	(3,098)		▼	
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>16,057</b>	<b>16,057</b>	<b>(220,303)</b>	<b>(197,398)</b>				
<b>Investing Activities</b>									
Non-operating Grants, Subsidies and Contributions	10	1,962,516	1,962,516	263,960	108,354	(155,606)	(59%)	▼	\$
Proceeds from Disposal of Assets	6	4,100	4,100	0	0	0			
Land Held for Resale	7	0	0	0	0	0			
Land and Buildings	7	(48,000)	(48,000)	(6,000)	(15,948)	(9,948)	(166%)	▼	
Construction other than Buildings	7	0	0	0	0	0			
Plant and Equipment	7	0	0	0	0	0			
Motor Vehicles	7	0	0	0	0	0			
Furniture and Equipment	7	0	0	0	0	0			
Infrastructure Assets - Roads	7	(2,021,289)	(2,021,289)	(167,588)	(27,361)	140,227	84%	▲	\$
Infrastructure Assets - Footpaths	7	0	0	0	0	0			
Infrastructure Assets - Bridges	7	(100,000)	(100,000)	(8,333)	0	8,333	100%	▲	
Infrastructure Assets - Other	7	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(202,673)</b>	<b>(202,673)</b>	<b>82,039</b>	<b>65,045</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		16,777	16,777	0	0	0			
Transfer from Reserves	9	165,123	165,123	29,279	20,946	(8,333)	(28%)	▼	
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	8	(52,228)	(52,228)	0	0	0			
Transfer to Reserves	9	(127,446)	(127,446)	(29,820)	(20,946)	8,874	30%	▲	
<b>Amount attributable to financing activities</b>		<b>2,226</b>	<b>2,226</b>	<b>(541)</b>	<b>0</b>				
<b>Closing Funding Surplus(Deficit)</b>	1	<b>936</b>	<b>(77,624)</b>	<b>(32,039)</b>	<b>(25,586)</b>				

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.  
The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2019

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus (Deficit)</b>	1	185,326	106,766	106,766	106,766	0	0%		
<b>Revenue from operating activities</b>									
Rates	5	2,594,784	2,594,784	76,000	75,744	(256)	(0%)	▼	
Operating Grants, Subsidies and Contributions	10	712,156	712,156	124,292	131,137	6,845	6%	▲	
Fees and Charges		229,317	229,317	12,184	10,034	(2,150)	(18%)	▼	
Service Charges		0	0	0	0	0			
Interest Earnings		46,403	46,403	2,888	189	(2,699)	(93%)	▼	
Other Revenue		63,319	63,319	5,250	9,637	4,387	84%	▲	
Profit on Disposal of Assets	6	4,100	4,100	341	0	(341)	(100%)	▼	
		<b>3,650,079</b>	<b>3,650,079</b>	<b>220,955</b>	<b>226,741</b>				
<b>Expenditure from operating activities</b>									
Employee Costs		(1,219,401)	(1,219,401)	(119,200)	(136,769)	(17,569)	(15%)	▼	\$
Materials and Contracts		(1,994,841)	(1,994,841)	(219,238)	(186,017)	33,221	15%	▲	\$
Utility Charges		(110,220)	(110,220)	(17,931)	(2,463)	15,468	86%	▲	\$
Depreciation on Non-Current Assets		(3,224,366)	(3,224,366)	(268,692)	(338,834)	(70,142)	(26%)	▼	\$
Interest Expenses		(20,826)	(20,826)	(400)	0	400	100%	▲	
Insurance Expenses		(135,136)	(135,136)	(72,505)	(89,697)	(17,192)	(24%)	▼	\$
Other Expenditure		(149,498)	(149,498)	(11,643)	(6,096)	5,547	48%	▲	
Loss on Disposal of Assets	6	0	0	0	0	0			
Loss FV Valuation of Assets		0	0	0	0	0			
		<b>(6,854,288)</b>	<b>(6,854,288)</b>	<b>(709,609)</b>	<b>(759,875)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		3,224,366	3,224,366	268,692	338,834	70,142	26%	▲	\$
Adjust (Profit)/Loss on Asset Disposal	6	(4,100)	(4,100)	(341)	0	341	(100%)	▲	
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	(3,098)	(3,098)		▼	
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>16,057</b>	<b>16,057</b>	<b>(220,303)</b>	<b>(197,398)</b>				
<b>Investing activities</b>									
Non-Operating Grants, Subsidies and Contributions	10	1,962,516	1,962,516	263,960	108,354	(155,606)	(59%)	▼	\$
Proceeds from Disposal of Assets	6	4,100	4,100	0	0	0			
Land Held for Resale	7	0	0	0	0	0			
Land and Buildings	7	(48,000)	(48,000)	(6,000)	(15,948)	(9,948)	(166%)	▼	
Construction other than Buildings	7	0	0	0	0	0			
Plant and Equipment	7	0	0	0	0	0			
Motor Vehicles	7	0	0	0	0	0			
Furniture and Equipment	7	0	0	0	0	0			
Infrastructure Assets - Roads	7	(2,021,289)	(2,021,289)	(167,588)	(27,361)	140,227	84%	▲	\$
Infrastructure Assets - Footpaths	7	0	0	0	0	0			
Infrastructure Assets - Bridges	7	(100,000)	(100,000)	(8,333)	0	8,333	100%	▲	
Infrastructure Assets - Other	7	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(202,673)</b>	<b>(202,673)</b>	<b>82,039</b>	<b>65,045</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		16,777	16,777	0	0	0			
Transfer from Reserves	9	165,123	165,123	29,279	20,946	(8,333)	(28%)	▼	
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	8	(52,228)	(52,228)	0	0	0			
Transfer to Reserves	9	(127,446)	(127,446)	(29,820)	(20,946)	8,874	30%	▲	
<b>Amount attributable to financing activities</b>		<b>2,226</b>	<b>2,226</b>	<b>(541)</b>	<b>0</b>				
<b>Closing Funding Surplus (Deficit)</b>	1	<b>936</b>	<b>(77,624)</b>	<b>(32,039)</b>	<b>(25,586)</b>				

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019**

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council 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 even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (*Short-term Benefits*)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

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 31 JULY 2019**

**OPERATING ACTIVITIES**

**NOTE 1(b)**

**ADJUSTED NET CURRENT ASSETS**

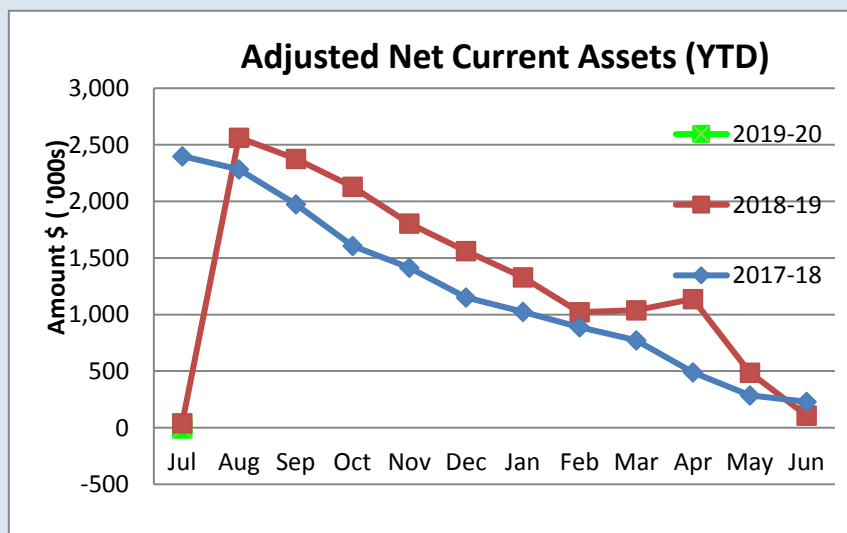
<b>Adjusted Net Current Assets</b>	<b>Note</b>	<b>Last Years Closing 30/06/2019</b>	<b>This Time Last Year 31/07/2018</b>	<b>Year to Date Actual 31/07/2019</b>
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	352,718	86,603	(58,457)
Cash Restricted - Reserves	3	470,117	534,847	470,117
Receivables - Rates	4	(10,135)	(3,603)	(47,404)
Receivables - Other	4	464,536	338,172	416,012
Inventories		41,835	30,681	47,176
		1,319,071	986,701	827,445
<b>Less: Current Liabilities</b>				
Payables		(605,243)	(274,452)	(246,067)
Loan Liability		266	(61,335)	266
Provisions		(136,945)	(136,945)	(136,945)
		(741,921)	(472,732)	(382,746)
Less: Cash Reserves	9	(470,117)	(534,847)	(470,117)
Add Back: Component of Leave Liability not Required to be funded		0	0	0
Add Back: Current Loan Liability		(266)	61,335	(266)
Adjustment for Trust Transactions Within Muni		0	(453)	98
<b>Net Current Funding Position</b>		<b>106,766</b>	<b>40,004</b>	<b>(25,586)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**Last Year YTD**

**Surplus(Deficit)**

**\$ .04 M**

NOTE 2

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

EXPLANATION OF SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
<b>Expenditure from operating activities</b>						
Governance	72,076	59%	▲	\$	Timing	Phasing of YTD Budgeted recovery of administration costs allocated creating variance to YTD Actual figures.
Community Amenities	27,737	45%	▲	\$	Timing	Tip maintenance is running behind budget at this point in time.
Transport	(94,774)	(31%)	▼	\$	Permanent	Depreciation expenditure on transport infrastructure assets is understated in the budget. This is to be corrected at budget review.
Other Property and Services	(51,637)	(267%)	▼	\$	Timing	Plant Operating Cost and Public Works Overheads recoveries are coming in lower than the costs associated with this pool of indirect costs.
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	(155,606)	(59%)	▼	\$	Timing	Actual income coming in later than budgeted expectation for RTR and AGLIME funding.
Infrastructure Assets - Roads	140,227	84%	▲	\$	Timing	Works on the road works program behind budget at this point in time.
Reporting Nature or Type	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
<b>Expenditure from operating activities</b>						
Employee Costs	(17,569)	(15%)	▼	\$	Timing	Employee costs running ahead of budget at this point in time.
Materials and Contracts	33,221	15%	▲	\$	Permanent	Materials and contract expenditure less than budget at this point in time.
Utility Charges	15,468	86%	▲	\$	Permanent	Utility charges less than budget at this point in time.
Depreciation on Non-Current Assets	(70,142)	(26%)	▼	\$	Permanent	Depreciation expenditure on transport infrastructure assets is understated in the budget. This is to be corrected at budget review.
Insurance Expenses	(17,192)	(24%)	▼	\$	Timing	Insurance costs running ahead of budget at this point in time.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

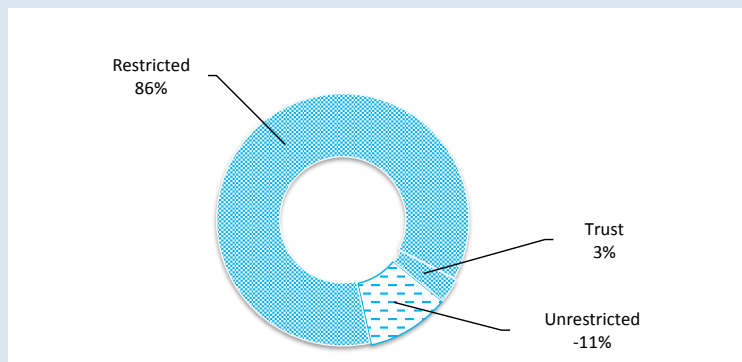
	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash Float	590			590	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Funds Bank A/c	(62,635)			(62,635)	Bendigo	0.00%	At Call
Reserve Funds Bank Account		362,111		362,111	Bendigo	2.00%	19/06/2018
Trust Bank Account			17,084	17,084	Bendigo	0.00%	At Call
<b>Term Deposits</b>							
Municipal Savings Bank Account	3,588			3,588	Bendigo	1.25%	At Call
Reserves - Term Deposit		108,007		108,007	Bendigo	2.00%	5/09/2018
<b>Total</b>	<b>(58,457)</b>	<b>470,117</b>	<b>17,084</b>	<b>428,745</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$.43 M</b>	<b>\$.47 M</b>

**NB: Council's overdraft facility has not been utilised in this month.**

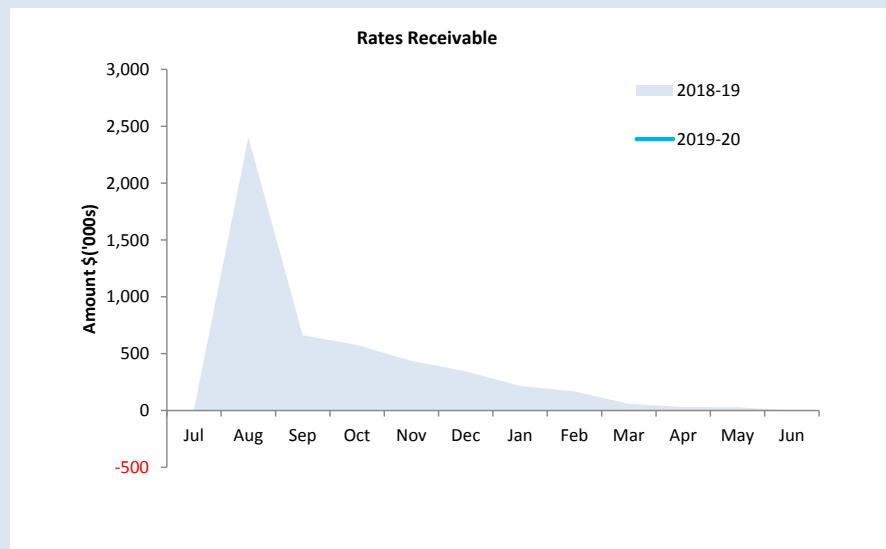
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2019	31 Jul 19
	\$	\$
Opening Arrears Previous Years	37,107	(377)
Levied this year	2,468,822	0
Less Collections to date	(2,506,305)	(34,171)
Equals Current Outstanding	(377)	(34,548)
<b>Net Rates Collectable</b>	<b>(377)</b>	<b>(34,548)</b>
% Collected	100.02%	-9060.77%

KEY INFORMATION

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

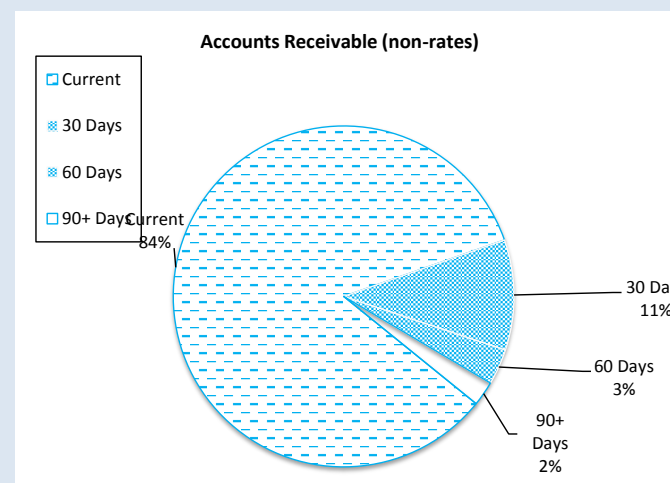


Collected	Rates Due
-9061%	-\$34,548

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	311,089	38,912	12,555	8,712	371,267
Percentage	84%	10%	3%	2%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					368,923
Receivables - Other					46,823
<b>Total Receivables General Outstanding</b>					<b>415,746</b>
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



<b>Debtors Due</b>
<b>\$415,746</b>
<b>Over 30 Days</b>
<b>16%</b>
<b>Over 90 Days</b>
<b>2%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

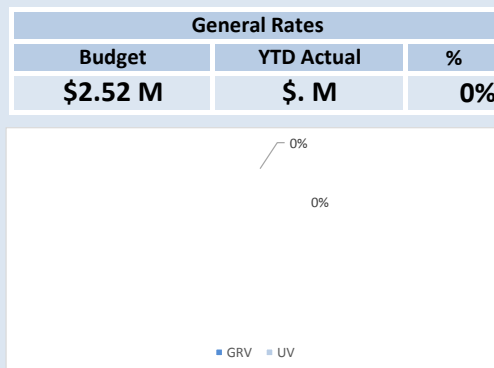
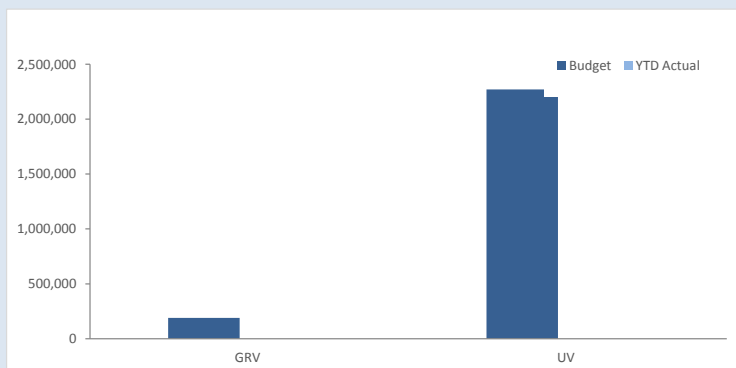
OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

RATE TYPE	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
GRV	10.581000	162	1,794,146	189,839	0	0	189,839	0	0	0	0
UV	0.705100	302	321,973,750	2,270,237	0	0	2,270,237	0	0	0	0
<b>Sub-Totals</b>		<b>464</b>	<b>323,767,896</b>	<b>2,460,076</b>	<b>0</b>	<b>0</b>	<b>2,460,076</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	436.80	65	81,774	28,392	0	0	28,392	0	0	0	0
UV	572.00	53	1,726,321	30,316	0	0	30,316	0	0	0	0
<b>Sub-Totals</b>		<b>118</b>	<b>1,808,095</b>	<b>58,708</b>	<b>0</b>	<b>0</b>	<b>58,708</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>582</b>	<b>325,575,991</b>	<b>2,518,784</b>	<b>0</b>	<b>0</b>	<b>2,518,784</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Discounts							0				0
Concession							0				0
<b>Amount from General Rates</b>							<b>2,518,784</b>				<b>0</b>
Ex-Gratia Rates							76,000				75,744
Movement in Excess Rates							0				0
Specified Area Rates							0				0
<b>Totals</b>							<b>2,594,784</b>				<b>75,744</b>

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION

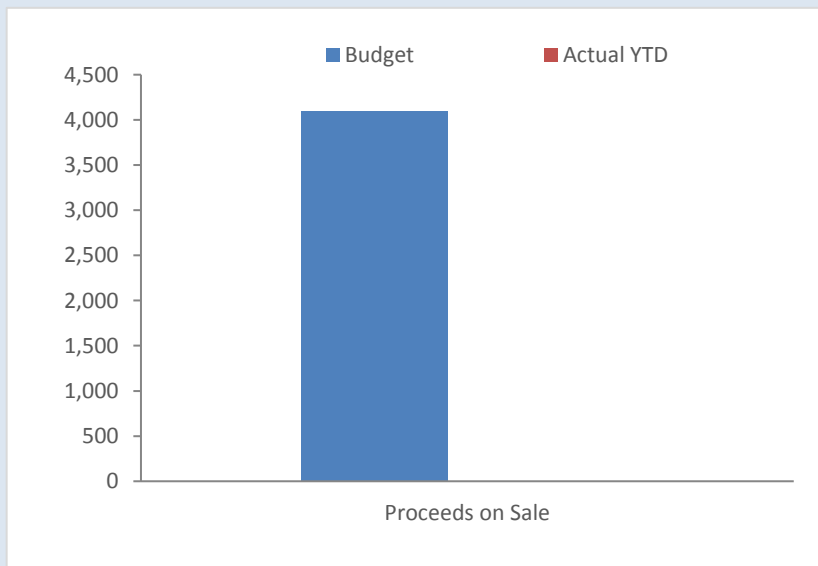


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>								
PE097	Toro Z580D 25hp Ride On Mower	0	4,100	4,100					
		<b>0</b>	<b>4,100</b>	<b>4,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$4,100</b>	<b>\$0</b>	<b>0%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019**

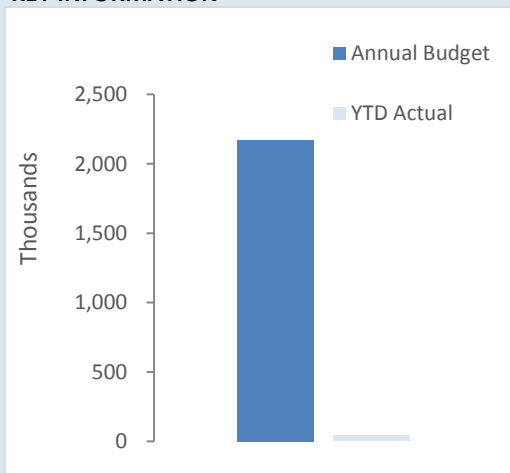
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	48,000	6,000	48,000	15,948	9,948
Construction other than Buildings	0	0	0	0	0
Plant and Equipment	0	0	0	0	0
Motor Vehicles	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	2,021,289	167,588	2,021,289	27,361	(140,227)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Bridges	100,000	8,333	100,000	0	(8,333)
Infrastructure Assets - Other	0	0	0	0	0
<b>Capital Expenditure Totals</b>	<b>2,169,289</b>	<b>181,921</b>	<b>2,169,289</b>	<b>43,309</b>	<b>(138,612)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	1,962,516	263,960	1,962,516	108,354	(155,606)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	4,100	0	4,100	0	0
Council contribution - Cash Backed Reserves					
Various Reserves		29,279	165,123	20,946	(8,333)
Council contribution - operations		(111,318)	37,550	(85,991)	25,327
<b>Capital Funding Total</b>		<b>181,921</b>	<b>2,169,289</b>	<b>43,309</b>	<b>(138,612)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

