

# AGENDA

## Ordinary Council Meeting

I HEREBY give NOTICE that an Ordinary Council Meeting will be held on:

27 May 2026

Shire of Victoria Plains  
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2:00 PM

## **DISCLAIMER:**

The recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

### **Recording of Meeting**

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.

## **E – Disclaimer**

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

### Commonly used abbreviations

|            |  |
|------------|--|
| AAS / AASB | Australian Accounting Standard / Australian Accounting Standards Board |
| BF Act     | Bush Fire Act 1954   |
| BFB        | Bush fire brigade  |
| CEO        | Chief Executive Officer  |
| CDO        | Community Development Officer  |
| DBCA       | Dept of Biodiversity, Conservation and Attractions                     |
| DFES       | Dept of Fire and Emergency Services                                    |
| DPLH       | Dept of Planning, Lands and Heritage                                   |
| DWER       | Dept of Water and Environmental Regulation                             |
| EHO        | Environmental Health Officer   |
| EFT        | Electronic Funds Transfer  |
| FAM        | Finance and Administration Manager                                     |
| JSCDL      | Parliamentary Joint Standing Committee on Delegated Legislation        |
| LEMA       | Local Emergency Management Arrangements                                |
| LEMC       | Local Emergency Management Committee                                   |
| LG Act     | Local Government Act 1995  |
| LGGC       | WA Local Government Grant Commission                                   |
| LPP        | Local Planning Policy  |
| LPS        | Local Planning Scheme  |
| MOU        | Memorandum of Understanding  |
| MRWA       | Main Roads WA  |
| NNTT       | National Native Title Tribunal   |
| OAG        | Office of Auditor General  |
| OCM        | Ordinary Council Meeting   |
| PTA        | Public Transport Authority   |
| RRG        | Regional Roads Group   |
| RTR        | Roads to Recovery  |
| SAT        | State Administrative Tribunal  |
| SEMC       | State Emergency Management Committee                                   |
| SGC        | Superannuation Guarantee Contribution                                  |
| SJAA       | St John Ambulance Association  |
| SWALSC     | South West Aboriginal Land and Sea Council                             |
| WAEC       | WA Electoral Commission  |
| WALGA      | WA Local Government Association  |
| WSM        | Works and Services Manager   |
| WSFN       | Wheatbelt Secondary Freight Network                                    |
| EPA        | Environmental Protection Authority                                     |
| DPIRD      | Department of Primary Industries and Regional Development              |
| HCWA       | Heritage Council of Western Australia                                  |
| WAPC       | Western Australian Planning Commission                                 |
| WDC        | Wheatbelt Development Commission                                       |

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# AGENDA

## Ordinary Council Meeting of the Victoria Plains Shire Council

To be Held in the Shire of Victoria Plains, Council Chambers, Calingiri, AND, via E-Meeting Protocol

on Wednesday 27 May 2026 commencing at 2.00 PM

### 1. **DECLARATION OF OPENING**

#### 1.1 **Opening**

#### 1.2 **Announcements by Shire President**

### 2. **REMOTE ATTENDANCE BY ELECTED MEMBERS**

#### **THAT:**

Under regulation 14C (2)(b) of the Admin Regulations, the Shire President can approve Elected Member attendance by electronic means;

In doing so, under r.14C (5) the Shire President must have regard as to whether the location that the Elected Member intends to attend the meeting, and the equipment intended to be used to attend the meeting, are suitable;

Electronic means includes, as per r.14CA(2) by telephone or video conference;

Suitable equipment would include an electronic device that can hold a Teams meeting, and perhaps, the use of headphones;

In accordance with r.14CA (5) the Elected Member must declare that they are able to maintain confidentiality during the meeting. Under r.14CA(7), the declaration by the Elected Member is recorded in the minutes of the meeting;

Summarily, according to Departmental guidance, a suitable location is one that is quiet and private e.g. a private room in your house. If there are other people at the location at the time of the meeting, an Elected Member may be required to close a door and wear headphones

THAT:

**3. RECORD OF ATTENDANCE**

Members present

Staff attending

Apologies

Approved leave of absence N/A

Visitors

Members of the public

**4. DISCLOSURES OF INTEREST**

*Refer – Local Government Act, Regulations, Code of Conduct, and Declaration Forms in Councillor folders.*

*Type Item Person / Details*

**5. PUBLIC QUESTION TIME**

*Refer – Local Government Act, Regulations, Local Law and Submission Form & Guidelines circulated.*

**5.1 Public Questions with Notice**

**5.2 Public Questions Without Notice**

**6. PRESENTATIONS AND DEPUTATIONS**

**6.1 Presentations**

**6.2 Deputations**

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

**8. MINUTES OF MEETING**

That the minutes of the Ordinary Council Meeting held **29 APRIL 2026** as circulated, be **CONFIRMED** as a true and correct record.