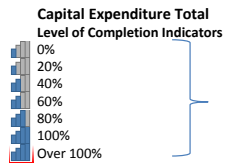
**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.17 M</b>	<b>\$0.04 M</b>	<b>2%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.96 M</b>	<b>\$0.11 M</b>	<b>6%</b>

Shire of Victoria Plains  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)



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

% of

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

Level of completion indicator, please see table at the top of this note for further detail.					Adopted	Amended				
			Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
Assets										
						\$	\$	\$	\$	\$
Buildings										
Governance										
0.49		Admin Office Upgrade	40052	9231		(12,000)	(12,000)	(6,000)	(5,887)	113
Total - Governance						(12,000)	(12,000)	(6,000)	(5,887)	113
Housing										
0.00		44 Edmonds Street - Housing upgrade	40110	9231		(5,000)	(5,000)	0	0	0
Total - Housing						(5,000)	(5,000)	0	0	0
Other Property & Services										
0.32		Depot Office Upgrade	40063	9231		(31,000)	(31,000)	0	(10,061)	(10,061)
0.32		Total - Other Property & Services				(31,000)	(31,000)	0	(10,061)	(10,061)
0.33		Total - Buildings				(48,000)	(48,000)	(6,000)	(15,948)	(9,948)
Roads										
Transport										
0.00		Gillingarra Glentromie Road Council Funded Capital	40021	9240	C0019	(18,000)	(18,000)	(1,498)	0	1,498
0.00		Bolgart West Road Council Funded Capital	40021	9240	C0127	(20,746)	(20,746)	(1,728)	0	1,728
0.00		Woods Rd Council Funded Capital	40021	9240	C0133	(95,340)	(95,340)	(7,942)	0	7,942
0.00		Duggan Rd Council Funded Capital	40021	9240	C0134	(100,500)	(100,500)	(8,372)	0	8,372
0.00		Toodyay-Bindi Bindi Road 2018-19	40022	9240	RR0035	(7,000)	(7,000)	0	0	0
0.00		Bolgart East Rd Final Seal (SLK 0.98-11.40) 2019-20 (RRG Funded)	40022	9240	RR0036	(259,400)	(259,400)	(21,615)	0	21,615
0.00		Yerecoin SE Road (2018-19)	40024	9240	R2R025	(3,000)	(3,000)	0	0	0
0.00		Bolgart East Rd Final Seal (SLK 11.40-12.55) 2019-20 (RTR Funded)	40024	9240	R2R026	(29,500)	(29,500)	(2,457)	0	2,457
0.00		Toodyay-Bindi Bindi Rd 2019-20 (RTR Funded)	40024	9240	R2R027	(262,000)	(262,000)	(21,830)	0	21,830
0.00		New Norcia-Gillingara Rd 2019-20 (R2R Funded)	40024	9240	R2R028	(114,000)	(114,000)	(9,498)	0	9,498
0.02		AG Lime - Calingiri-New Norcia / Toodyay Bindi-Bindi Intersection	40025	9240	AG0001	(1,111,803)	(1,111,803)	(92,648)	(27,361)	65,287
Total - Transport						(2,021,289)	(2,021,289)	(167,588)	(27,361)	140,227
0.01		Total - Roads				(2,021,289)	(2,021,289)	(167,588)	(27,361)	140,227
Bridges										
Transport										
0.00		Glentromie-Yerecoin Rd Bridge 2019-20 (RTR Funded)	40321	9243	R2R029	(100,000)	(100,000)	(8,333)	0	8,333
Total - Transport						(100,000)	(100,000)	(8,333)	0	8,333
0.00		Total - Bridges				(100,000)	(100,000)	(8,333)	0	8,333
0.02		Grand Total				(2,169,289)	(2,169,289)	(181,921)	(43,309)	138,612

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019

FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

Information on Borrowings		New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
Particulars/Purpose	01 Jul 2019	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>													
Loan 82 Calingiri Sports Pavilion	59,113	0	0	0	0	18,838	18,838	59,113	40,275	40,275	0	2,903	2,903
<b>Economic Services</b>													
Loan 84 Piawaning Water Supply	135,222	0	0	0	0	16,613	16,613	135,222	118,609	118,609	0	4,200	4,200
	194,335	0	0	0	0	35,451	35,451	194,335	158,884	158,884	0	7,103	7,103
<b>Self supporting loans</b>													
<b>Recreation and Culture</b>													
Loan 83 Calingiri Football Club *	222,097	0	0	0	0	16,777	16,777	222,097	205,320	205,320	0	11,723	11,723
	222,097	0	0	0	0	16,777	16,777	222,097	205,320	205,320	0	11,723	11,723
	416,432	0	0	0	0	52,228	52,228	416,432	364,204	364,204	0	18,826	18,826

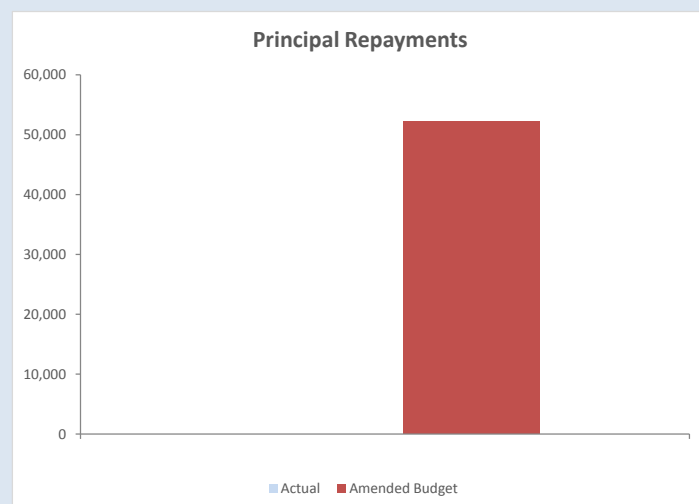
\* These loans are self supporting loans.  
All other debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



<b>Principal Repayments</b>	<b>\$0</b>
<b>Interest Earned</b>	<b>\$189</b>
<b>Interest Expense</b>	<b>\$0</b>
<b>Reserves Bal</b>	<b>\$ .47 M</b>
<b>Loans Due</b>	<b>\$ .42 M</b>

Shire of Victoria Plains  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019**

**OPERATING ACTIVITIES**  
**NOTE 9**  
**CASH BACKED RESEVES**

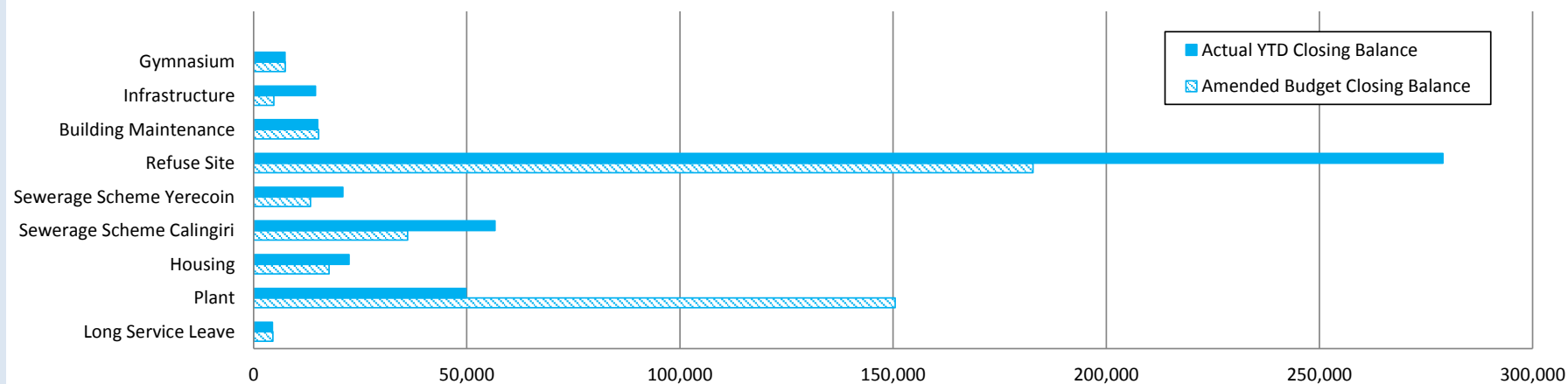
**Cash Backed Reserve**

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	4,437	61	0	0	0	0	0	4,498	4,437
Plant	49,808	689	0	100,000	0	0	0	150,497	49,808
Housing	22,400	310	0	0	0	(5,000)	0	17,710	22,400
Sewerage Scheme Calingiri	77,578	783	0	0	0	(42,249)	(20,946)	36,112	56,632
Sewerage Scheme Yerecoin	0	290	0	20,946	20,946	(7,874)	0	13,362	20,946
Refuse Site	278,982	3,857	0	0	0	(100,000)	0	182,839	278,982
Building Maintenance	15,032	208	0	0	0	0	0	15,240	15,032
Infrastructure	14,535	201	0	0	0	(10,000)	0	4,736	14,535
Gymnasium	7,345	101	0	0	0	0	0	7,446	7,345
	<b>470,117</b>	<b>6,500</b>	<b>0</b>	<b>120,946</b>	<b>20,946</b>	<b>(165,123)</b>	<b>(20,946)</b>	<b>432,440</b>	<b>470,117</b>

**KEY INFORMATION**

Reserve interest is being retained in Municipal Funds per the 18/19 adopted budget.

**Note 9 - Year To Date Reserve Balance to End of Year Estimate**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 July 2019**

**NOTE 10**  
**GRANTS AND CONTRIBUTIONS**

Grants and Contributions	Grant Provider	Amended		Adopted		Variance (Under)/Over
		Annual Budget	YTD Budget	Annual Budget	YTD Actual	
Operating grants, subsidies and contributions						
General Purpose Funding						
Grants Commission - General	WALGGC	279,811	0	279,811	0	0
Grants Commission - Local Roads	WALGGC	251,018	0	251,018	0	0
Law, Order & Public Safety						
Grant - ESL BFB Operating Grant	Dept of Fire & Emergency Service	45,116	0	45,116	0	0
Contribution - DFES Commission on ESL Levy	Dept of Fire & Emergency Service	4,000	333	4,000	0	(333)
Education & Welfare						
Seniors Week/TAVD Community Grant	Dept Local Govt & Cummunities	2,000	166	2,000	0	(166)
Grant - WA Youth Week Grant	Dept Local Govt & Cummunities	1,000	83	1,000	0	(83)
Contributions to Community Development Programs	Community contributions	5,000	416	5,000	0	(416)
Transport						
Contribution - Street Lighting	Main Roads WA	1,000	83	1,000	0	(83)
Grant - Direct Road	Main Roads WA	123,211	123,211	123,211	131,137	7,926
Operating grants, subsidies and contributions Total		712,156	124,292	712,156	131,137	6,845
Non-operating grants, subsidies and contributions						
Transport						
Grant - Regional Road Group - Road Projects	Main Roads WA	257,921	64,480	257,921	69,173	4,693
Grant - Roads to Recovery	Dept of Infrastructure	344,595	86,148	344,595	0	(86,148)
Grant - Ag-Lime Project	CBH	680,000	56,666	680,000	0	(56,666)
Grant - Ag-Lime Project	Main Roads WA	680,000	56,666	680,000	39,181	(17,485)
Non-operating grants, subsidies and contributions Total		1,962,516	263,960	1,962,516	108,354	(155,606)
		2,674,672	388,252	2,674,672	239,491	(148,761)

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2019**

**NOTE 11  
TRUST FUND**

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Jul 2019
	\$	\$	\$	\$
BCITF	160.00	1,041.13	0.00	<b>1,201.13</b>
BSL	2,156.25	795.41	0.00	<b>2,951.66</b>
Community Bus	0.00	0.00	0.00	<b>0.00</b>
Central Midlands Vroc	0.00	0.00	0.00	<b>0.00</b>
Gillingara Sports & Recreation Association	0.00	0.00	0.00	<b>0.00</b>
Gym Key Bond	1,083.00	40.00	0.00	<b>1,123.00</b>
Housing Bonds	0.00	0.00	0.00	<b>0.00</b>
Hall & Hall Key Bond	1,192.00	0.00	0.00	<b>1,192.00</b>
Vehicle Licensing	460.85	18,044.35	(18,162.55)	<b>342.65</b>
Councillor Nomination Bonds	0.00	0.00	0.00	<b>0.00</b>
Other Trust Items	3,492.76	210.00	(105.00)	<b>3,597.76</b>
Tip Key Bond	1,578.00	0.00	0.00	<b>1,578.00</b>
	<b>10,122.86</b>	<b>20,130.89</b>	<b>(18,267.55)</b>	<b>11,986.20</b>

**KEY INFORMATION**

## NOTE 12

### BUDGET AMENDMENTS

[illegible]

## KEY INFORMATION



## **SHIRE OF VICTORIA PLAINS**

### **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 August 2019**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

#### **TABLE OF CONTENTS**

Monthly Summary Information	3 - 5
Key Terms and Descriptions - Statutory Reporting Programs	6
Statement of Financial Activity by Program	7
Key Terms and Descriptions - Nature or Type Descriptions	8
Statement of Financial Activity by Nature or Type	9
Note 1      Net Current Assets	10
Note 2      Explanation of Material Variances	12
Note 3      Cash and Investments	13
Note 4      Receivables	14
Note 5      Rating Revenue	15
Note 6      Disposal of Assets	16
Note 7      Capital Acquisitions	17
Note 8      Borrowings	19
Note 9      Reserves	20
Note 10      Grants and Contributions	21
Note 11      Trust Fund	22
Note 12      Budget Amendments	23

**THIS PAGE INTENTIONALLY LEFT BLANK**

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Victoria Plains for the 2019/20 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 2.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
<b>Significant Projects</b>					
Bolgart East Rd Final Seal (SLK 0.98-11.40) 2019-20 (RRG Fur	0%	259,400	43,230	0	43,230
Bolgart East Rd Final Seal (SLK 11.40-12.55) 2019-20 (RTR Fu	0%	29,500	4,914	0	4,914
Toodyay-Bindi Bindi Rd 2019-20 (RTR Funded)	11%	262,000	43,660	28,689	14,971
New Norcia-Gillingara Rd 2019-20 (R2R Funded)	0%	114,000	18,996	0	18,996
AG Lime - Calingiri-New Norcia / Toodyay Bindi-Bindi Interse	3%	1,111,803	185,296	28,021	157,275
Glentromie-Yerecoin Rd Bridge 2019-20 (RTR Funded)	0%	100,000	16,666	0	16,666
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	37%	712,156	258,079	263,991	5,912
Non-operating Grants, Subsidies and Contributions	12%	1,962,516	377,292	225,843	(151,449)
	18%	2,674,672	635,371	489,834	(145,537)
Rates Levied	100%	2,594,784	2,594,784	2,591,499	(3,285)

% Compares current ytd actuals to annual budget

		Prior Year 31 August 2018	Current Year 31 August 2019
<b>Financial Position</b>			
Adjusted Net Current Assets	101%	\$ 2,563,435	\$ 2,581,054
Cash and Equivalent - Unrestricted	19%	\$ 451,997	\$ 85,505
Cash and Equivalent - Restricted	88%	\$ 534,847	\$ 470,117
Receivables - Rates	105%	\$ 2,390,753	\$ 2,506,769
Receivables - Other	336%	\$ 86,608	\$ 290,973
Payables	76%	\$ 274,380	\$ 208,791

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

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 August 2019  
Prepared by: Bob Waddell (Local Government Consultant)  
Reviewed by: Bob Waddell (Local Government Consultant)

### BASIS OF PREPARATION

#### REPORT PURPOSE

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

#### BASIS OF ACCOUNTING

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

### SIGNIFICANT ACCOUNTING POLICIES

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable

from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### CRITICAL ACCOUNTING ESTIMATES

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

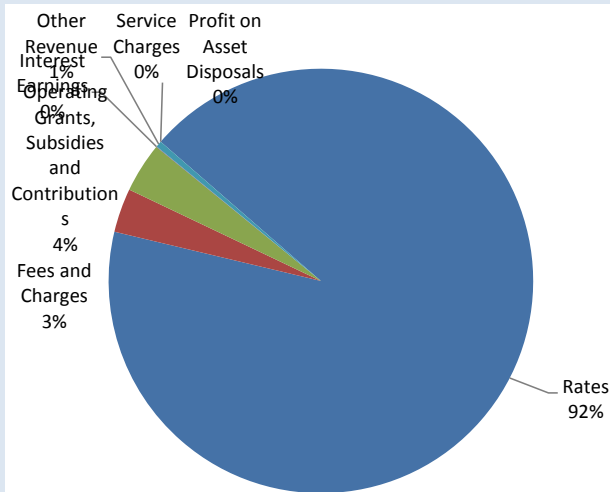
#### ROUNDING OFF FIGURES

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

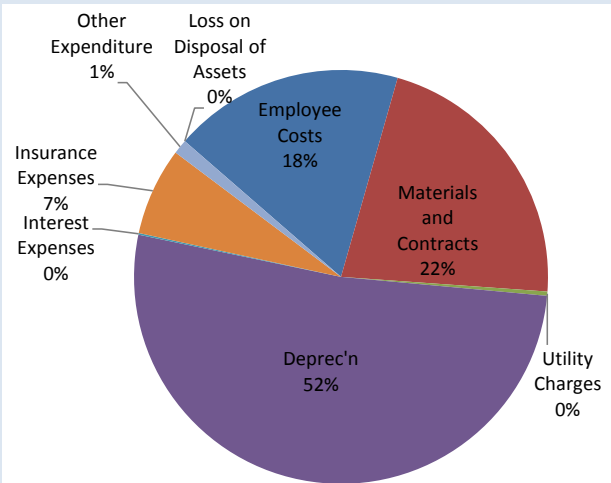
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**SUMMARY GRAPHS**

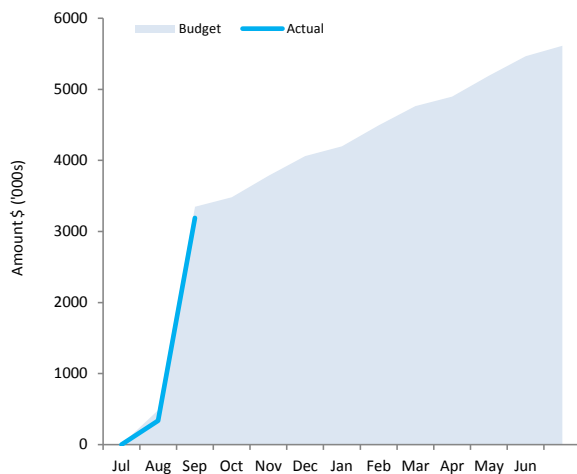
**OPERATING REVENUE**



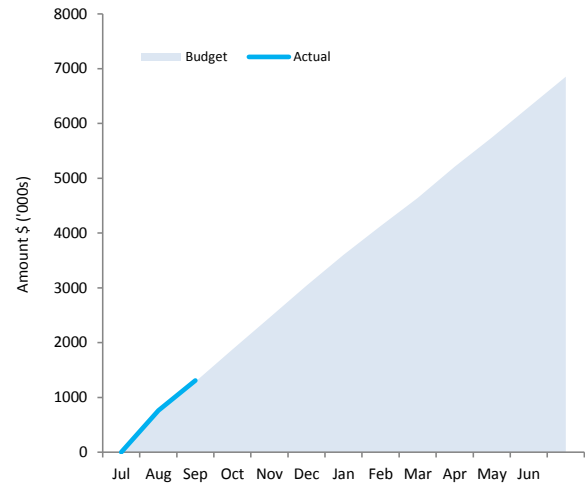
**OPERATING EXPENSES**



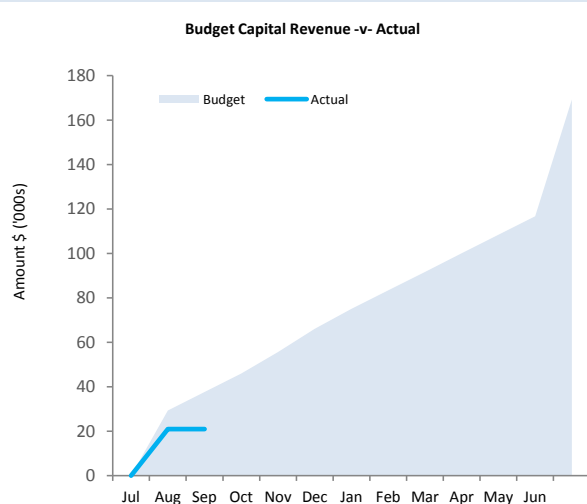
**Budget Operating Revenues -v- Actual**



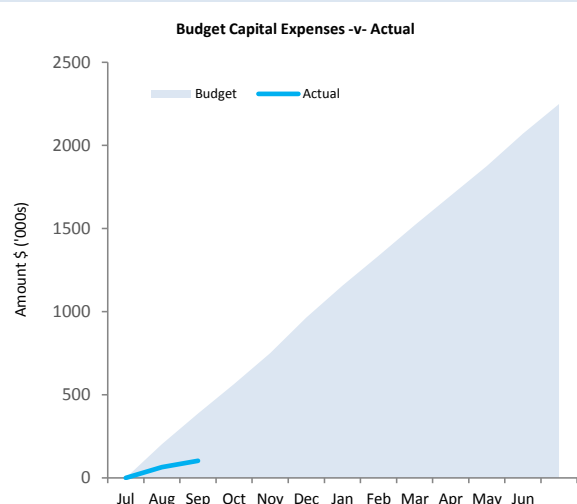
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 AUGUST 2019

## STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
<b>HOUSING</b>	To provide and maintain housing.	Provision and maintenance of residents housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees. street lighting etc.
<b>ECONOMIC SERVICES</b>	To help promote the City and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control City overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

STATUTORY REPORTING PROGRAMS

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus(Deficit)</b>	1	185,326	106,766	106,766	106,766	0	0%		
<b>Revenue from operating activities</b>									
Governance		4,233	4,233	668	723	55	8%	▲	
General Purpose Funding - Rates	5	2,594,784	2,594,784	2,594,784	2,591,499	(3,285)	(0%)	▼	
General Purpose Funding - Other		579,462	579,462	140,802	136,012	(4,790)	(3%)	▼	
Law, Order and Public Safety		59,818	59,818	1,312	475	(837)	(64%)	▼	
Health		3,150	3,150	524	296	(228)	(44%)	▼	
Education and Welfare		8,500	8,500	1,412	528	(884)	(63%)	▼	
Housing		98,492	98,492	16,170	13,891	(2,279)	(14%)	▼	
Community Amenities		85,738	85,738	76,588	75,314	(1,274)	(2%)	▼	
Recreation and Culture		26,946	26,946	2,532	3,503	971	38%	▲	
Transport		131,941	131,941	124,663	131,788	7,125	6%	▲	
Economic Services		39,355	39,355	6,554	5,408	(1,146)	(17%)	▼	
Other Property and Services		17,660	17,660	2,942	4,343	1,401	48%	▲	
		<b>3,650,079</b>	<b>3,650,079</b>	<b>2,968,951</b>	<b>2,963,780</b>				
<b>Expenditure from operating activities</b>									
Governance		(512,513)	(512,513)	(176,794)	(88,497)	88,297	50%	▲	\$
General Purpose Funding		(356,565)	(356,565)	(59,424)	(59,865)	(441)	(1%)	▼	
Law, Order and Public Safety		(312,101)	(312,101)	(67,058)	(69,888)	(2,830)	(4%)	▼	
Health		(148,887)	(148,887)	(24,808)	(25,756)	(948)	(4%)	▼	
Education and Welfare		(56,533)	(56,533)	(8,873)	(12,706)	(3,833)	(43%)	▼	
Housing		(241,243)	(241,243)	(47,560)	(32,113)	15,447	32%	▲	\$
Community Amenities		(742,819)	(742,819)	(121,144)	(75,029)	46,115	38%	▲	\$
Recreation and Culture		(679,097)	(679,097)	(121,639)	(105,458)	16,181	13%	▲	\$
Transport		(3,600,278)	(3,600,278)	(601,271)	(762,123)	(160,852)	(27%)	▼	\$
Economic Services		(194,252)	(194,252)	(32,816)	(31,579)	1,237	4%	▲	
Other Property and Services		(10,000)	(10,000)	(24,876)	(45,002)	(20,126)	(81%)	▼	\$
		<b>(6,854,288)</b>	<b>(6,854,288)</b>	<b>(1,286,263)</b>	<b>(1,308,017)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		3,224,366	3,224,366	537,384	677,667	140,283	26%	▲	\$
Adjust (Profit)/Loss on Asset Disposal	6	(4,100)	(4,100)	(682)	0	682	(100%)	▲	
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	(3,098)	(3,098)		▼	
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>16,057</b>	<b>16,057</b>	<b>2,219,390</b>	<b>2,330,333</b>				
<b>Investing Activities</b>									
Non-operating Grants, Subsidies and Contributions	10	1,962,516	1,962,516	377,292	225,843	(151,449)	(40%)	▼	\$
Proceeds from Disposal of Assets	6	4,100	4,100	0	0	0			
Land Held for Resale	7	0	0	0	0	0			
Land and Buildings	7	(48,000)	(48,000)	(6,000)	(15,948)	(9,948)	(166%)	▼	
Construction other than Buildings	7	0	0	0	0	0			
Plant and Equipment	7	0	0	0	0	0			
Motor Vehicles	7	0	0	0	0	0			
Furniture and Equipment	7	0	0	0	0	0			
Infrastructure Assets - Roads	7	(2,021,289)	(2,021,289)	(335,176)	(57,685)	277,491	83%	▲	\$
Infrastructure Assets - Footpaths	7	0	0	0	0	0			
Infrastructure Assets - Bridges	7	(100,000)	(100,000)	(16,666)	0	16,666	100%	▲	\$
Infrastructure Assets - Other	7	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(202,673)</b>	<b>(202,673)</b>	<b>19,450</b>	<b>152,210</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		16,777	16,777	0	0	0			
Transfer from Reserves	9	165,123	165,123	37,612	20,946	(16,666)	(44%)	▼	\$
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	8	(52,228)	(52,228)	(8,306)	(8,255)	51	1%	▲	
Transfer to Reserves	9	(127,446)	(127,446)	(38,694)	(20,946)	17,748	46%	▲	\$
<b>Amount attributable to financing activities</b>		<b>2,226</b>	<b>2,226</b>	<b>(9,388)</b>	<b>(8,255)</b>				
<b>Closing Funding Surplus(Deficit)</b>	1	<b>936</b>	<b>(77,624)</b>	<b>2,336,218</b>	<b>2,581,054</b>				

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.  
The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 AUGUST 2019

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus (Deficit)</b>	1	185,326	106,766	106,766	106,766	0	0%		
<b>Revenue from operating activities</b>									
Rates	5	2,594,784	2,594,784	2,594,784	2,591,499	(3,285)	(0%)	▼	
Operating Grants, Subsidies and Contributions	10	712,156	712,156	258,079	263,991	5,912	2%	▲	
Fees and Charges		229,317	229,317	99,130	94,064	(5,066)	(5%)	▼	
Service Charges		0	0	0	0	0			
Interest Earnings		46,403	46,403	5,776	1,131	(4,645)	(80%)	▼	
Other Revenue		63,319	63,319	10,500	13,095	2,595	25%	▲	
Profit on Disposal of Assets	6	4,100	4,100	682	0	(682)	(100%)	▼	
		<b>3,650,079</b>	<b>3,650,079</b>	<b>2,968,951</b>	<b>2,963,780</b>				
<b>Expenditure from operating activities</b>									
Employee Costs		(1,219,401)	(1,219,401)	(219,427)	(235,796)	(16,369)	(7%)	▼	
Materials and Contracts		(1,994,841)	(1,994,841)	(391,103)	(284,044)	107,059	27%	▲	\$
Utility Charges		(110,220)	(110,220)	(22,725)	(4,351)	18,374	81%	▲	\$
Depreciation on Non-Current Assets		(3,224,366)	(3,224,366)	(537,384)	(677,667)	(140,283)	(26%)	▼	\$
Interest Expenses		(20,826)	(20,826)	(800)	(1,684)	(884)	(110%)	▼	
Insurance Expenses		(135,136)	(135,136)	(91,538)	(89,697)	1,841	2%	▲	
Other Expenditure		(149,498)	(149,498)	(23,286)	(14,778)	8,508	37%	▲	
Loss on Disposal of Assets	6	0	0	0	0	0			
Loss FV Valuation of Assets		0	0	0	0	0			
		<b>(6,854,288)</b>	<b>(6,854,288)</b>	<b>(1,286,263)</b>	<b>(1,308,017)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		3,224,366	3,224,366	537,384	677,667	140,283	26%	▲	\$
Adjust (Profit)/Loss on Asset Disposal	6	(4,100)	(4,100)	(682)	0	682	(100%)	▲	
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	(3,098)	(3,098)		▼	
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>16,057</b>	<b>16,057</b>	<b>2,219,390</b>	<b>2,330,333</b>				
<b>Investing activities</b>									
Non-Operating Grants, Subsidies and Contributions	10	1,962,516	1,962,516	377,292	225,843	(151,449)	(40%)	▼	\$
Proceeds from Disposal of Assets	6	4,100	4,100	0	0	0			
Land Held for Resale	7	0	0	0	0	0			
Land and Buildings	7	(48,000)	(48,000)	(6,000)	(15,948)	(9,948)	(166%)	▼	
Construction other than Buildings	7	0	0	0	0	0			
Plant and Equipment	7	0	0	0	0	0			
Motor Vehicles	7	0	0	0	0	0			
Furniture and Equipment	7	0	0	0	0	0			
Infrastructure Assets - Roads	7	(2,021,289)	(2,021,289)	(335,176)	(57,685)	277,491	83%	▲	\$
Infrastructure Assets - Footpaths	7	0	0	0	0	0			
Infrastructure Assets - Bridges	7	(100,000)	(100,000)	(16,666)	0	16,666	100%	▲	\$
Infrastructure Assets - Other	7	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(202,673)</b>	<b>(202,673)</b>	<b>19,450</b>	<b>152,210</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		16,777	16,777	0	0	0			
Transfer from Reserves	9	165,123	165,123	37,612	20,946	(16,666)	(44%)	▼	\$
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	8	(52,228)	(52,228)	(8,306)	(8,255)	51	1%	▲	
Transfer to Reserves	9	(127,446)	(127,446)	(38,694)	(20,946)	17,748	46%	▲	\$
<b>Amount attributable to financing activities</b>		<b>2,226</b>	<b>2,226</b>	<b>(9,388)</b>	<b>(8,255)</b>				
<b>Closing Funding Surplus (Deficit)</b>	1	<b>936</b>	<b>(77,624)</b>	<b>2,336,218</b>	<b>2,581,054</b>				

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council 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 even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (*Short-term Benefits*)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (*Long-term Benefits*)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

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 31 AUGUST 2019**

**OPERATING ACTIVITIES**

**NOTE 1(b)**

**ADJUSTED NET CURRENT ASSETS**

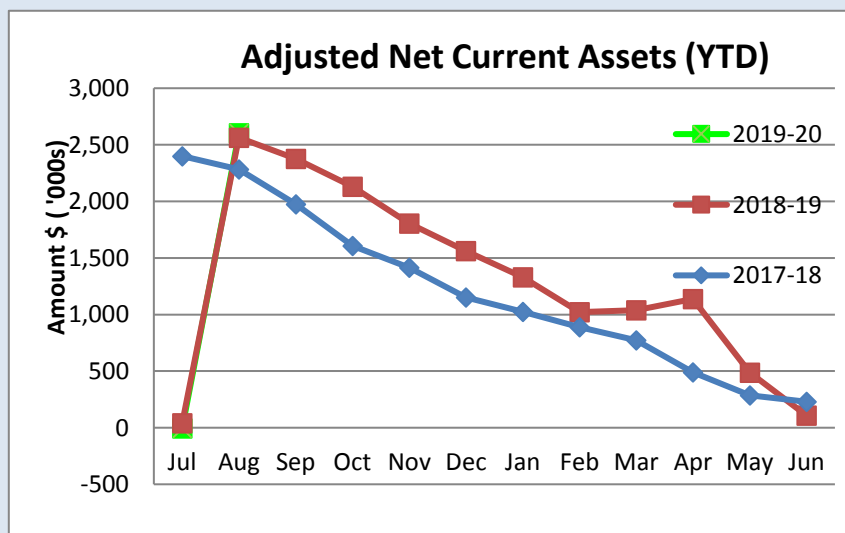
<b>Adjusted Net Current Assets</b>	<b>Note</b>	<b>Last Years Closing 30/06/2019</b>	<b>This Time Last Year 31/08/2018</b>	<b>Year to Date Actual 31/08/2019</b>
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	352,718	451,997	85,505
Cash Restricted - Reserves	3	470,117	534,847	470,117
Receivables - Rates	4	(10,135)	2,390,753	2,506,769
Receivables - Other	4	464,536	86,608	290,973
Inventories		41,835	46,262	37,624
		<u>1,319,071</u>	<u>3,510,468</u>	<u>3,390,988</u>
<b>Less: Current Liabilities</b>				
Payables		(605,243)	(274,380)	(208,791)
Loan Liability		266	(53,281)	8,521
Provisions		<u>(136,945)</u>	<u>(136,945)</u>	<u>(131,864)</u>
		<u>(741,921)</u>	<u>(464,606)</u>	<u>(332,134)</u>
Less: Cash Reserves	9	(470,117)	(534,847)	(470,117)
Add Back: Component of Leave Liability not Required to be funded		0	0	0
Add Back: Current Loan Liability		(266)	53,281	(8,521)
Adjustment for Trust Transactions Within Muni		0	(861)	839
<b>Net Current Funding Position</b>		<b>106,766</b>	<b>2,563,435</b>	<b>2,581,054</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$2.58 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$2.56 M**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 2  
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.  
The material variance adopted by Council for the 2019/20 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
<b>Expenditure from operating activities</b>						
Governance	88,297	50%	▲	\$	Timing	Phasing of YTD Budgeted recovery of administration costs allocated creating variance to YTD Actual figures.
Housing	15,447	32%	▲	\$	Timing	Staff housing maintenance program running a bit behind budget.
Community Amenities	46,115	38%	▲	\$	Timing	Tip maintenance is running behind budget at this point in time.
Recreation and Culture	16,181	13%	▲	\$	Timing	Expenditure on public halls and recreation facilities running behind budget at this point in time.
Transport	(160,852)	(27%)	▼	\$	Permanent	Depreciation expenditure on transport infrastructure assets is understated in the budget. This is to be corrected at budget review.
Other Property and Services	(20,126)	(81%)	▼	\$	Timing	Plant Operating Cost and Public Works Overheads recoveries are coming in lower than the costs associated with this pool of indirect costs.
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	(151,449)	(40%)	▼	\$	Timing	Actual income coming in later than budgeted expectation for RTR and AGLIME funding.
Infrastructure Assets - Roads	277,491	83%	▲	\$	Timing	Works on the road works program behind budget at this point in time.
<b>Financing Activities</b>						
Transfer from Reserves	(16,666)	(44%)	▼	\$	Timing	Transfers from reserves not required yet
Transfer to Reserves	17,748	46%	▲	\$	Timing	Transfers not required yet
<b>Reporting Nature or Type</b>	<b>Var. \$</b>	<b>Var. %</b>	<b>Var. ▲▼</b>	<b>Significant Var. \$</b>	<b>Timing/ Permanent</b>	<b>Explanation of Variance</b>
<b>Expenditure from operating activities</b>						
Materials and Contracts	107,059	27%	▲	\$	Permanent	Materials and contract expenditure less than budget at this point in time.
Utility Charges	18,374	81%	▲	\$	Permanent	Utility charges less than budget at this point in time.
Depreciation on Non-Current Assets	(140,283)	(26%)	▼	\$	Permanent	Depreciation expenditure on transport infrastructure assets is understated in the budget. This is to be corrected at budget review.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

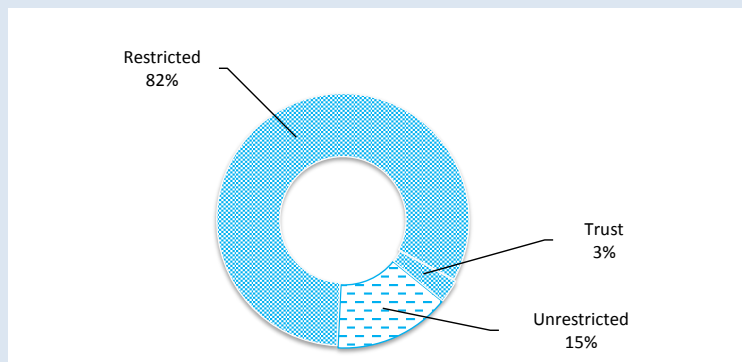
	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash Float	590			590	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Funds Bank A/c	81,327			81,327	Bendigo	0.00%	At Call
Reserve Funds Bank Account		362,111		362,111	Bendigo	2.00%	19/06/2018
Trust Bank Account			17,019	17,019	Bendigo	0.00%	At Call
<b>Term Deposits</b>							
Municipal Savings Bank Account	3,588			3,588	Bendigo	1.25%	At Call
Reserves - Term Deposit		108,007		108,007	Bendigo	2.00%	5/09/2018
<b>Total</b>	<b>85,505</b>	<b>470,117</b>	<b>17,019</b>	<b>572,641</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$0.57 M</b>	<b>\$0.47 M</b>

**NB: Council's overdraft facility has not been utilised in this month.**

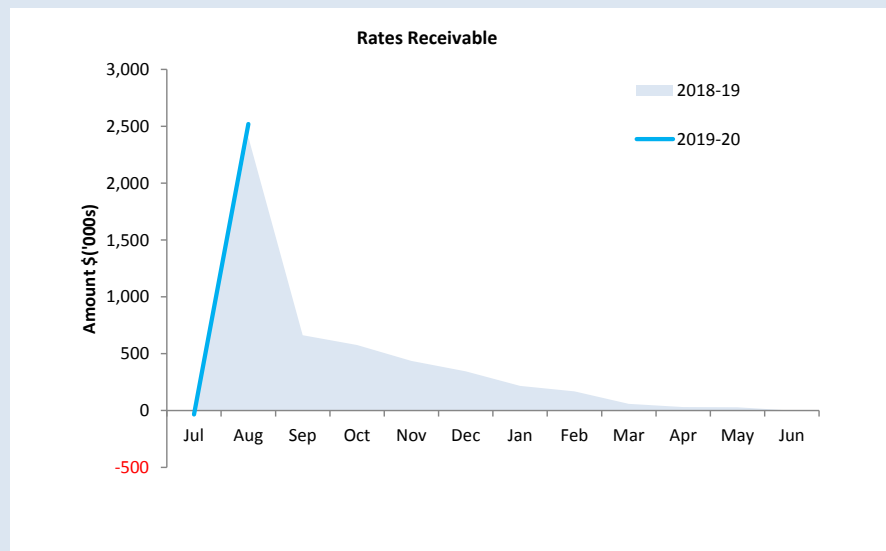
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2019	31 Aug 19
	\$	\$
Opening Arrears Previous Years	37,107	(377)
Levied this year	2,468,822	2,569,718
Less Collections to date	(2,506,305)	(49,716)
Equals Current Outstanding	(377)	2,519,624
<b>Net Rates Collectable</b>	<b>(377)</b>	<b>2,519,624</b>
% Collected	100.02%	1.93%

KEY INFORMATION

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

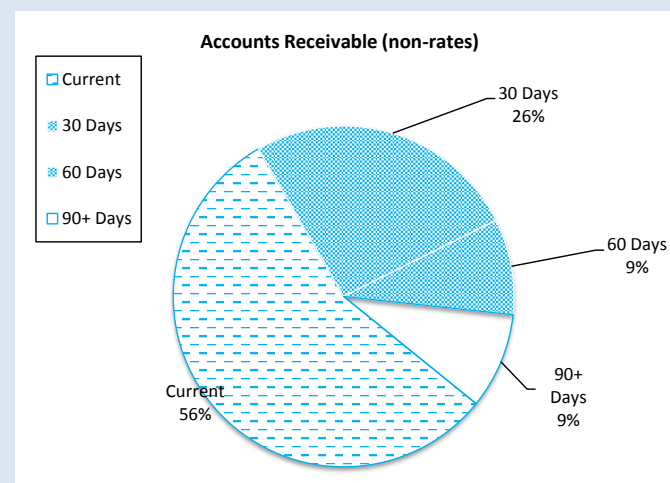


Collected	Rates Due
2%	\$2,519,624

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	130,230	60,558	21,198	21,267	233,253
Percentage	56%	26%	9%	9%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					230,909
Receivables - Other					59,797
<b>Total Receivables General Outstanding</b>					<b>290,707</b>
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



<b>Debtors Due</b>
<b>\$290,707</b>
<b>Over 30 Days</b>
<b>44%</b>
<b>Over 90 Days</b>
<b>9%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

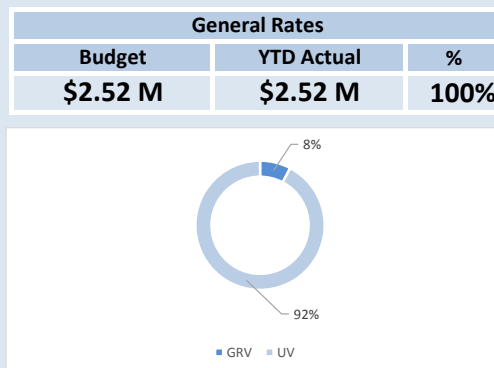
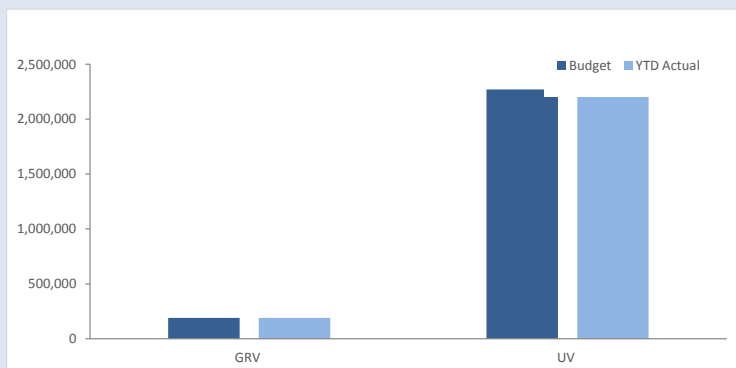
OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