PUBLIC OCM AGENDA

## 9. REPORTS REQUIRING DECISION

### 9.1 Accounts for Endorsement – April 2026

|                                       |   |
|---------------------------------------|---|
| <b>File Reference</b>                 |   |
| <b>Report Date</b>                    | 15/05/2026  |
| <b>Applicant/Proponent</b>            | Nil   |
| <b>Officer Disclosure of Interest</b> | Nil   |
| <b>Previous Meeting Reference</b>     | Nil   |
| <b>Prepared by</b>                    | Katrina Humphries – Creditors Officer                     |
| <b>Senior Officer</b>                 | Colin Ashe – Deputy Chief Executive Officer               |
| <b>Authorised by</b>                  | Colin Ashe – Acting Chief Executive Officer               |
| <b>Attachments</b>                    | Agenda 9.1A – OCM – List of Payments April 2026 – Page 11 |

#### PURPOSE

This item presents the attached List of Accounts Paid, under delegated authority for April 2026.

#### BACKGROUND

As per Local Government Act and Financial Management Regulations.

#### COMMENT

Each month Council is to be advised of payments made during the preceding month, the amount, the payee, date and reason for payment.

#### CONSULTATION

DCEO

#### STATUTORY CONTEXT

*Local Government Act 1995 –*

- s.6.8(2)(b) – expenditure is to be reported to the next ordinary meeting of Council

*Local Government (Finance) Regulations 1996 –*

- r.13 Payments for municipal fund or trust fund
  - (1) the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid –
    - a) The payee's name
    - b) The amount of the payment
    - c) The date of the payment
    - d) Sufficient information to identify the transaction
  - (2) the listing to be presented to the Council at the next ordinary meeting of Council after preparation.

## CORPORATE CONTEXT

Delegations Register –

- 3.2 – Municipal Fund and Trust Fund – Payments from Bank Accounts
  - o CEO authorised, subject to conditions
  - o Compliance with legislation and procedures
  - o Minimum of 2 signatories with varying level of authorisation

### Strategic Business Plan/Corporate Business Plan

| STRATEGIC PRIORITIES                  | WE KNOW WE ARE SUCCEEDING WHEN   |
|---------------------------------------|--|
| <b>4. CIVIC LEADERSHIP</b>            |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance   |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |
|                                       | Councilors attend training and feel supported in their role  |
|                                       | Council is supported by a skilled team   |

Strategic Priority 4.3 is relevant as part of sound financial management policies

### Delegation

- Nil

### Policy Implications

- 3.1 Purchasing Framework

### Other Corporate Document

Nil

### Risk Analysis

| Consequence       | Consequence Rating:   | Likelihood Rating:                                     | Risk Rating | Risk Acceptance/ Controls   | Mitigation and Outcome   |
|-------------------|---|--|-------------|---|--|
| <b>Compliance</b> | Extreme (5)<br><br>Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers | Unlikely (2)<br><br>The event could occur at some time | High (10)   | Senior Management Team / CEO<br><br>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | Policies and processes including preparation by Finance staff and two-step process for payment will ensure that the residual risk is moderate. |

## FINANCIAL IMPLICATIONS

All payments are in accordance with Council's adopted budget.