RATE TYPE	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
GRV	10.581000	162	1,794,146	189,839	0	0	189,839	189,839	0	0	189,839
UV	0.705100	302	321,973,750	2,270,237	0	0	2,270,237	2,270,237	(2,678)	(351)	2,267,208
<b>Sub-Totals</b>		<b>464</b>	<b>323,767,896</b>	<b>2,460,076</b>	<b>0</b>	<b>0</b>	<b>2,460,076</b>	<b>2,460,076</b>	<b>(2,678)</b>	<b>(351)</b>	<b>2,457,047</b>
<b>Minimum Payment</b>	<b>\$</b>										
GRV	436.80	65	81,774	28,392	0	0	28,392	28,392	0	0	28,392
UV	572.00	53	1,726,321	30,316	0	0	30,316	30,316	0	0	30,316
<b>Sub-Totals</b>		<b>118</b>	<b>1,808,095</b>	<b>58,708</b>	<b>0</b>	<b>0</b>	<b>58,708</b>	<b>58,708</b>	<b>0</b>	<b>0</b>	<b>58,708</b>
		<b>582</b>	<b>325,575,991</b>	<b>2,518,784</b>	<b>0</b>	<b>0</b>	<b>2,518,784</b>	<b>2,518,784</b>	<b>(2,678)</b>	<b>(351)</b>	<b>2,515,755</b>
Discounts							0				0
Concession							0				0
<b>Amount from General Rates</b>							<b>2,518,784</b>				<b>2,515,755</b>
Ex-Gratia Rates							76,000				75,744
Movement in Excess Rates							0				0
Specified Area Rates							0				0
<b>Totals</b>							<b>2,594,784</b>				<b>2,591,499</b>

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION

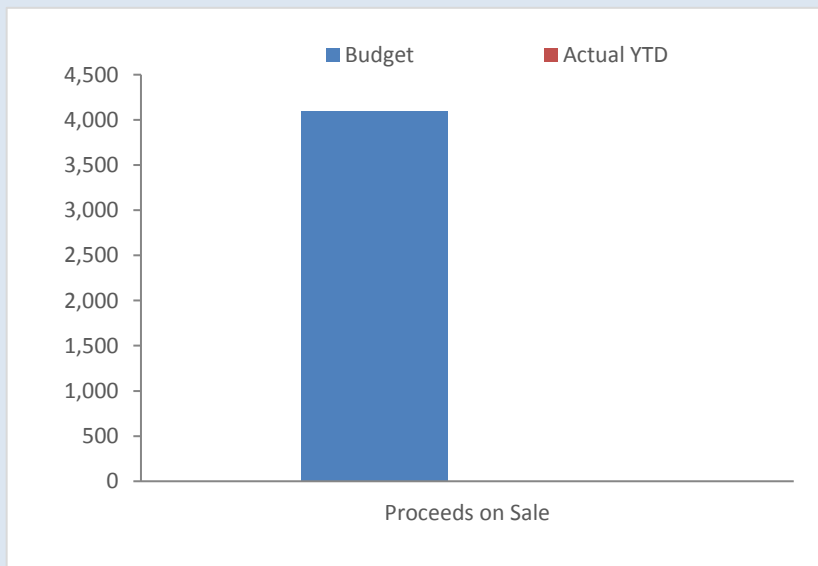


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>								
PE097	Toro Z580D 25hp Ride On Mower	0	4,100	4,100					
		<b>0</b>	<b>4,100</b>	<b>4,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$4,100</b>	<b>\$0</b>	<b>0%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

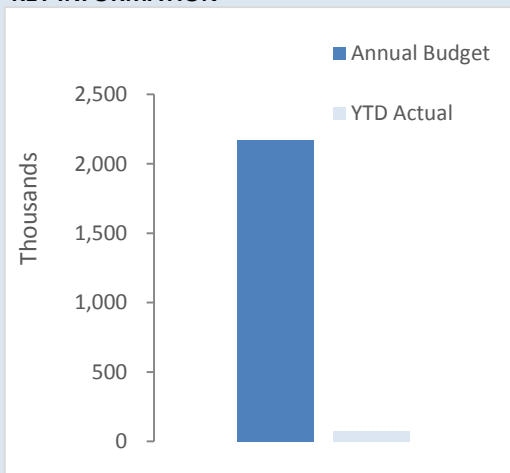
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	48,000	6,000	48,000	15,948	9,948
Construction other than Buildings	0	0	0	0	0
Plant and Equipment	0	0	0	0	0
Motor Vehicles	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	2,021,289	335,176	2,021,289	57,685	(277,491)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Bridges	100,000	16,666	100,000	0	(16,666)
Infrastructure Assets - Other	0	0	0	0	0
<b>Capital Expenditure Totals</b>	<b>2,169,289</b>	<b>357,842</b>	<b>2,169,289</b>	<b>73,633</b>	<b>(284,209)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	1,962,516	377,292	1,962,516	225,843	(151,449)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	4,100	0	4,100	0	0
Council contribution - Cash Backed Reserves					
Various Reserves		37,612	165,123	20,946	(16,666)
Council contribution - operations		(57,062)	37,550	(173,156)	(116,094)
<b>Capital Funding Total</b>		<b>357,842</b>	<b>2,169,289</b>	<b>73,633</b>	<b>(284,209)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

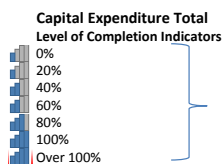
**KEY INFORMATION**



Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.17 M</b>	<b>\$0.07 M</b>	<b>3%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.96 M</b>	<b>\$0.23 M</b>	<b>12%</b>

Shire of Victoria Plains  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)



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

% of

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

Assets	Account Number	Balance Sheet Category	Job Number	Adopted	Amended		Total YTD	Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget		
				\$	\$	\$	\$	\$
<b>Buildings</b>								
<b>Governance</b>								
0.49	Admin Office Upgrade	40052	9231	(12,000)	(12,000)	(6,000)	(5,887)	113
	<b>Total - Governance</b>			<b>(12,000)</b>	<b>(12,000)</b>	<b>(6,000)</b>	<b>(5,887)</b>	<b>113</b>
<b>Housing</b>								
0.00	44 Edmonds Street - Housing upgrade	40110	9231	(5,000)	(5,000)	0	0	0
	<b>Total - Housing</b>			<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Property &amp; Services</b>								
0.32	Depot Office Upgrade	40063	9231	(31,000)	(31,000)	0	(10,061)	(10,061)
0.32	<b>Total - Other Property &amp; Services</b>			<b>(31,000)</b>	<b>(31,000)</b>	<b>0</b>	<b>(10,061)</b>	<b>(10,061)</b>
0.33	<b>Total - Buildings</b>			<b>(48,000)</b>	<b>(48,000)</b>	<b>(6,000)</b>	<b>(15,948)</b>	<b>(9,948)</b>
<b>Roads</b>								
<b>Transport</b>								
0.00	Gillingarra Glentromie Road Council Funded Capital	40021	9240	C0019	(18,000)	(18,000)	(2,996)	2,996
0.00	Bolgart West Road Council Funded Capital	40021	9240	C0127	(20,746)	(20,746)	(3,456)	3,456
0.00	Woods Rd Council Funded Capital	40021	9240	C0133	(95,340)	(95,340)	(15,884)	15,884
0.00	Duggan Rd Council Funded Capital	40021	9240	C0134	(100,500)	(100,500)	(16,744)	16,744
0.00	Toodyay-Bindi Bindi Road 2018-19	40022	9240	RR0035	(7,000)	(7,000)	0	0
0.00	Bolgart East Rd Final Seal (SLK 0.98-11.40) 2019-20 (RRG Funded)	40022	9240	RR0036	(259,400)	(259,400)	(43,230)	43,230
0.00	Yerecoin SE Road (2018-19)	40024	9240	R2R025	(3,000)	(3,000)	0	0
0.00	Bolgart East Rd Final Seal (SLK 11.40-12.55) 2019-20 (RTR Funded)	40024	9240	R2R026	(29,500)	(29,500)	(4,914)	4,914
0.11	Toodyay-Bindi Bindi Rd 2019-20 (RTR Funded)	40024	9240	R2R027	(262,000)	(262,000)	(43,660)	14,971
0.00	New Norcia-Gillingara Rd 2019-20 (R2R Funded)	40024	9240	R2R028	(114,000)	(114,000)	(18,996)	18,996
0.03	AG Lime - Calingiri-New Norcia / Toodyay Bindi-Bindi Intersector	40025	9240	AG0001	(1,111,803)	(1,111,803)	(185,296)	157,275
1.00	SFN - Mogumber-Yarawindah Rd	40322	9240	SFN001	0	0	(975)	(975)
	<b>Total - Transport</b>				<b>(2,021,289)</b>	<b>(2,021,289)</b>	<b>(335,176)</b>	<b>277,491</b>
0.03	<b>Total - Roads</b>				<b>(2,021,289)</b>	<b>(2,021,289)</b>	<b>(335,176)</b>	<b>277,491</b>
<b>Bridges</b>								
<b>Transport</b>								
0.00	Glentromie-Yerecoin Rd Bridge 2019-20 (RTR Funded)	40321	9243	R2R029	(100,000)	(100,000)	(16,666)	16,666
	<b>Total - Transport</b>				<b>(100,000)</b>	<b>(100,000)</b>	<b>(16,666)</b>	<b>16,666</b>
0.00	<b>Total - Bridges</b>				<b>(100,000)</b>	<b>(100,000)</b>	<b>(16,666)</b>	<b>16,666</b>
0.03	<b>Grand Total</b>				<b>(2,169,289)</b>	<b>(2,169,289)</b>	<b>(357,842)</b>	<b>284,209</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

Information on Borrowings		New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
Particulars/Purpose	01 Jul 2019	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>													
Loan 82 Calingiri Sports Pavilion	59,113	0	0	0	0	18,838	18,838	59,113	40,275	40,275	0	2,903	2,903
<b>Economic Services</b>													
Loan 84 Piawaning Water Supply	135,222	0	0	0	8,255	16,613	16,613	126,967	118,609	118,609	1,684	4,200	4,200
	194,335	0	0	0	8,255	35,451	35,451	186,080	158,884	158,884	1,684	7,103	7,103
<b>Self supporting loans</b>													
<b>Recreation and Culture</b>													
Loan 83 Calingiri Football Club *	222,097	0	0	0	0	16,777	16,777	222,097	205,320	205,320	0	11,723	11,723
	222,097	0	0	0	0	16,777	16,777	222,097	205,320	205,320	0	11,723	11,723
	416,432	0	0	0	8,255	52,228	52,228	408,177	364,204	364,204	1,684	18,826	18,826

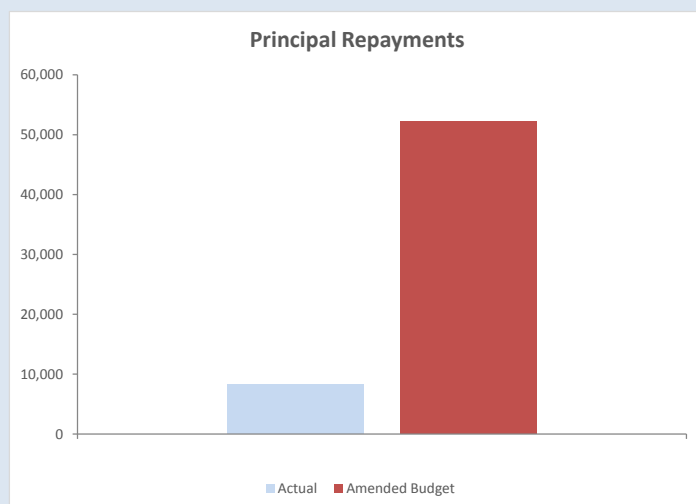
\* These loans are self supporting loans.  
All other debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



<b>Principal Repayments</b>	<b>\$8,255</b>
<b>Interest Earned</b>	<b>\$1,131</b>
<b>Reserves Bal</b>	<b>\$ .47 M</b>
<b>Interest Expense</b>	<b>\$1,684</b>
<b>Loans Due</b>	<b>\$ .41 M</b>

Shire of Victoria Plains  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES**  
**NOTE 9**  
**CASH BACKED RESEVES**

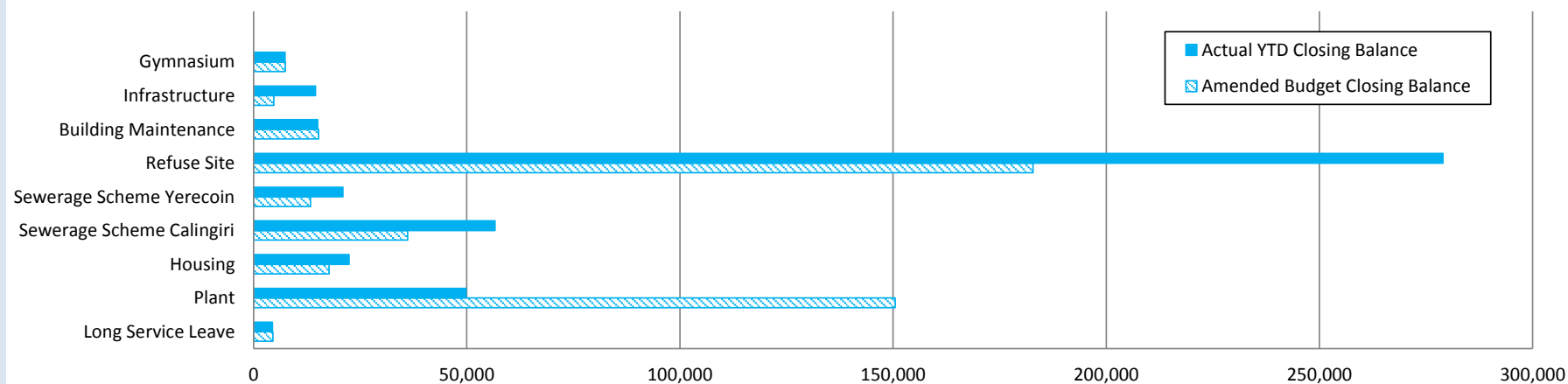
**Cash Backed Reserve**

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	4,437	61	0	0	0	0	0	4,498	4,437
Plant	49,808	689	0	100,000	0	0	0	150,497	49,808
Housing	22,400	310	0	0	0	(5,000)	0	17,710	22,400
Sewerage Scheme Calingiri	77,578	783	0	0	0	(42,249)	(20,946)	36,112	56,632
Sewerage Scheme Yerecoin	0	290	0	20,946	20,946	(7,874)	0	13,362	20,946
Refuse Site	278,982	3,857	0	0	0	(100,000)	0	182,839	278,982
Building Maintenance	15,032	208	0	0	0	0	0	15,240	15,032
Infrastructure	14,535	201	0	0	0	(10,000)	0	4,736	14,535
Gymnasium	7,345	101	0	0	0	0	0	7,446	7,345
	<b>470,117</b>	<b>6,500</b>	<b>0</b>	<b>120,946</b>	<b>20,946</b>	<b>(165,123)</b>	<b>(20,946)</b>	<b>432,440</b>	<b>470,117</b>

**KEY INFORMATION**

Reserve interest is being retained in Municipal Funds per the 18/19 adopted budget.

**Note 9 - Year To Date Reserve Balance to End of Year Estimate**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2019**

**NOTE 10**  
**GRANTS AND CONTRIBUTIONS**

Grants and Contributions	Grant Provider	Amended		Adopted		Variance (Under)/Over
		Annual Budget	YTD Budget	Annual Budget	YTD Actual	
Operating grants, subsidies and contributions						
General Purpose Funding						
Grants Commission - General	WALGGC	279,811	69,952	279,811	70,095	143
Grants Commission - Local Roads	WALGGC	251,018	62,754	251,018	62,759	5
Law, Order & Public Safety						
Grant - ESL BFB Operating Grant	Dept of Fire & Emergency Service	45,116	0	45,116	0	0
Contribution - DFES Commission on ESL Levy	Dept of Fire & Emergency Service	4,000	666	4,000	0	(666)
Education & Welfare						
Seniors Week/TAVD Community Grant	Dept Local Govt & Cummunities	2,000	332	2,000	0	(332)
Grant - WA Youth Week Grant	Dept Local Govt & Cummunities	1,000	166	1,000	0	(166)
Contributions to Community Development Programs	Community contributions	5,000	832	5,000	0	(832)
Transport						
Contribution - Street Lighting	Main Roads WA	1,000	166	1,000	0	(166)
Grant - Direct Road	Main Roads WA	123,211	123,211	123,211	131,137	7,926
Operating grants, subsidies and contributions Total		712,156	258,079	712,156	263,991	5,912
Non-operating grants, subsidies and contributions						
Transport						
Grant - Regional Road Group - Road Projects	Main Roads WA	257,921	64,480	257,921	176,938	112,458
Grant - Roads to Recovery	Dept of Infrastructure	344,595	86,148	344,595	0	(86,148)
Grant - Ag-Lime Project	CBH	680,000	113,332	680,000	0	(113,332)
Grant - Ag-Lime Project	Main Roads WA	680,000	113,332	680,000	48,905	(64,427)
Non-operating grants, subsidies and contributions Total		1,962,516	377,292	1,962,516	225,843	(151,449)
		2,674,672	635,371	2,674,672	489,834	(145,537)

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 11  
TRUST FUND**

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
	\$	\$	\$	\$
BCITF	160.00	1,041.13	(1,041.13)	<b>160.00</b>
BSL	2,156.25	795.41	(795.41)	<b>2,156.25</b>
Community Bus	0.00	0.00	0.00	<b>0.00</b>
Central Midlands Vroc	0.00	0.00	0.00	<b>0.00</b>
Gillingara Sports & Recreation Association	0.00	0.00	0.00	<b>0.00</b>
Gym Key Bond	1,083.00	120.00	0.00	<b>1,203.00</b>
Housing Bonds	0.00	400.00	0.00	<b>400.00</b>
Hall & Hall Key Bond	1,192.00	0.00	(252.00)	<b>940.00</b>
Vehicle Licensing	460.85	28,103.35	(27,911.20)	<b>653.00</b>
Councillor Nomination Bonds	0.00	0.00	0.00	<b>0.00</b>
Other Trust Items	3,492.76	702.00	(105.00)	<b>4,089.76</b>
Tip Key Bond	1,578.00	0.00	0.00	<b>1,578.00</b>
	<b>10,122.86</b>	<b>31,161.89</b>	<b>(30,104.74)</b>	<b>11,180.01</b>

**KEY INFORMATION**

## NOTE 12

### BUDGET AMENDMENTS

[illegible]

## KEY INFORMATION

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT7983	04/07/2019	Commissions and cost for the month of June 2019		176.00
EFT7984	04/07/2019	Quarterly inspection/maintenance report fee - June 2019 - Aged Person Units - Bolgart		500.00
EFT7985	04/07/2019	Assistance with preparation for the June budget workshop, 19/20 budget, regional road group projects, and integrated planning requirements, meeting with auditors, and attendance at the workshop and council meeting,		5,787.76
EFT7986	04/07/2019	Wired up shed at Depot; replaced smoke detectors at staff housing and aged person units (Bolgart)		1,107.70
EFT7987	04/07/2019	Payroll deductions		154.93
EFT7988	04/07/2019	Consultancy services re Governance for May 2019 and June 2019		17,976.57
EFT7989	04/07/2019	Fitted new thermostat / element to hot water system at 13 Lambert Cres - staff housing		332.20
EFT7990	04/07/2019	Legal advice re termination of enterprise bargaining agreement (EBA)		1,727.00
EFT7991	04/07/2019	Progressive billing in relation to the provision of Integrated Planning and Reporting services		8,250.00
EFT7992	04/07/2019	Winter maintenance grading - Gabba; Pmg Rd. Skilling Rd, Roe Rd, King Rd, Wilson Rd, and Batty Bog		16,797.33
EFT7993	04/07/2019	Mileage claim - Council meeting, info briefing, LEMC - March 2019 to May 2019		770.06
EFT7994	04/07/2019	Consulting work plus travel to Calingiri		544.50
EFT7995	04/07/2019	Provision of engineering, road designs and construction management services for Toodyay Bindi Bindi Rd from 31 May 2019 to 27 May 2019		1,474.00
EFT7996	04/07/2019	Regional road group project - materials and labour for Toodyay - Bindi Bindi Rd		95,877.24
EFT7997	04/07/2019	Purchased laptop for Executive Assistant plus installation of programs		3,315.74
EFT7998	11/07/2019	Alarm monitoring charges from 1 July 2019 to 30 September 2019		214.50

**Shire of Victoria Plains**  
**Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT7999	11/07/2019	Payroll deductions		25.90
EFT8000	11/07/2019	Postage from Feb 2019 to June 2019		744.90
EFT8001	11/07/2019	Monthly cylinder gas service - March 2019		39.86
EFT8002	11/07/2019	Provision of financial/accounting services:		5,913.60
		<i>Assistance with 19/20 annual budget, assets review, 2018/19 end of year, RRG review, and onsite general accounting and administration matters</i>	4626.60	
		<i>Assistance with rates end of year, sewerage modelling, and ESL category codes.</i>	1287.00	
EFT8003	11/07/2019	Purchased maintenance parts for trailer and milk/sugar for Depot		65.05
EFT8004	11/07/2019	Purchased materials for Administration office upgrade		209.71
EFT8005	11/07/2019	Fitted genuine windscreen with rain sensor on Toyota Prado - CEO's car		1,650.00
EFT8006	11/07/2019	Purchased pin steel round metal for Gardener's trailer, and linch pin and dust mask		54.87
EFT8007	11/07/2019	Monthly purchases - Depot - maintenance items, milk/sugar, Admin - newspaper, milk/sugar, kitchen items		1,094.63
EFT8008	11/07/2019	Provision of legal advices on:		16,513.20
		<i>Probation period review</i>	9185.55	
		<i>Enforcement action and other related matters</i>	3631.65	
		<i>Breaches of agreement for gravel extraction and road maintenance charge</i>	1524.60	
		<i>Lease of reserve</i>	2171.40	
EFT8009	11/07/2019	Purchased Gadus multi purpose grease and Add Blue for Depot		639.00
EFT8010	11/07/2019	Shed construction - Extension of Shire Depot workshop		14,987.50
EFT8011	11/07/2019	Town planning consultancy services provided during June 2019		4,982.80
EFT8012	11/07/2019	Purchased camera for Gym, and upgrade CCTV software		1,623.60

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT8013	11/07/2019	Fitted new tyre and repaired another on same vehicle- Nissan King Cab - Service ute		251.00
EFT8014	11/07/2019	Contracting services of Community Development Officer for the week ending 22 June 2019 and 29 June 2019		2,549.18
EFT8015	11/07/2019	Full membership fee FY 19/20		531.00
EFT8016	11/07/2019	Valuation fees - Minimum charge June 2019		39.00
EFT8017	11/07/2019	Provision of services from 01/07/2019 to 14/07/2019		4,408.47
		<i>Cleaning of Bolgart hall and toilets</i>	308.00	
		<i>Cleaning services of various Shire's facilities</i>	1232.00	
		<i>Tip management of Calingir and Bolgart</i>	2868.47	
EFT8018	11/07/2019	Repairs of Kobra 300 Paper Shredder		988.49
EFT8019	11/07/2019	Traffic Management plan for Mogumber Seismic survey - Mogumber West-Wandena Road Great Northern Highway		55.00
EFT8020	11/07/2019	Provision of project management and engineering services on AGLlme Route from 31 May 2019 to 27 June 2019		7,116.34
EFT8021	11/07/2019	Cleaning services - Toilets and emptied bins at Gillingarra hall		140.00
EFT8022	11/07/2019	Aglime route project - materials and labour - stabilised pavements		74,885.44
EFT8023	11/07/2019	NBN wireless service - July 2019		577.50
EFT8024	11/07/2019	Admin staff uniform		320.00
EFT8025	11/07/2019	Purchased motorbike battery - Piawaning water pump		50.60
EFT8026	19/07/2019	Consultancy fee - Adminstration calls with CEO & FM, Auditor regarding audit 18/19, and assistance with 19/20 annual budget, and integrated planning		891.00
EFT8027	19/07/2019	Consultancy fee - Lease Boundary survey - Gillingarra		2,200.00
EFT8028	19/07/2019	Insurance Renewal 2019/2020		63,393.74
		<i>Salary continuance</i>	3283.25	
		<i>Travel insurance</i>	825.00	
		<i>Motor vehicle and plant</i>	33518.54	

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
		<i>Personal Accident and Sickness</i>	12204.50	
		<i>Cyber liability</i>	1100.00	
		<i>Management liability</i>	11499.95	
		<i>Personal accident (Councillors travel)</i>	467.50	
		<i>Marine cargo</i>	495.00	
EFT8029	19/07/2019	Insurance Renewal 2019/2020		15,971.36
		<i>2019/20 Contributions credit note - first intalment</i>	-4745.40	
		<i>Liability scheme</i>	9199.42	
		<i>Bushfire</i>	10282.80	
		<i>Crime</i>	1234.54	
EFT8030	19/07/2019	Workcare scheme insurance renewal - 19/20		30,511.25
EFT8031	19/07/2019	Property insurance renewal - FY 19/20		30,785.51
EFT8032	19/07/2019	Constracting services for week ending 6 July 2019:		4,576.66
		<i>Acting Finance Manager</i>	3264.58	
		<i>Community Development officer</i>	1312.08	
EFT8033	19/07/2019	Cleaning of public toilets at Mogumber Hall - April 2019 to June 2019		544.14
EFT8034	19/07/2019	Repairs and maintenance of the following:		2,990.67
		<i>Wheel Loader - replaced cutting edgers,hard face front edge of bucket</i>	379.51	
		<i>Hino 9 Tonne Tip Truck - Repaired rear tailgate hidge and tightened exhaust clamps</i>	496.38	
		<i>Hino 700 Series - Changed out defective rear air bag</i>	323.68	
		<i>Sundry Plant - Auger repairs</i>	182.88	
		<i>Hino 9 Tonne Tip Truck - fixed radio</i>	143.01	
		<i>Hino 700 Series - fixed alarm on dash and light circuit.</i>	639.38	
		<i>Hino 700 Series - changed out broken fitting and air line, checked operation</i>	133.65	
		<i>Hino 9 Tonne Tip Truck - Installed new radio with blue tooth</i>	279.40	

**Shire of Victoria Plains**  
**Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
		<i>Caterpillar Excavator 311- digger wouldn't start - diagnosed problem and resolved</i>	412.78	
EFT8035	25/07/2019	Purchased 25kg of antiscalant 25		412.50
EFT8036	25/07/2019	Assistance with annual budget, general accounting, road grants reporting, preparation of the briefing session report and capex tracker, review of portable & attractive assets and admin calls		
				2,607.00
EFT8037	25/07/2019	Community grant/contributions for 2019/2020		1,700.00
EFT8038	25/07/2019	Depot office upgrade - concrete paving		5,417.28
EFT8039	25/07/2019	Administration office upgrade - build new wall for new CEO office		
				4,730.00
EFT8040	25/07/2019	Contracting services for the week ending 13 July 2019:		5,014.02
		<i>Community Development Officer</i>	1749.44	
		<i>Contracting services of Acting Finance Manager</i>	3264.58	
EFT8041	25/07/2019	Provision of services from 15/07/2019 to 28/07/2019:		4,408.47
		<i>Cleaning services to various Shire's facilities</i>	1232.00	
		<i>Cleaning of Bolgart hall and toilets</i>	308.00	
		<i>Tips management - Bolgart and Calingiri</i>	2868.47	
EFT8042	25/07/2019	General consulting for various roads issues from 7 June 2019 to 29 June 2019		
				3,473.10
EFT8043	25/07/2019	Freight charges		90.99
EFT8044	25/07/2019	Repairs and maintenance of the following:		7,338.11
		<i>Hino Side Tipper 3 Axle Trailer - repaired RHS front axle and replaced all bearings and brake components</i>	6226.55	
		<i>Boggie Dolly - inspect and tied back hosing and wire harness,fitted new 7 pin plug</i>	446.05	
		<i>13 Tonne 6 Wheel Tip Truck - Gearbox stick repairs and changed gearstick</i>	665.51	
EFT8045	25/07/2019	Purchased retic fittings for Calingiri parks and gardens		184.69
EFT8046	25/07/2019	Catering for Council meeting - 29/05/19		300.00

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT8047	25/07/2019	Reimbursed Building insurance from September 2018 to September 2019 and electricity charges		2,461.45
EFT8048	31/07/2019	Vehicle service and repairs, and safety checks: <i>Nissan cab - service ute - 120000km service and safety checks -</i>	1066.21	1,771.33
		<i>Nissan King Cab - repairs fuel gauge, suction valve, clear codes and reset values</i>	705.12	
EFT8049	31/07/2019	Grading maintenance from 17/06/19 to 21/06/2019		7,554.25
EFT8050	31/07/2019	Payroll deductions - Union fees		51.80
EFT8051	31/07/2019	Civil and signalling works at Mogumber Road West - relocation of rail signals		11,203.82
EFT8052	31/07/2019	Refuse collection - June 2019		4,628.13
EFT8053	31/07/2019	Assistance with grant (RRG), 2019/2020 annual budget, and general accounting, rates function, payroll queries, June monthly financial statements and agenda, and admin calls.		9,273.00
EFT8054	31/07/2019	Purchased tinted safety sunglasses and bags of rags for Depot		253.50
EFT8055	31/07/2019	Monthly purchases-June 2019- milk and coffee, unleaded fuel, maintenance items		334.74
EFT8056	31/07/2019	Payroll deductions		309.86
EFT8057	31/07/2019	Copier service and monthly meter reading - June 2019		1,288.77
EFT8058	31/07/2019	Repairs and maintenance of the following: <i>Bolgart Caravan Park - checked and replaced sensor light.</i>	481.80	2,103.20
		<i>12 Harrington Street - repairs of fridge</i>	345.40	
		<i>Bolgart Caravan Park - repaired barbeque</i>	121.00	
		<i>13 Lambert Cres -checked, adjusted gas levels, and replaced with new filters,</i>	781.00	
		<i>Bolgart Hall - repaired light fault to building</i>	374.00	
EFT8059	31/07/2019	Catering for council meetings, risk management meeting and council briefing sessions		660.00

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT8060	31/07/2019	Professional valuation advisory - 2019 Plant and equipment asset valuations		9,680.00
EFT8061	31/07/2019	Purchased chain sling - Depot		650.10
EFT8062	31/07/2019	2019-2020 Membership renewal <i>Council Corporate membership</i>	1,473.00	1,658.00
		<i>Affiliate Membership - Finance Manager</i>	185.00	
EFT8063	31/07/2019	Winter maintenance grading at Sholz Rd, Gillingarra West and Boundary		9,049.15
EFT8064	31/07/2019	Rental of the Pocket RAMM software for period 1st July 2019- 30 June 2020 Support and Maintance Fee		7,791.52
EFT8065	31/07/2019	Repairs and maintenance of the following: <i>13 Lambert Cres (staff housing) -replaced garden tap at , and repaired leaking water pipe for retic at</i>	337.55	1,273.05
		<i>Bolgart Playgroup - repaired leaking drinking fountain and supplied isolation valve on water supply</i>	229.70	
		<i>Bolgart town - repairs of burst pipe between hall and fire shed</i>	187.95	
		<i>Standpipe for Yerecoin and Calingiri - backflow test</i>	247.50	
		<i>12 Harrington St (staff housing) - repairs leaking water pipe at meter</i>	270.35	
EFT8066	31/07/2019	Travel reimbursement - April 2019 to June 2019 - Council meetings, ANZCA, Suicide prevention, Commission grant		251.27
EFT8067	31/07/2019	Community Emergency Service Manager expenditure for quarter ending 30 June 2019		4,300.72
EFT8068	31/07/2019	Consulting services - Building condition suvey		2,200.00
EFT8069	31/07/2019	Depot staff uniform		169.08
EFT8070	31/07/2019	Radio repair of Hino 700 series truck, and 240k service of Hino 9 tip truck		943.36
EFT8071	31/07/2019	Purchased 14.6m/3 concrete for Depot Shed extension		4,207.72
EFT8072	31/07/2019	Repairs and maintenance of the following: <i>Hino 700 Series -fitted adaptor and air control coupler, and changed out pin plug for cannon control</i>	152.63	4,725.11
		<i>Hino 9 Tonne Tip Truck - Fitted Hour meter</i>	366.03	

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
		<i>Caterpillar 120M Series Grader - alternator light diagnostics</i>	375.93	
		<i>Roadserve Series 3000 Water Tanker - placement of air control coupling, and changed out cannon control</i>	1400.35	
		<i>Bobcat track loader - changed out bent fitting on skid steer bucket</i>	65.45	
		<i>Multi loader - removed hose (oil leak ), repaired hose, refitted test and checked over</i>	487.31	
		<i>Bobcat T650 Track Loader- replaced Hyd hosing on GP bucket</i>	115.50	
		<i>Hino 700 truck - fitted hour meter to truck,and refitted stereo</i>	444.40	
		<i>CAT loader - diagnosed and changed out wiper switch</i>	686.59	
		<i>Wheel Tip Truck - diagnosed and changed out diff lock switch</i>	291.02	
		<i>Hino 700 truck - fitted hour meter</i>	339.90	
EFT8073	31/07/2019	Government guarantee fee for Shire's loans - June 2019		733.79
EFT8074	31/07/2019	Vehicle/plant 4000hr service, replaced wiper arm, and lower door blade		5,038.87
EFT8075	31/07/2019	Payroll deductions		22,614.00
		<b>Total EFT payments</b>		<b>600,182.25</b>
12237	01/07/2019	Vehicle Registration 19/20		5,217.00
12238	04/07/2019	Vehicle Registration 19/20		312.35
12239	22/07/2019	Building permits for Depot Shed improvements		121.60
12240	29/07/2019	Water charges - 27a Mofflin St - staff housing - 06/05/19 to 03/07/2019		221.34
		<b>Total Cheque payments</b>		<b>5,872.29</b>
DD11218.1	04/07/2019	Transport licensing transactions 4/07/2019		27.50
DD11218.2	05/07/2019	Transport licensing transactions 03/07/19		1,070.25
DD11219.1	01/07/2019	Transport licensing transactions 27/06/19		345.40

**Shire of Victoria Plains**  
**Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
DD11219.2	03/07/2019	Transport licensing transactions 01/07/2019		5,949.50
DD11225.1	08/07/2019	Transport licensing transactions 4/07/2019		452.60
DD11240.1	14/07/2019	Credit card charges - June 2019 - accommodation, parking fees, subscriptions, maintenance		2,132.12
DD11243.1	09/07/2019	Transport licensing transactions 05/07/2019		242.90
DD11243.2	10/07/2019	Transport licensing transactions 08/07/2019		391.00
DD11243.3	15/07/2019	Transport licensing transactions 11/07/2019		4,413.10
DD11243.4	16/07/2019	Transport licensing transactions 12/07/2019		697.55
DD11243.5	17/07/2019	Transport licensing transactions 15/07/2019		441.55
DD11243.6	18/07/2019	Transport licensing transactions 16/07/2019		244.05
DD11243.7	19/07/2019	Transport licensing transactions 17/07/2019		91.70
DD11244.1	10/07/2019	Superannuation contributions		3,338.38
DD11244.2	10/07/2019	Superannuation contributions		586.95
DD11244.3	10/07/2019	Superannuation contributions		286.51
DD11244.4	10/07/2019	Superannuation contributions		842.99
DD11244.5	10/07/2019	Superannuation contributions		209.38
DD11244.6	10/07/2019	Superannuation contributions		190.65
DD11244.7	10/07/2019	Superannuation contributions		210.58
DD11244.8	10/07/2019	Superannuation contributions		226.05
DD11250.1	24/07/2019	Superannuation contributions		2,307.91
DD11250.2	24/07/2019	Superannuation contributions		586.95
DD11250.3	24/07/2019	Superannuation contributions		286.51
DD11250.4	24/07/2019	Superannuation contributions		842.99
DD11250.5	24/07/2019	Superannuation contributions		209.38
DD11250.6	24/07/2019	Superannuation contributions		193.06
DD11250.7	24/07/2019	Superannuation contributions		210.58
DD11250.8	24/07/2019	Superannuation contributions		197.79
DD11252	08/07/2019	Weekly rent 27a Mofflin st - staff housing		230.00
DD11252.1	06/07/2019	Mobile phone charges 16/05/19 to 16/06/19 - Officers		443.91
DD11252.10	01/07/2019	Internet charges for July 2019 - Mogumber / Bolgart Libraries		79.98
DD11252.11	16/07/2019	Telephone charges - landline 22/05/2019-22/06/2019		1,140.51

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
DD11252.12	01/07/2019	Weekly rent 27a Mofflin st - staff housing		230.00
DD11252.14	15/07/2019	Weekly rent 27a Mofflin st - staff housing		230.00
DD11252.15	01/07/2019	Electricity charges from 06/04/19 to 18/06/2019 Mogumber Hall		242.80
DD11252.16	09/07/2019	Electricity charges from 23/04/19 to 21/06/2019 Piawaning Water supply		814.80
DD11252.17	04/07/2019	Electricity charges from 10/04/19 to 13/06/2019 Calingiri Sports Ground - water pump		897.40
DD11252.2	19/07/2019	Electricity charges from 02/05/19 to 3/07/2019 - CWA Building		6,285.05
DD11252.3	01/07/2019	Officers Internet charges 10/05/2019 - 10/06/2019		464.97
DD11252.4	02/07/2019	Electricity charges from 02/05/19 to 2/07/2019 Mogumber Library		158.80
DD11252.5	15/07/2019	Fuel card charges for June 2019		289.44
DD11252.6	10/07/2019	Electricity charges from 17/04/19 to 24/06/2019 - Fire Station - Bindoon Moora Gillingarra		134.50
DD11252.7	22/07/2019	Water charges from 06/05/19 to 03/07/2019 Aged Person Unit - Calingiri		3,392.67
DD11252.8	11/07/2019	Phone charges - Fire Prevention 22/05/19 - 22/06/19		131.34
DD11252.9	23/07/2019	Electricity charges from 25/05/19 to 24/06/2019 - Streetlights		1,370.65
DD11262.1	10/07/2019	Superannuation contributions		156.00
DD11271.1	23/07/2019	Transport licensing transactions 19/07/19		187.30
DD11271.2	24/07/2019	Transport licensing transactions 24/07/19		839.40
DD11271.3	25/07/2019	Transport licensing transactions 23/07/19		90.20
DD11271.4	26/07/2019	Transport licensing transactions 24/07/19		1,602.20
DD11271.5	30/07/2019	Transport licensing transactions 26/07/19		1,032.10
DD11278.1	31/07/2019	Transport licensing transactions 19/20		44.25
DD11292.1	30/07/2019	Internet charges from 11 July 2019 to 10 August 2019		464.97
DD11292.2	26/07/2019	Water charges 06/05/2019 to 03/07/2019		2,521.24
DD11292.3	29/07/2019	Weekly rent - 27a Mofflin St - Finance Manager for week ending 29/07/19		230.00
DD11338.1	22/07/2019	Weekly rental 27a Mofflin St - staff housing week 22.07.19		230.00
Direct Debit	31/07/2019	Bank fees and charges		170.33
		<b>Total Direct debits</b>		<b>51,330.69</b>
EFT	10/07/2019	Payroll Ending 10 July 2019		34,598.61

**Shire of Victoria Plains**  
**Creditor & Payroll Payments for the Month of July 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT	24/07/2019	Payroll Ending 24 July 2019		33,839.28
		<b>Total Payroll</b>		<u>68,437.89</u>
		<b>Total Municipal Account</b>		<u>725,823.12</u>
219	09/07/2019	Portable toilet hire bond returned		105.00
220	11/07/2019	BCITF Levy for May 2019		1,319.77
221	11/07/2019	Staff housing bond - 7 Harrington St Calingiri		907.28
222	11/07/2019	BSL/BCITF Agency Fee		66.25
		<b>Total Trust payments</b>		<u>2,398.30</u>
		<b>TOTAL ACCOUNTS PAID FOR THE MONTH OF JULY 2019</b>		<u><b>728,221.42</b></u>

**Shire of Victoria Plains**  
**Creditor & Payroll Payments for the Month of August 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT8076	08/08/2019	Monthly gas cylinder service charge - June 2019		42.72
EFT8077	08/08/2019	Assistance with 2019/2020 Annual budget and general accounting, and with preparations for the community meeting, meeting with CEO, attendance at the June Budget workshop and OCM, admin calls to the CEO/FM, discussions regarding using services for 2019/20 road works program, and rates assistance		4,560.60
EFT8078	08/08/2019	Purchased solid door and hinge butt for CWA building		100.72
EFT8079	08/08/2019	Legal advice re Donga development		272.80
EFT8080	08/08/2019	Monthly purchases (Admin office) - milk, coffee and tea, newspaper, postage, nibbles for council meetings,		201.76
EFT8081	08/08/2019	Legal advice on:		18,311.73
		<i>Breaches of agreement for gravel extraction and payment of road maintenance charge - July 2019</i>	2252.25	
		<i>Lease of part of Reserve to the Gillingarra Sport &amp; Recreation Club - July 2019</i>	2310.00	
		<i>Probation period review - July 2019</i>	4393.13	
		<i>Confidential letter</i>	1455.30	
		<i>Termination of Residential Tenancy Agreement - July 2019</i>	1559.25	
		<i>Lease of Piawaning land - July 2019</i>	5129.05	
		<i>Residential Tenancy Agreement - 12 Harrington St Calingiri</i>	1212.75	
EFT8082	08/08/2019	Assistance with governance (briefing forum, council meeting, policy manual, documentation, and web page and document management) for July 2019.		10,350.91
EFT8083	08/08/2019	Purchased rubber door holder for Calingiri Fire Truck		5.23
EFT8084	08/08/2019	Installed additional telephone port - Administration office		258.50
EFT8085	08/08/2019	Legal advice on Termination of Enterprise agreement and General employment		1,850.20