**VOTING REQUIREMENTS**

Absolute majority required: No

**Officer Recommendation**

That the **PAYMENTS** made for April 2026 from the Municipal Bank Account as per attached listing and summarised below, be **ENDORSED**:

| Payment Type               | References from - to                      | \$ Amount           |
|----------------------------|---|---------------------|
| Creditor EFT Payment**     | EFT00071 - EFT00076                       | 1,888,895.79        |
| Direct Debit Payment**     | PPIN03298 - PPIN03429<br>DD00051; DD00052 | 65,688.76           |
| Credit Card                | PPIN03429                                 | 190.70              |
|                            | PPIN03390                                 | 494.00              |
|                            | PPIN03421                                 | 588.84              |
| Fuel Card – Wright Express | PPIN03421                                 | 13.18               |
| Salaries and Wages EFT     | PE08/04/26; PE22/04/26                    | 115,662.59          |
| Petty Cash Cheque          |   | -                   |
| Trust Payments             |   | -                   |
|                            | <b>TOTAL</b>                              | <b>2,071,533.86</b> |

| Local Spending | \$                | %            |
|----------------|-------------------|--------------|
| Local Supplier | 47,060.74         | 2.27%        |
| Payroll        | 115,662.59        | 5.58%        |
| <b>Total</b>   | <b>162,723.33</b> | <b>7.86%</b> |

For \_\_\_\_\_ / Against \_\_\_\_\_

# Payment Details

|                               | Payment / Invoice  | Date     | Description   | Amount            |
|-------------------------------|--|----------|---|-------------------|
| <b>EFT Payment</b>            |  |          |   |                   |
| <b>EFT Payment - EFT00076</b> |  |          |   |                   |
| <b>1</b>                      | <b>1001 - Cr Pauline Bantock</b>   |          |   |                   |
|                               | COUNCILLOR TRAVEL EXPENSES - 2   | 27/04/26 | Councillor Travel Expenses - Magistrates Court - Walsh Hearing      | 267.01            |
|                               | COUNCILLOR PAYMENT JAN TO MAR 2026   | 16/04/26 | Councillor Communication Allowance                                  | 104.00            |
|                               |  |          | President Meeting Allowance   | 2,041.25          |
|                               |  |          | President Allowance   | 2,730.00          |
|                               |  |          | <b>Total 1001</b>   | <b>5,142.26 L</b> |
| <b>2</b>                      | <b>1013 - Cr Suzanne Woods</b>   |          |   |                   |
|                               | COUNCILLOR PAYMENT JAN TO MAR 2026   | 16/04/26 | Councillor Communication Allowance                                  | 104.00            |
|                               |  |          | Deputy President Meeting Allowance                                  | 2,041.25          |
|                               |  |          | Deputy President Allowance  | 690.00            |
|                               |  |          | <b>Total 1013</b>   | <b>2,835.25 L</b> |
| <b>3</b>                      | <b>14 - Australian Service Union WA</b>  |          |   |                   |
|                               | PJ001199   | 22/04/26 | Payroll Deduction - Union Dues                                      | 26.50             |
|                               |  |          | <b>Total 14</b>   | <b>26.50</b>      |
| <b>4</b>                      | <b>1434 - Direction Design Print</b>   |          |   |                   |
|                               | 52374  | 14/04/26 | Shire Envelopes - Colour Logo - DL & C5 Sizes - Total Quantity 4000 | 1,470.00          |
|                               |  |          | <b>Total 1434</b>   | <b>1,470.00</b>   |
| <b>5</b>                      | <b>1626 - Rajaford Pty Ltd (Calingiri Traders)</b>                               |          |   |                   |
|                               | SOVP OFFICE - MARCH 26   | 31/03/26 | Office Admin Consumables - March 26                                 | 211.90            |
|                               | DEPOT CONSUMABLES & MINOR TOOLS  | 31/03/26 | Depot Consumables & Minor Tools - March 2026                        | 552.67            |
|                               | DEPOT INCIDENTAL - MARCH 26  | 31/03/26 | Depot Incidentals - March 26  | 95.00             |
|                               |  |          | <b>Total 1626</b>   | <b>859.57 L</b>   |
| <b>6</b>                      | <b>1658 - RSM Australia Pty Ltd (atf Birdanco Practice Trust Trading as RSM)</b> |          |   |                   |
|                               | GERO1016313  | 30/03/26 | Advice Regarding Proposed Acquisition of Utility Vehicle            | 2,585.00          |
|                               |  |          | <b>Total 1658</b>   | <b>2,585.00</b>   |
| <b>7</b>                      | <b>1663 - St John Ambulance Western Australia Ltd (Belmont)</b>                  |          |   |                   |
|                               | FAINV01390330  | 18/03/26 | St John - Defib Servicing and Battery/Pad Replacement               | 1,181.50          |
|                               |  |          | <b>Total 1663</b>   | <b>1,181.50</b>   |
| <b>8</b>                      | <b>1801 - Fraser Onsite</b>  |          |   |                   |
|                               | 1221   | 15/04/26 | Depot - VP195 Primer Mover - Tyres Replacement                      | 4,515.50          |
|                               |  |          | Depot - VP97 CAT 950 - Remove Grease Pins, Repairs, Wheel Tyre Rim  | 4,825.68          |
|                               |  |          | Depot - VP8209 Tandem Dolly - Check Grease and Adjust               | 891.00            |
|                               |  |          | Depot - VP70 CAT Grader - Rim Seal Repairs                          | 839.19            |
|                               |  |          | Depot - VP5639 Hino Truck - Strip Dock Deck, Repair Kit             | 2,426.60          |
|                               |  |          | Depot - VP67 Toro Mower - Reapair Gear Box, Seals                   | 1,294.08          |
|                               |  |          | <b>Total 1801</b>   | <b>14,792.05</b>  |