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of August 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT8086	08/08/2019	Purchase of various cleaning supplies for Shire's facilities		538.50
EFT8087	08/08/2019	Contracting services of Acting Finance Manager for the week ending 20/07/2019		5,014.02
EFT8088	08/08/2019	Annual service fee 19/20		396.00
EFT8089	08/08/2019	Rural UV's valuation fees - July 2019		67.85
EFT8090	08/08/2019	Travel reimbursement - Council meetings and Briefing sessions for June 2019 and July 2019		200.64
EFT8091	08/08/2019	Reimbursement for overpayment of monthly disposal of rubbish		198.00
EFT8092	08/08/2019	Provision of services from 2/07/2019 to 11/08/2019		4,254.47
		<i>Cleaning services of various Shire's facilities</i>	9185.55	
		<i>Cleaning of Bolgart halls and toilets</i>	3631.65	
		<i>Managing of tips in Bolgart and Calingiri</i>	1524.60	
EFT8093	08/08/2019	Purchased signage - ACROD symbolic, disabled parking signs, blue floor paint, and white floor paint		624.80
EFT8094	08/08/2019	Environmental Health and Building Services officer contract services - July 2019		7,799.00
EFT8095	08/08/2019	Freight cost - Depot		55.91
EFT8096	08/08/2019	Cleaning of toilets and emptied bins at Gillingarra Hall - July 2019		140.00
EFT8097	08/08/2019	Purchased eartmover valve reducer for Multi loader		30.00
EFT8098	08/08/2019	Staff recruitment cost - reimbursement of police clearance		54.71
EFT8099	08/08/2019	Catering services on 22 July 2019 and 25 July 2019 - Integrated planing workshops		500.00
EFT8100	15/08/2019	Sweep streets in Calingiri, Bolgart and Yerecoin - July 2019		1,210.00
EFT8101	15/08/2019	Travel reimbursement and parking fees - Local Government		299.30
EFT8102	15/08/2019	Refund for fuel - pick up desks for Admin Office		64.01
EFT8103	15/08/2019	Provision of financial and accounting service:		6,673.92

**Shire of Victoria Plains**  
**Creditor & Payroll Payments for the Month of August 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
		<i>Assistance with researching previous rate increase for the community meeting, 2019/20 annual budget and general accounting, preparation of legal fees report for CEO, and meeting with Administration and Council.</i>	3802.92	
		<i>Discussion with Mainroads officer re Calingiri New Norcia Road and Toodyay-Bindi Bindi Road project</i>	660.00	
		<i>Assistance with rates, rates modelling, and property research</i>	2211.00	
EFT8104	15/08/2019	Legal advice re conduct complaint		233.20
EFT8105	15/08/2019	Payroll deductions		154.93
EFT8106	15/08/2019	Renewal of Synergy Software & Universal annual license fees 1 July 2019 - 30 June 2020		29,373.03
EFT8107	15/08/2019	Recruitment and contracting service fees:		13,453.18
		<i>Executive Assistant</i>	5,500.00	
		<i>Works supervisor - plus travel reimbursements, police</i>	6,203.74	
		<i>Community Development officer for the week ending 3 August</i>	1,749.44	
EFT8108	15/08/2019	Purchased office supplies - file folders, pens, markers, rubber		437.01
EFT8109	15/08/2019	Aglime Route 2 Project - provision of environmental impact assessment and reporting - 1 January 2019 to 30 June 2019		13,614.76
EFT8110	15/08/2019	Jackets and trousers (FR Gold) for WA Bush For Brigade		1,168.85
EFT8111	15/08/2019	Complimentary Bronze Membership renewal 19/20		289.00
EFT8112	15/08/2019	IT computing and support - ITS Platinum: Onsite travel to customer		345.34
EFT8113	19/08/2019	Provision of services from 12/08/19 to 25/08/2019:		4,100.47
		<i>Cleaning services of various Shire's facilities</i>	1232.00	
		<i>Tips management at Bolgart and Calingiri</i>	2868.47	
EFT8114	21/08/2019	Payroll deductions		19,390.00
EFT8115	28/08/2019	Payroll deductions		51.80
EFT8116	28/08/2019	Refuse collection services for July 2019		5,466.29

**Shire of Victoria Plains**  
**Creditor & Payroll Payments for the Month of August 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT8117	28/08/2019	Purchased plants for Calingiri and Bolgart Cemetery, Admin garden and Bolgart units		560.09
EFT8118	28/08/2019	Purchased mower blades and V belt for Kubota mower		705.71
EFT8119	28/08/2019	Monthly gas cylinder service charge - July 2019		44.15
EFT8120	28/08/2019	Assistance provided for Rates billing run and rates function		4,692.60
		Assistance with 2019/20 Annual budget and general	2,316.60	
		Assistance provided for Rates billing run and rates function	2376.00	
EFT8121	28/08/2019	Monthly library services - July 2019		248.16
EFT8122	28/08/2019	Monthly purchases - July 2019 - milk and maintenance items		850.00
EFT8123	28/08/2019	Grant for replacement of reticulation		3,500.00
EFT8124	28/08/2019	Purchased fertiliser for Bolgart town and Calingiri town		66.45
EFT8125	28/08/2019	Legal advices on:		17,180.95
		<i>Donga development - May 2019</i>	14479.35	
		<i>Donga development - June 2019</i>	1672.00	
		<i>General legal advice - October 2019</i>	303.60	
		<i>Mogumber reserve - June 2019</i>	242.00	
		<i>General legal advice - December 2018</i>	484.00	
EFT8126	28/08/2019	Installed male quick coupling for Bobcat		158.46
EFT8127	28/08/2019	Purchased heater hose for Hino 700 series		24.82
EFT8128	28/08/2019	Payroll deductions		154.93
EFT8129	28/08/2019	Legal advice on:		7,491.00
		<i>Breaches of agreement for gravel extraction and payment of road maintenance charge - May 2019</i>	1,155.00	
		<i>Probation period review - May 2019</i>	4,719.00	
		<i>Gillingarra Water supply - May 2019</i>	1,617.00	
EFT8130	28/08/2019	Staples for photocopier		127.10
EFT8131	28/08/2019	Purchased AD Blue 200ltr and Antifreeze coolant for Depot		532.75
EFT8132	28/08/2019	Gazettal of the Firebreaks and Fuel Hazard Reduction Notice		478.88

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of August 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT8133	28/08/2019	Service and replaced the air filter at Shire's admin office		335.50
EFT8134	28/08/2019	Town planning consultancy services provided during July 2019		6,091.52
EFT8135	28/08/2019	Repairs at CWA Building Calingiri - replaced new door and refit door handle, and Mogumber Hall - fixed hole of kitchen's floor		308.88
EFT8136	28/08/2019	Purchased 14k litres diesel		18,573.80
EFT8137	28/08/2019	Tyre rotation - Parks and Garden ute		60.00
EFT8138	28/08/2019	Contracting services of Community Development Officer for the week ending 10/08/19 and 17/08/19		3,280.20
EFT8139	28/08/2019	Final progressive billing in relation to the provision of integrated planning and reporting		6,172.28
EFT8140	28/08/2019	Provision of services:		4,353.47
		<i>Cleaning services including carpets at 12 Harrington St - Staff housing</i>	253.00	
		<i>Cleaning services of various Shire's facilities from 26/08/2019 to 08/09/2019</i>	1,232.00	
		<i>Tips management - Bolgart and Calingiri from 26/08/2019 to 08/09/2019</i>	2868.47	
EFT8141	28/08/2019	Signage at Murphy Gully road and WPoint road		88.00
EFT8142	28/08/2019	Aglime route 2 project - Provision of project management and engineering services - 28 June 2019 to 25 July 2019		18,280.35
EFT8143	28/08/2019	Installed directional roses, washers and O rings at Calingiri Sport Pavilion		842.10
EFT8144	28/08/2019	Bushfire Brigade uniforms		353.14
EFT8145	28/08/2019	Purchased 20lt coolant Blue for Hino 700 Series		178.68
EFT8146	28/08/2019	Computing and IT support - Managed Services - July 2019		345.34
EFT8147	28/08/2019	Purchased alternator for Bobcat track loader		2,630.60
		<b>Total EFT payments</b>		<b>250,864.07</b>

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of August 2019**



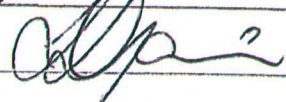
Chq/EFT	Date	Description	Invoice amount	Total Amount
12241	05/08/2019	Refund of building application fees for non-approved building application - transferred to Trust Fund		492.00
12242	22/08/2019	Payroll deductions		400.00
12243	28/08/2019	Cancelled		-
12244	28/08/2019	Vehicle registration renewal 2019/2020 - CEO's vehicle		344.90
		<b>Total Cheque payments</b>		<b>1,236.90</b>
DD11291.1	07/08/2019	Superannuation contributions		3,977.03
DD11291.2	07/08/2019	Superannuation contributions		586.95
DD11291.3	07/08/2019	Superannuation contributions		320.26
DD11291.4	07/08/2019	Superannuation contributions		842.99
DD11291.5	07/08/2019	Superannuation contributions		209.38
DD11291.6	07/08/2019	Superannuation contributions		193.06
DD11291.7	07/08/2019	Superannuation contributions		204.94
DD11291.8	07/08/2019	Superannuation contributions		226.05
DD11293.1	01/08/2019	Transport licensing transaction 30/07/19		314.95
DD11293.2	02/08/2019	Transport licensing transaction 31/07/19		27.70
DD11309.1	06/08/2019	Transport licensing transaction 02/08/19		227.70
DD11321.1	13/08/2019	Transport licensing transaction 09/08/19		2,259.95
DD11321.2	14/08/2019	Transport licensing transaction 12/08/19		760.95
DD11321.3	16/08/2019	Transport licensing transaction 14/08/19		2,013.50
DD11321.4	19/08/2019	Transport licensing transaction 15/08/19		514.35
DD11321.5	20/08/2019	Transport licensing transactions 16/08/19		27.70
DD11322.1	08/08/2019	Transport licensing transactions 06/08/2019		386.20
DD11322.2	09/08/2019	Transport licensing transactions 07/08/19		98.80
DD11325.1	21/08/2019	Superannuation contributions		4,122.39
DD11325.2	21/08/2019	Superannuation contributions		586.95
DD11325.3	21/08/2019	Superannuation contributions		298.55

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of August 2019**

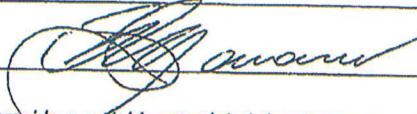
Chq/EFT	Date	Description	Invoice amount	Total Amount
DD11325.4	21/08/2019	Superannuation contributions		842.99
DD11325.5	21/08/2019	Superannuation contributions		209.38
DD11325.6	21/08/2019	Superannuation contributions		196.44
DD11325.7	21/08/2019	Superannuation contributions		202.38
DD11325.8	21/08/2019	Superannuation contributions		226.05
DD11329.1	21/08/2019	Transport licensing transactions 19/08/19		1,170.25
DD11344.1	27/08/2019	Transport licensing transactions 27/08/2019		650.25
DD11344.2	29/08/2019	Transport licensing transactions 27/08/2019		1,252.30
DD11344.3	30/08/2019	Transport licensing transactions 28/08/2019		44.05
DD11361.1	14/08/2019	Credit card charges - accommodation, renewal licences, parking fees, maintenance items, and 40' storage container		5,947.68
DD11362.1	01/08/2019	Internet services for Mogumber and Bolgart library - August 2019		79.98
DD11362.2	05/08/2019	Mobile phone charges 16 June 2019 to 16 Jul 2019 - Officers		540.77
DD11362.3	30/08/2019	Internet connection charges - August 2019 - Council Chambers / Gym Remote access		465.09
DD11362.4	14/08/2019	Telephone charges from 22 June 2019 to 22 July 2019 - Shire's landline		1,129.45
DD11362.5	09/08/2019	Electricity charges from 24 May 2019 to 24 Jul 2019 - Bolgart Hall and Bolgart Caravan Park		406.75
DD11362.6	20/08/2019	Electricity charges from 03 Jul 2019 to Aug 02 2019 - Staff housing		292.90
DD11362.7	22/08/2019	Electricity charges from 02 Jul 2019 to Aug 01 2019 - Streetlights		1,348.45
DD11372.1	12/08/2019	Phone charges from 22 June 2019 to 21 July 2019 - Fire Prevention		12.20
DD11372.2	28/08/2019	Fuel card charges for July 2019		690.74
Direct Debit	31/08/2019	Bank fees and charges		198.07
		<b>Total Direct debits</b>		<b>34,106.52</b>

**Shire of Victoria Plains  
Creditor & Payroll Payments for the Month of August 2019**

Chq/EFT	Date	Description	Invoice amount	Total Amount
EFT	07/08/2019	Payroll Ending 07 August 2019		38,562.97
EFT	21/08/2019	Payroll Ending 21 August 2019		40,095.59
		<b>Total Payroll</b>		<u>78,658.56</u>
		<b>Total Municipal Account</b>		<u>364,866.05</u>
223	05/08/2019	Building & Construction Industry Training Fund Levy Returns for July 2019		400.95
224	05/08/2019	BSL Levies Fees July 2019		353.19
225	05/08/2019	BCITF/BSL Levy Agency fee for July 2019		31.50
226	28/08/2019	Hall and key bond refund - CMCA The Western Rovers		252.00
		<b>Total Trust payments</b>		<u>1,037.64</u>
		<b>TOTAL ACCOUNTS PAID FOR THE MONTH OF AUGUST 2019</b>		<u><b>365,903.69</b></u>

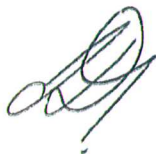
SHIRE OF VICTORIA PLAINS LOCAL PLANNING SCHEME NO.5		
		
<b>FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL</b>		
<b>Owner Details</b>		
Name/s: ANTHONY YOUNG & LUKE TREVANION		
ABN (if applicable):		
Postal Address :PO BOX 328 , MUCHEA WA		
Postcode:6501		
Work Phone:	Fax:	E-mail:
Home Phone:		<a href="mailto:tyoung@wn.com.au">tyoung@wn.com.au</a>
Mobile Phone:0429683964		<a href="mailto:luke@santrev.com.au">luke@santrev.com.au</a>
Contact Person for Correspondence: ANTHONY YOUNG		
Signature:		Date:10 JULY 2019
Signature:		Date:10 JULY 2019
<b>NOTES:</b>		
<p>i) Use and attach a separate copy of this page where there are more than two (2) landowners.</p> <p>ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:</p> <ul style="list-style-type: none"><li>- 1 director of the company, accompanied by the company seal; or</li><li>- 2 directors of the company; or</li><li>- 1 director and 1 secretary of the company; or</li><li>- 1 director if a sole proprietorship company.</li></ul> <p>Print the full names and positions of company signatories underneath the signatures.</p> <p>iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.</p> <p>iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Victoria Plains where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.</p>		
<b>Applicant Details (if different from owner)</b>		
Name/s: WHEATBELT STEEL PTY LTD		
Address: PO BOX 910, NORTHAM WA		
		Postcode: 6401



Work Phone:96226622 Home Phone: Mobile Phone:	Fax:96226600	E-mail: bev.gannon@wbsgroup.com.au
Contact Person for Correspondence: BEVERLEY GANNON		
Signature: 		Date:10 JULY 2019
<b>NOTES:</b> i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold. ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full. iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the local government for public viewing in connection with the application. iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full. v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.		
<b>Property Details</b>		
NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No:10	House/Street No:	Location No:
Survey Diagram or Plan No: 10 IDP 30340	Certificate of Title Volume No: 1266	Certificate of Title Folio No: 322
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title):		
Street name: LOT 10 Mogumber Rd West		
Suburb: ( RED GULLY ) MOGUMBER		
Nearest street intersection: MOGUMBER ROAD WEST		
<b>Proposed Development:</b>		
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input checked="" type="checkbox"/> Works and Use		
NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		



Description of proposed works and/or land use: POULTRY FARM
Description of exemption claimed (if relevant): N/A
Nature of any existing buildings and/or land use: POULTRY SHEDS .Proposed shed is a 7B Farm shed for storing hay. 32m x 21m x 6.6m in zincalume.
Approximate cost of proposed development (excluding GST):  \$77,800.00
<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> Date application received: Received by: Application reference number: Application fee payable: \$ Date of receipt of application fee from applicant: Receipt number for application fee:



WESTERN



AUSTRALIA

REGISTER NUMBER <b>10/DP30340</b>	
DUPLICATE EDITION <b>3</b>	DATE DUPLICATE ISSUED <b>23/11/2016</b>

# RECORD OF CERTIFICATE OF TITLE

## UNDER THE TRANSFER OF LAND ACT 1893

VOLUME  
**1266**FOLIO  
**322**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 10 ON DEPOSITED PLAN 30340

**REGISTERED PROPRIETOR:**  
 (FIRST SCHEDULE)

SBT PROPERTIES PTY LTD OF PO BOX 58 IPSWICH QLD 4305

(T N677891 ) REGISTERED 21/7/2017

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
 (SECOND SCHEDULE)

- EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 21873/1960.
- H517571 PROFIT A' PRENDRE. CERTAIN RIGHTS AND INTERESTS TO EXECUTIVE DIRECTOR OF THE DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT FOR A PERIOD OF 40 YEARS FROM AND INCLUDING 1.1.2000. REGISTERED 3/8/2000.
- \*N677892 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 21/7/2017.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
 \* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP30340  
 PREVIOUS TITLE: 1243-359  
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF VICTORIA PLAINS

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING N677892



ASIC

Australian Securities & Investments Commission

## Current Company Extract

**Name:** SBT PROPERTIES PTY LTD

**ACN:** 609 339 639

Date/Time: 13 September 2019 AEST 05:06:59 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any error or omission which you may identify.

EXTRACT

Organisation Details	Document Number
<b>Current Organisation Details</b>	
Name: SBT PROPERTIES PTY LTD	2E2739716
ACN: 609 339 639	
Registered in: Queensland	
Registration date: 17/11/2015	
Next review date: 17/11/2019	
Name start date: 17/11/2015	
Status: Registered	
Company type: Australian Proprietary Company	
Class: Limited By Shares	
Subclass: Proprietary Company	

Address Details	Document Number
<b>Current</b>	
Registered address: GOLD GROUP CONSULTING, 56 Davenport Street, SOUTHPORT QLD 4215	2E7927913
Start date: 10/02/2017	
Principal Place Of Business address: 85 Lobb Street, CHURCHILL QLD 4305	3E5245916
Start date: 06/07/2017	

<b>Contact Address</b>	
Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.	
<b>Current</b>	
Address: PO BOX 428, SOUTHPORT QLD 4215	
Start date: 03/02/2017	

Officeholders and Other Roles	Document Number
<b>Director</b>	
Name: LUKE DAVID TREVANION	2E2739716
Address: 27 Hillside Road, PURGA QLD 4306	
Born: 26/10/1972, MOE, VIC	
Appointment date: 17/11/2015	
Name: ANTHONY DONALD YOUNG	2E6762709
Address: Unit 3, 1 Preston Street, COMO WA 6152	
Born: 20/06/1965, NARROGIN, WA	
Appointment date: 20/10/2016	

<b>Share Information</b>
<b>Share Structure</b>

Class	Description	Number issued	Total amount paid	Total amount unpaid	Document number
ORD	ORDINARY SHARES	2000	2000.00	0.00	2E2739716

**Members**

Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.

Name: LUKE DAVID TREVANION  
Address: 27 Hillside Road, PURGA QLD 4306

Class	Number held	Beneficially held	Paid	Document number
ORD	1000	yes	FULLY	2E2739716

Name: TULLE PTY LTD  
ACN: 009 047 465  
Address: 123 Albany Highway, KOJONUP WA 6395

Class	Number held	Beneficially held	Paid	Document number
ORD	1000	no	FULLY	2E6941444

**Documents**

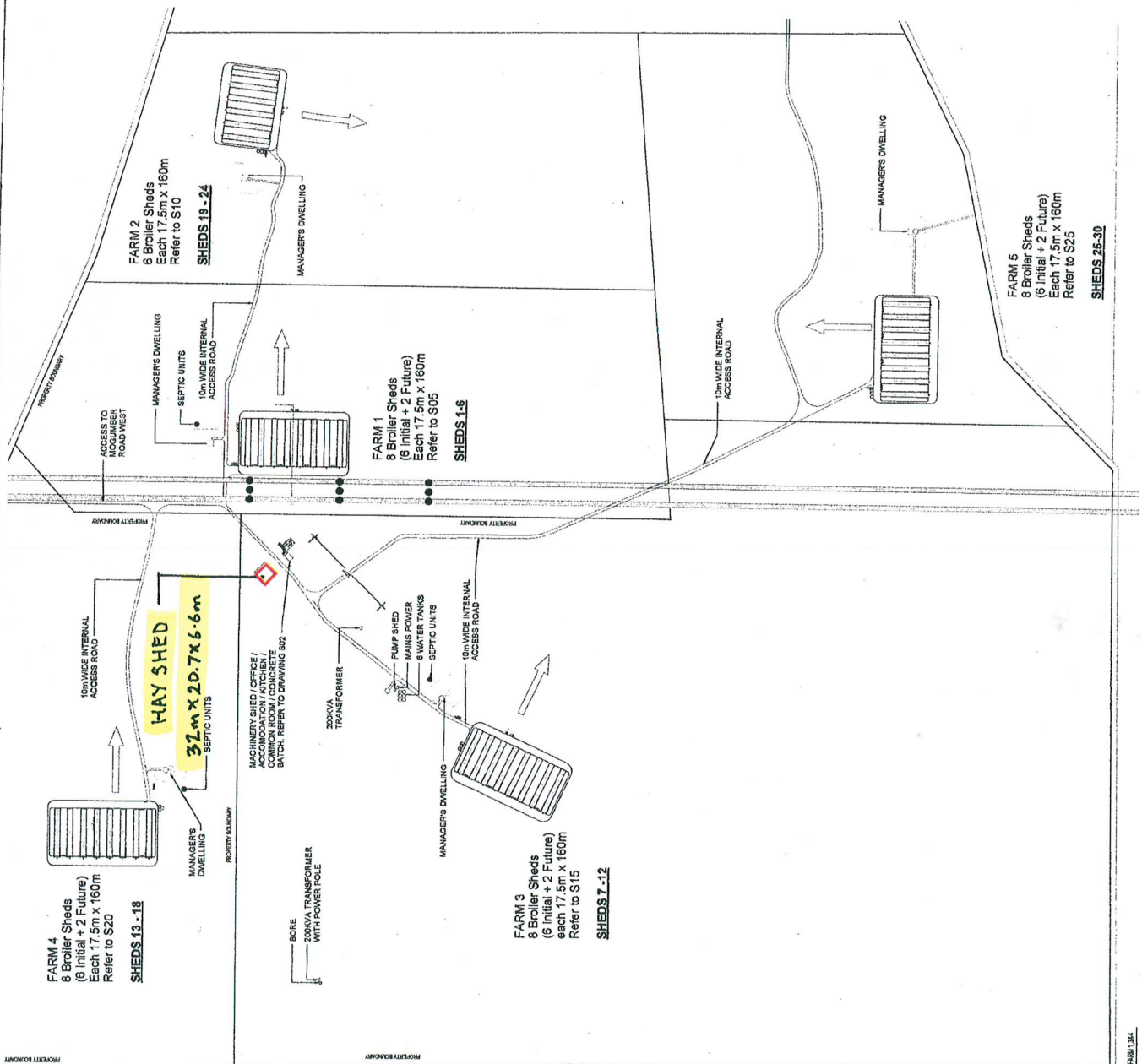
Note: Where no Date Processed is shown, the document in question has not been processed. In these instances care should be taken in using information that may be updated by the document when it is processed. Where the Date Processed is shown but there is a zero under No Pages, the document has been processed but a copy is not yet available.

Date received	Form type	Date processed	Number of pages	Effective date	Document number
16/11/2016	370 Notification By Officeholder Of Resignation Or Retirement	17/11/2016	2	16/11/2016	2E6762694
16/11/2016	484E Change To Company Details Appointment Or Cessation Of A Company Officeholder	16/11/2016	2	13/08/2016	2E6762695
16/11/2016	484E Change To Company Details Appointment Or Cessation Of A Company Officeholder	16/11/2016	2	20/10/2016	2E6762709

16/11/2016	484N Change To Company Details Changes To (Members) Share Holdings	16/11/2016	2	20/10/2016	2E6762792
24/11/2016	484N Change To Company Details Changes To (Members) Share Holdings	24/11/2016	2	20/10/2016	2E6941444
03/02/2017	484B Change To Company Details Change Of Registered Address	03/02/2017	2	03/02/2017	2E7927913
18/07/2017	484C Change To Company Details Change Of Principal Place Of Business (Address)	18/07/2017	2	18/07/2017	3E5245916

\*\*\*End of Extract of 3 Pages\*\*\*

PARTIAL SITE DEVELOPMENT PLAN



DATE	DESCRIPTION	BY	CHECKED	DATE
2019/09/25	PREPARED	W. McILHINNA	W. McILHINNA	2019/09/25
2019/09/25	REVIEWED	W. McILHINNA	W. McILHINNA	2019/09/25
2019/09/25	APPROVED	W. McILHINNA	W. McILHINNA	2019/09/25
2019/09/25	FINAL	W. McILHINNA	W. McILHINNA	2019/09/25

DATE	DESCRIPTION	BY	CHECKED	DATE
2019/09/25	PREPARED	W. McILHINNA	W. McILHINNA	2019/09/25
2019/09/25	REVIEWED	W. McILHINNA	W. McILHINNA	2019/09/25
2019/09/25	APPROVED	W. McILHINNA	W. McILHINNA	2019/09/25
2019/09/25	FINAL	W. McILHINNA	W. McILHINNA	2019/09/25

## General Notes

Design Criteria:- Non-Cyclonic Region A1, Terrain category 2.0, Importance 2 to AS 1170.2, AS 1170.1, AS1170.4

Site Conditions:- Class M to AS2870. If it does not satisfy either condition refer to the engineer. The site shall be compacted to 96% MDD which corresponds to a minimum of 7 blows per 300mm to a depth of 1050mm using PSP Test. Footings and Slabs have been designed using an allowable bearing pressure of 200 kPa. with an estimated ground movements up to 40mm.

Concrete: Footings 20 MPa, 20 agg. 80 slump, supplied and laid to AS 3600.

Steelwork:- 300 MPa Hot Rolled sections and Plates, 450MPa Duragal sections, 450 MPa Hollow sections and 450 MPa purlins and girts supplied and installed to AS 4100 and AS 4600.

Steelwork Treatment: HOT DIP GALVANISED TRUSSES AND DURAGAL COLUMNS (With Cold Galv Painted Welds)

Welding:- All Welding to AS 1554 SP 6CFW or FSWB E48xx/W50xx electrodes/wire u.n.o., purlin and girts cleats to 6CFW.

Bolting:- Structural Bolts M16 Grd 8.8s galvanized uno, HD Bolts 4.6 Grade galv, purlin bolts Grd 4.6 ep. Cleats 6 thk 300 MPa plate u.n.o., min 2 bolts per connection. All bolts to have thread outside the connected bearing area.

Cladding:- TRIMDEK (or equiv.) 0.42 BMT fixed as per manufacturers specifications for non-cyclonic conditions u.n.o.

Roof Cladding Finish = ZINCALUME

Wall Cladding Finish = ZINCALUME

Gutter Finish = ZINCALUME

Gutter Type = 200mm TAPERED TO ONE END


Downpipe Finish = Ø150 PVC STORMWATER PIPE

## STEEL SCHEDULE

C1	310UB40 COLUMN
C2	250UB26 COLUMN
C3	310UB40 COLUMN
TR1	700 DEEP WEB TRUSS
BR1	50x2.5 CA DURAGAL BRACING
CST1	700 DEEP WEB CLEAR SPAN TRUSS
ST1	100 x 100 x 3.0 SHS STRUT
CSJ1	310UB40 CLEAR SPAN JOINER
FP1	C20019 FASCIA PURLIN
P1	Z20015 PURLINS @ MAX 1700ctrs BRIDGE CENTRALLY U.N.O.
G1	Z20015 GIRTS @ MAX 1700ctrs BRIDGE CENTRALLY
G2	Z15015 GIRTS @ MAX 1700ctrs BRIDGE CENTRALLY
F1	Ø600 x 1500 DEEP PILE FOOTING
F2	Ø600 x 900 DEEP PILE FOOTING
F3	Ø600 x 1800 DEEP PILE FOOTING

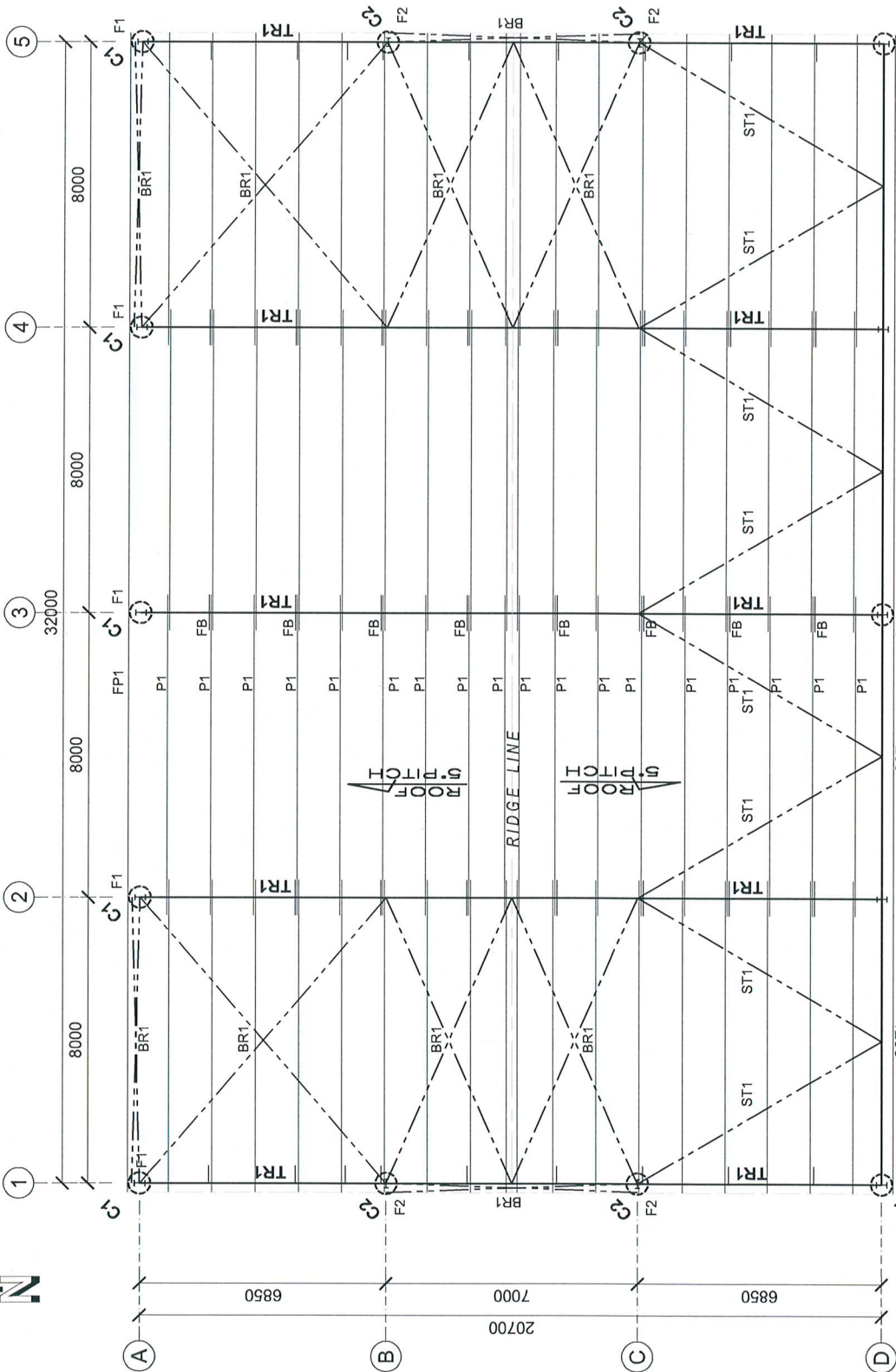
NOTE: ALL PURLINS AND GIRTS TO BE LAPPED 900mm (UNLESS OTHERWISE NOTED)

**KIT ONLY**

		98 Byfield St Northern WA 6001 Phone: 1800 800 969 Fax: 1800 800 970 <a href="mailto:sales@wbsgroup.com.au">sales@wbsgroup.com.au</a> <a href="http://www.wbsgroup.com.au">www.wbsgroup.com.au</a>		PROJECT No. 2657 CLIENT MOOREEN MANJITA LOT 10 WOODMERE RD, WOODMERE WA 6006 DRAWING GENERAL NOTES DATE 13/06/2019		DRAWING No. 2657-01 REVISIONS		JOB DETAILS		213	
WHEATBELT STEEL COMMERCIAL <i>hmc</i>		JUDÉ CUIBONG MIEAust/CPeng(4195579), RER, RPFG CONSULT AUSTRALIA Member Firm		SANTIAGO ABUEVA, JR. ENGINEERING CONSULTANTS ABN 46 285 693 323		PRE CONSTRUCTION PROOFING		INITIALS DATE		DATE	
REV No. 00		BY RG		ENGINEERS CERTIFICATION		DATE 13/06/2019		APRVD. JC/SA		25/06/19	
DESCRIPTION		CHKD. JA		DATE 25/06/19		CHKD. JA		DATE 25/06/19		DATE 25/06/19	
© THIS DRAWING IS THE COPYRIGHT OF WBS GROUP AND MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF WBS GROUP											

Shire of Victoria Plains

PAGE  
NORTH



NOTE:  
TYPICAL LOCATION OF  
FB, FP1 AND PT U.O.N.

NOTE:  
LOCATION OF FLYBRACE  
(FB) TO BE ADJUSTED TO  
CLEAR CLASH TO TRUSS  
WEB MEMBERS.

FULLY OPEN FRONT

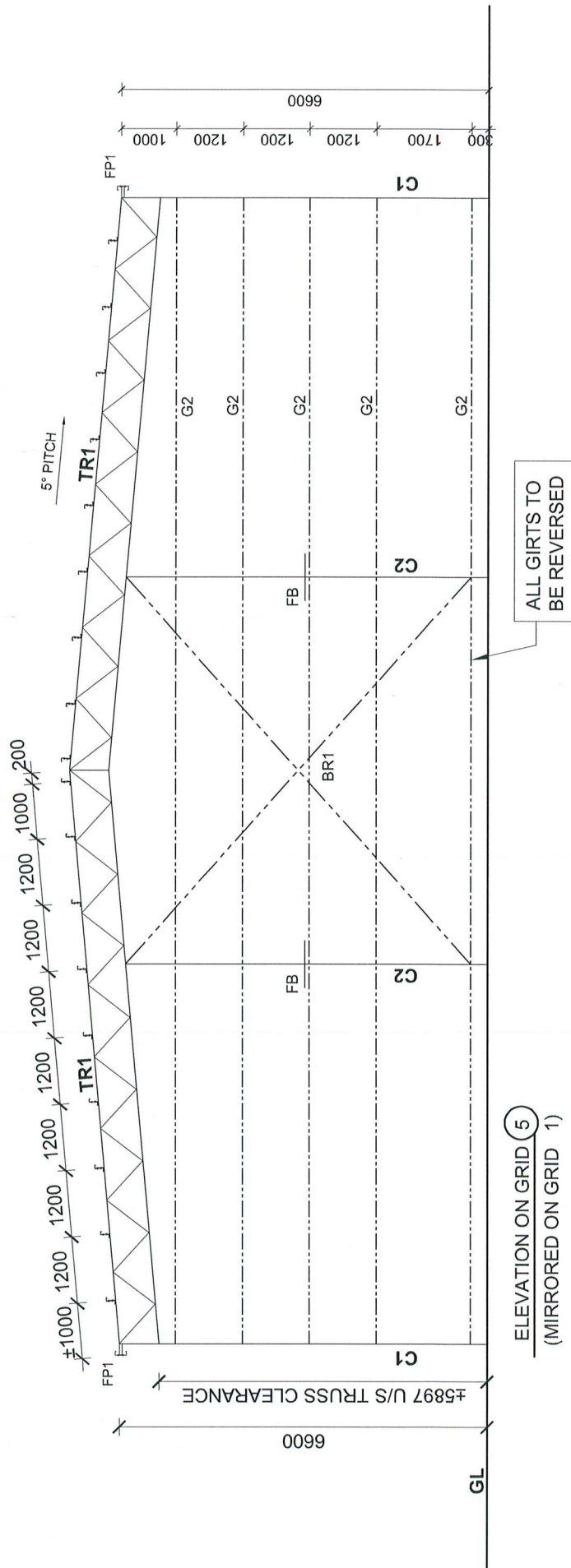
**Albury**  
SANTIAGO ABUEVA, JR.  
ENGINEER  
CONSULT AUSTRALIA  
Member Firm  
ABR 45 285 693 323

**OPTIMUM**  
ENGINEERING CONSULTANTS  
ABR 45 285 693 323

**JUDE CUBONG**  
MIEAUST/CPENG/41983791, MBR, RPEQ

JOB DETAILS			REVISIONS		DATE	
PROJECT No.	2657	DRAWING No.	2657-02		INITIALS	DATE
CLIENT	MOOREEN MANUITA				JC/SA	25/06/19
DRAWING	PLAN VIEW				APRVD.	
DATE	13/06/2019				CHKD.	25/06/19
© THIS DRAWING IS THE COPYRIGHT OF WBS GROUP AND MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF WBS GROUP			SCALE 1:150		PRE CONSTRUCTION	
			REV No. 00		13/06/2019	
			BY RG		DATE	
			DESCRIPTION			

Shire of Victoria Plains



*Santiago Abueva, Jr.*  
SANTIAGO ABUEVA, JR.  
STRUCTURAL ENGINEER  
MEMBER 10000  
AS/NZS 4376

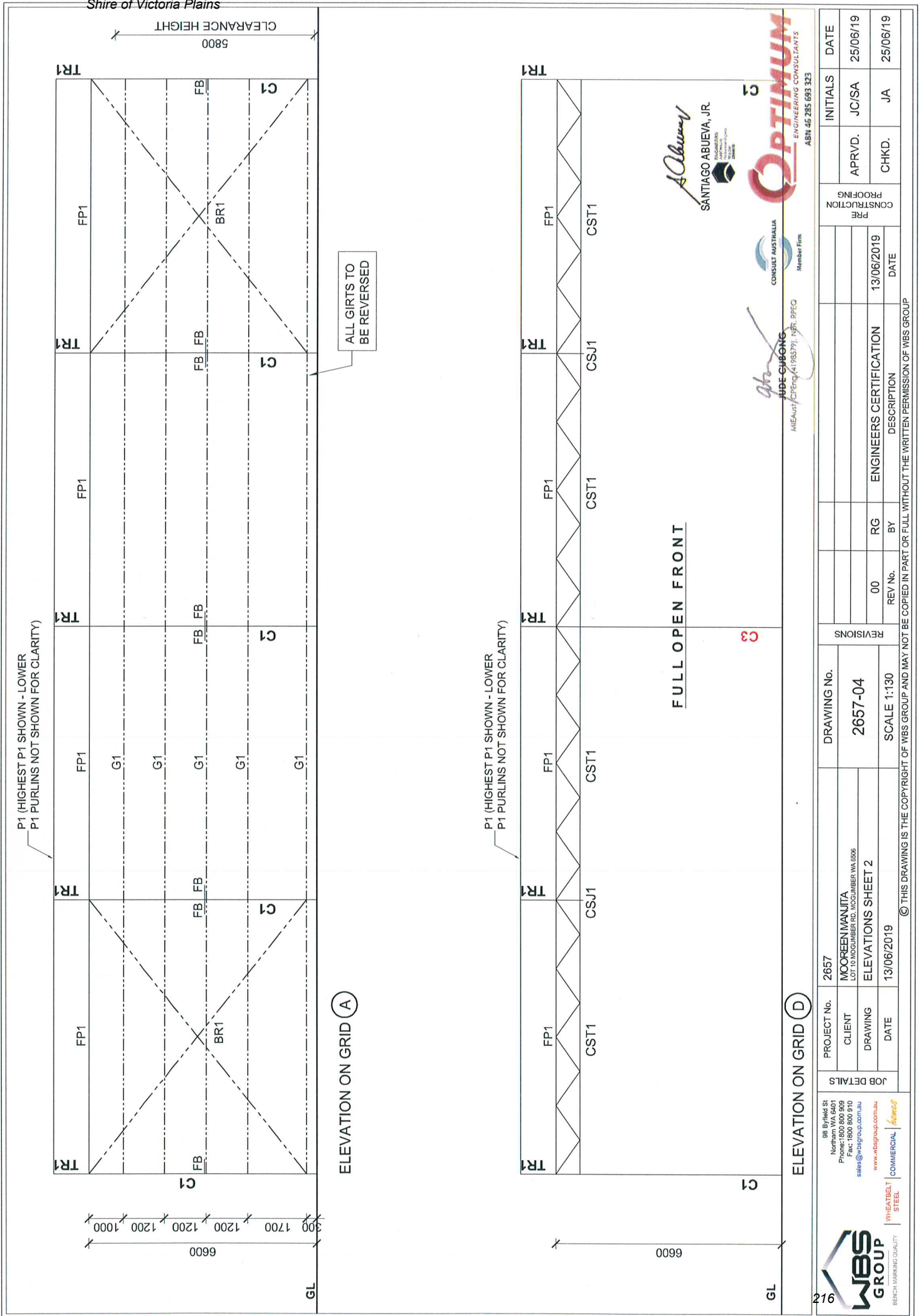
**OPTIMUM**  
ENGINEERING CONSULTANTS  
ABN 45 285 693 323

**CONSULT AUSTRALIA**  
Member Firm

*Jude Cubong*  
JUDE CUBONG  
MIEAust/CPeng(4198579), NER, RPEQ

JOB DETAILS				PRE CONSTRUCTION			
98 Byfield St Northam WA 6401 Phone: 800 800 969 Fax: 08 9326 1000 <a href="mailto:sales@wbsgroup.com.au">sales@wbsgroup.com.au</a> <a href="http://www.wbsgroup.com.au">www.wbsgroup.com.au</a>	PROJECT No.	2657	DRAWING No.	APRVD.	INITIALS	DATE	
	CLIENT	MOOREEN/MAJITA LOT 10 MOGLUMBER RD, MOGLUMBER WA 6506	2657-03		JC/SA	25/06/19	
	DRAWING	ELEVATIONS SHEET 1	SCALE 1:125		CHKD.	JA	25/06/19
JOB DETAILS PROJECT No. 2657 CLIENT MOOREEN/MAJITA LOT 10 MOGLUMBER RD, MOGLUMBER WA 6506 DRAWING ELEVATIONS SHEET 1 DATE 13/06/2019				REV No.	BY	DESCRIPTION	DATE
				00	RG	ENGINEERS CERTIFICATION	13/06/2019
© THIS DRAWING IS THE COPYRIGHT OF WBS GROUP AND MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF WBS GROUP							

Shire of Victoria Plains



## ATTACHMENT 1

### **Supplemental provisions to the Deemed Provisions set out in Schedule 2, Part 7 of the Planning and Development (Local Planning Schemes) Regulations 2015.**

Note: The Deemed Provisions are shown in black text, all existing supplemental provisions contained in Schedule A of Local Planning Scheme No.5 are shown in blue text and all new supplemental provisions proposed to be incorporated by Amendment No.2 are in bold black text highlighted in yellow.

---

#### **61. Development for which development approval not required**

(1) Development approval of the local government is not required for the following works:

- (a) the carrying out of works that are wholly located on an area identified as a regional reserve under a region planning scheme;
- (b) the carrying out of internal building work which does not materially affect the external appearance of the building unless the development is located in a place that is:
  - (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
  - (iii) included on a heritage list prepared in accordance with this Scheme and identified on that list as having an interior with cultural heritage significance; or
  - (iv) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29;
- (c) the erection or extension of a single house on a lot if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is:
  - (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
  - (iii) included on a heritage list prepared in accordance with this Scheme; or
  - (iv) within an area designated under the Scheme as a heritage area; or
  - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29;
  - (vi) abutting a road classified Primary Distributor Roads Reserve that is under the care, control and management of Main Roads WA; or**
  - (vii) abutting an unconstructed road or a lot which does not have frontage to a constructed road.**
- (d) the erection or extension of an ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house or a grouped dwelling if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless the development is located in a place that is:
  - (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
  - (iii) included on a heritage list prepared in accordance with this Scheme; or
  - (iv) within an area designated under the Scheme as a heritage area; or
  - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.

## ATTACHMENT 1

### **Supplemental provisions to the Deemed Provisions set out in Schedule 2, Part 7 of the Planning and Development (Local Planning Schemes) Regulations 2015.**

Note: The Deemed Provisions are shown in black text, all existing supplemental provisions contained in Schedule A of Local Planning Scheme No.5 are shown in blue text and all new supplemental provisions proposed to be incorporated by Amendment No.2 are in bold black text highlighted in yellow.

---

- (e) the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool except where the single house or other structure is:
  - (i) located in a place that is entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
  - (iii) included on a heritage list prepared in accordance with this Scheme; or
  - (iv) located within an area designated under this Scheme as a heritage area; or
  - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29;
- (f) temporary works which are in existence for less than 48 hours, or a longer period agreed by the local government, in any 12 month period;
- (g) the temporary erection or installation of an advertisement if:
  - (i) the advertisement is erected or installed in connection with an election, referendum or other poll conducted under the Commonwealth Electoral Act 1918 (Commonwealth), the Electoral Act 1907 or the Local Government Act 1995; and
  - (ii) the primary purpose of the advertisement is for political communication in relation to the election, referendum or poll; and
  - (iii) the advertisement is not erected or installed until the election, referendum or other poll is called and is removed no later than 48 hours after the election, referendum or other poll is conducted;
- (h) the erection or installation of a sign of a class specified in a local planning policy or local development plan that applies in respect of the sign unless the sign is to be erected or installed:
  - (i) on a place included on a heritage list prepared in accordance with this Scheme; or
  - (ii) on land located within an area designated under this Scheme as a heritage area;
- (i) the carrying out of any other works specified in a local planning policy or local development plan that applies to the development as works that do not require development approval;
- (j) the carrying out of works of a type identified elsewhere in this Scheme as works that do not require development approval.
- (k) the erection or installation of a sign or advertisement of a class specified in Schedule 5 of this Scheme that applies in respect of the sign unless the sign is to be erected or installed:**
  - (i) on a place included on a heritage list prepared in accordance with this Scheme; or**
  - (ii) on land located within an area designated under this Scheme as a heritage area.**

## ATTACHMENT 1

### Supplemental provisions to the Deemed Provisions set out in Schedule 2, Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Note: The Deemed Provisions are shown in black text, all existing supplemental provisions contained in Schedule A of Local Planning Scheme No.5 are shown in blue text and all new supplemental provisions proposed to be incorporated by Amendment No.2 are in bold black text highlighted in yellow.

- 
- (l) the erection or extension of a single house on a lot if a single house is a permitted ("P") use in the zone (where the R Codes do not apply) in which that lot is located, where the development standards set out in the Scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
    - (i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
    - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
    - (iii) included on a heritage list prepared in accordance with this Scheme; or
    - (iv) within an area designated under the Scheme as a heritage area; or
    - (v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29; or
    - (vi) entered in Schedule 7 and subject to a special condition that requires development approval; or
    - (vii) abutting a road classified Primary Distributor Roads Reserve that is under the care, control and management of Main Roads WA; or
    - (viii) abutting an unconstructed road or a lot which does not have frontage to a constructed road.
  - (m) the erection or extension of an outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house if a single house is a permitted ("P") in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
    - (i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
    - (ii) the subject of an order under the *Heritage of Western Australia Act 1990* Part 6; or
    - (iii) included on a heritage list prepared in accordance with this Scheme; or
    - (iv) within an area designated under the Scheme as a heritage area; or
    - (v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29.
  - (n) the painting or application of render on external surfaces on any building or structure, except where the building or structure is:
    - (i) located in a place that has been entered in the Register of Heritage Places under the *Heritage Act of Western Australia 1990*; or
    - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
    - (iii) included on the heritage list prepared in accordance with this Scheme; or
    - (iv) located within an area designated under the Scheme as a heritage area.
  - (o) the demolition of any building or structure except where the building or structure is:
    - (i) located in a place that has been entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or

## ATTACHMENT 1

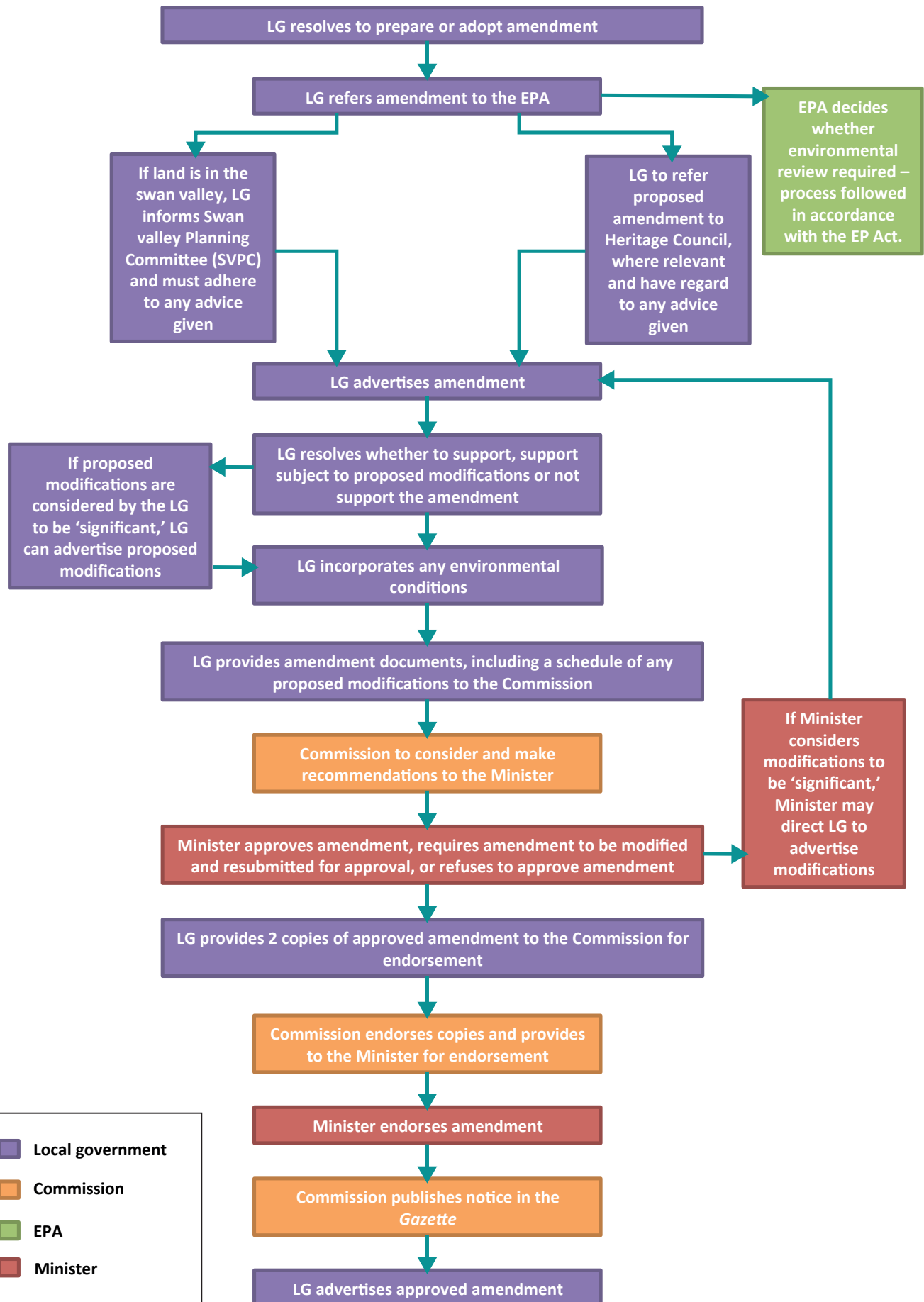
### **Supplemental provisions to the Deemed Provisions set out in Schedule 2, Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

Note: The Deemed Provisions are shown in black text, all existing supplemental provisions contained in Schedule A of Local Planning Scheme No.5 are shown in blue text and all new supplemental provisions proposed to be incorporated by Amendment No.2 are in bold black text highlighted in yellow.

- 
- (ii) the subject of an order under Part 6 the *Heritage of Western Australia Act 1990*; or
  - (iii) included on the heritage list prepared in accordance with this Scheme; or
  - (iv) located within an area designated under the Scheme as a heritage area.

**(p) the erection of farm outbuildings or undertaking earthworks, including the construction of farm dams, on any land classified 'Rural' zone used for extensive agricultural purposes (i.e. agriculture – extensive) subject to compliance with the development standards prescribed in the local planning policy entitled 'Rural Zone - Site and Development Requirements'.**

## Simplified process for standard amendments to local planning schemes flowchart





# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## PROGRAM GOVERNANCE PLAN

## Table of Contents

1	Program Governance Outline .....	1
1.1	Program Overview .....	1
1.2	Goals .....	1
1.3	Background .....	1
1.4	Purpose of the Program Governance Plan.....	2
1.5	Governance and Delivery.....	2
1.6	Formal Agreement .....	2
2	Program Governance .....	4
2.1	Federal Government .....	4
2.2	State Government (Main Roads WA).....	4
2.3	Wheatbelt North and Wheatbelt South Regional Road Groups.....	5
2.4	WSFN Steering Committee .....	5
2.5	Program Technical Team.....	6
2.5.1	Program Technical Director .....	7
2.5.2	Project Manager.....	7
2.6	LGs.....	8

## **1 Program Governance Outline**

### **1.1 Program Overview**

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

### **1.2 Goals**

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an "IA Stage 4 Business Case" submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

### **1.3 Background**

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

#### **1.4 Purpose of the Program Governance Plan**

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

#### **1.5 Governance and Delivery**

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
  - Provide sound governance
  - Overall program management
  - Administration
- Management
  - Design and scoping of projects.
  - Delivery of individual identified projects
- Administration
  - Funding breakdown.
  - Funding acquittal.
  - Program agreements.

#### **1.6 Formal Agreement**

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan

- Program Delivery Plan
- MCA Methodology.

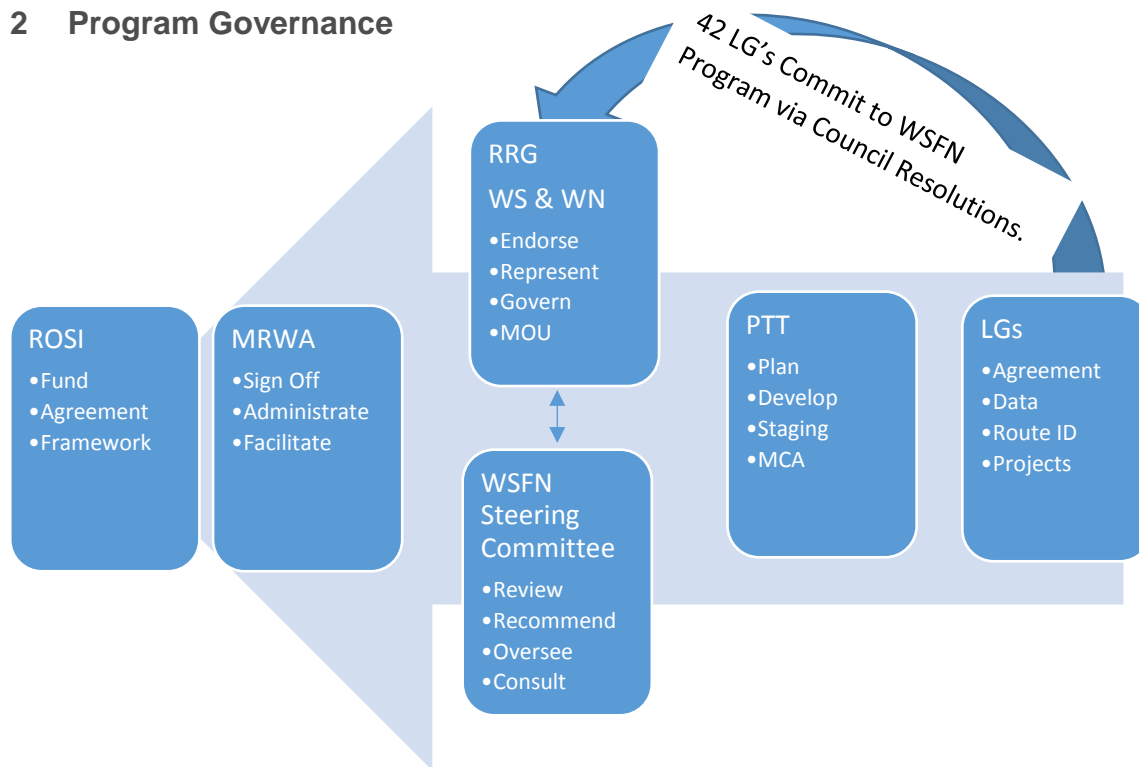
The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	WSFN Steering Committee	LG	RRG	MRWA
<b>Formal Agreement</b>	Prepare & Submit	Commit	Approve	Sign Off
<b>Governance Plan</b>	Prepare & Submit	Receive	Approve	Sign Off
<b>Program Delivery Plan</b>	Prepare & Submit	Receive	Endorse	Sign Off
<b>Preliminary MCA</b>	Prepare & Submit	Receive	Approve	Sign Off
<b>Annual Report</b>	Prepare & Submit	Receive	Receive	Receive
<b>Staging Plan</b>	Prepare & Submit	Receive	Endorse	Approve
<b>Annual Program Budget</b>	Prepare & Submit	Receive	Endorse	Sign Off
<b>Specific Projects</b>	Approve	Commit	Receive	Sign Off

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

## 2 Program Governance



### 2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

### 2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

### **2.3 Wheatbelt North and Wheatbelt South Regional Road Groups**

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions and endorse commitment of funds in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and its Governance Plan. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a joint Agreement / Memorandum of Understanding (MOU) [specific terminology to be confirmed] representing all 42 LGs confirming their inclusion in WSFN program.
- Receive and acknowledge Steering Committee decisions
- Endorse Governance Plan under which the Steering Committee will operate.
- Endorse Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Approve the program including back up projects (Staging plan).
- Approve the Annual program budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

### **2.4 WSFN Steering Committee**

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

#### **Voting Delegates**

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
  - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
  - Chairperson plus 1 other delegate

#### **Non-Voting Delegates**

- WSFN Program Technical Director

- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

*The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSFN Steering Committee meeting following the LG elections.*

*Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.*

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions and the commitment of funds to RRG in accordance with agreed processes and procedures outlined in WSFN Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
  - proposed routes within each sub-group.
  - approved Multiple Criteria Analysis process.
  - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
  - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

## **2.5 Program Technical Team**

The PTT would be a technical working group consisting of the WSFN Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

#### **2.5.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for a period an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

#### **2.5.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.

- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## 2.6 LGs

- 42 Local Governments are to formalise their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSFN program documents:
  - Program Governance Plan
  - Program Delivery Plan
  - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN program.



**WSFN**  
WHEATBELT SECONDARY  
FREIGHT NETWORK

# MULTI-CRITERIA ANALYSIS METHODOLOGY

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSFN team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSFN Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSFN program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Seal Width
  - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
  - ROSMA as per RARF data
  - KSI
- Road Condition Data
  - as submitted by LGAs
  - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

### **Input Data**

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

Category	Data Set	Description
Condition	ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Condition	Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Condition	Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
Utilisation	ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Utilisation	ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

## MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (example only):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
<b>Total</b>		<b>100%</b>	<b>2.4 out of 5</b>

- The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

### Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

- The current condition of the route and how far this is from an ideal standard
- How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

### **Project Funding**

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

### **Additional Pavement Condition Data**

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
-----------	------------------------	--

Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.

# PROGRAM DELIVERY PLAN

## Table of Contents

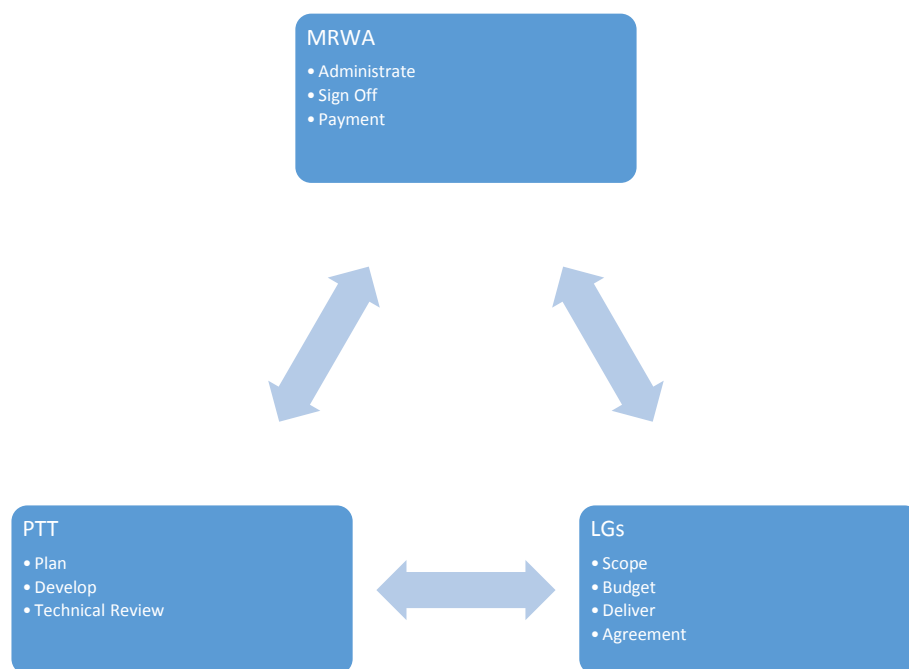
1	Program Delivery .....	1
1.1	MRWA.....	1
1.2	Program Technical Team.....	2
1.2.1	Program Technical Director .....	2
1.2.2	Project Manager.....	2
1.3	LGs.....	3
2	Project Administration .....	4
2.1	Project Management Funding .....	4
2.2	Capital Works Funding Administration .....	5
2.2.1	Funding Breakdown .....	5
2.2.2	Funding Acquittal .....	6
2.3	Project Delivery.....	6

## 1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



### 1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

## **1.2 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **1.2.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **1.2.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

### 1.3 LGs

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

## 2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
<b>Regional Economic Development Grant</b>	\$100K	Management
<b>Local Government Co-contribution</b>	\$252K 42 LGs x \$6K each	Management
<b>Federal Government</b>	\$70M	Capital Works
<b>WA State Government</b>	\$11.7M	Capital Works
<b>Local Government</b>	\$5.8M Individual LGs on project by project basis	Capital Works

### 2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
<b>RED Grant</b>	\$100,000
<b>Local Government Co-contribution</b>	\$252,000
<b>In Kind Contribution (approximately)</b>	\$100,000
<b>Project Management Total</b>	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

Role	Annual Funds	Comments
<b>Project Manager</b>	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
<b>Project Administration and Communications Officer</b>	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSNF Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## 2.2 Capital Works Funding Administration

### 2.2.1 Funding Breakdown

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
<b>Federal (ROSI)</b>	80%	\$70M
<b>State</b>	13.3%	\$11.7M
<b>LGA (Own Source)</b>	6.7%	\$5.8M
<b>Total</b>	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

### 2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

## 2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
<b>1. Program Staging Plan</b>	<ul style="list-style-type: none"><li>▪ PTT will develop a staging plan for program delivery.</li><li>▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery.</li><li>▪ Identification of Funds required for a 4 year program set in advance by project priority lists.</li><li>▪ Funding to be limited according to individual LG ability to deliver works.</li></ul>
<b>2. Project Scoping and Approval</b>	<ul style="list-style-type: none"><li>▪ Stage 1 priority projects will be determined via the MCA process.</li><li>▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.</li></ul>

	<ul style="list-style-type: none"> <li>Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required.</li> <li>PTT will make recommendations to the Steering Committee for endorsement.</li> <li>The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.</li> </ul>
<b>3. Detailed Scoping, Design and Budget Development</b>	<ul style="list-style-type: none"> <li>LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects.</li> <li>LGs are to include projects in their annual budget for the proposed year.</li> <li>LGs to be responsible for all relevant approvals.</li> <li>PTT to work with LGs to verify budgets.</li> </ul>
<b>4. Delivery</b>	<ul style="list-style-type: none"> <li>LGs will be responsible for tendering, project management and delivery of each project in the proposed year.</li> <li>PTT to work with LGs to provide technical assistance and advice during delivery.</li> <li>Incorporate into annual capital works program.</li> <li>Works already funded from other sources are not eligible for funding under this program.</li> <li>Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)</li> </ul>