# Payment Details

|    | Payment / Invoice   | Date Description  | Amount                       |
|----|---|---|------------------------------|
| 9  | <b>1880 - Canine Control</b><br>0264  | 01/04/26 Ranger Services - 01/04/2026 - Patrols & Inspections   | 2,668.05                     |
|    |   | <b>Total 1880</b>   | <b>2,668.05</b>              |
| 10 | <b>1941 - Salary Packaging Australia Pty Ltd</b>                                | 23/04/26 Salary Packaging - Payroll Deduction   | 1,361.19                     |
|    |   | <b>Total 1941</b>   | <b>1,361.19</b>              |
| 11 | <b>1974 - CR Rebecca Johnson</b><br>COUNCILLOR<br>PAYMENT JAN TO<br>MAR 2026    | 16/04/26 Councillor Communication Allowance   | 104.00                       |
|    |   | Meeting Allowance   | 2,041.25                     |
|    |   | <b>Total 1974</b>   | <b>2,145.25 L</b>            |
| 12 | <b>1994 - Toodyay Building &amp; Maintenance Services</b><br>A1797              | 25/04/26 Labour Site Office - Edmonds St Subdivision Block  | 3,829.00                     |
|    |   | <b>Total 1994</b>   | <b>3,829.00</b>              |
| 13 | <b>2005 - Wiley's All Sorts</b><br>3  | 21/04/26 Undercoat and Paint Gutters - 45 George St, Bolgart  | 3,821.84                     |
|    |   | <b>Total 2005</b>   | <b>3,821.84 L</b>            |
| 14 | <b>2036 - Knewjen Hire Pty Ltd</b><br>0044                                      | 15/04/26 Forklift Hire & Digger Hire Subdivision- March 2026  | 3,550.00                     |
|    |   | <b>Total 2036</b>   | <b>3,550.00</b>              |
| 15 | <b>2145 - Maaman Marra Boodjar</b><br>184<br>185<br>186                         | 17/04/26 Plumber - Replace Kitchen Spout at U1/11 Harrington St Calingiri<br>17/04/26 Plumber - Shire Admin Office - Mens Urinal<br>21/04/26 Plumber - Shire Admin Office - Mens Urinal                                   | 269.00<br>110.00<br>110.00   |
|    |   | <b>Total 2145</b>   | <b>489.00 L</b>              |
| 16 | <b>2167 - Gordon Houston</b><br>2526028   | 28/04/26 Contract Health/Building Services - April 2026   | 6,313.30                     |
|    |   | <b>Total 2167</b>   | <b>6,313.30</b>              |
| 17 | <b>2211 - RBC Rural</b><br>34654<br>34741<br>34801                              | 16/02/26 Printer/Scanner Costs - Admin Office - January to February 2026<br>16/03/26 Printer/Scanner Costs - Admin Office - February to March 2026<br>19/04/26 Printer/Scanner Costs - Admin Office - March to April 2026 | 308.36<br>1,199.02<br>161.17 |
|    |   | <b>Total 2211</b>   | <b>1,668.55</b>              |
| 18 | <b>2243 - CR Elizabeth Williams</b><br>COUNCILLOR<br>PAYMENT JAN TO<br>MAR 2026 | 16/04/26 Councillor Payment Jan to Mar 2026   | 104.00                       |
|    |   | Meeting Allowance   | 2,041.25                     |
|    |   | <b>Total 2243</b>   | <b>2,145.25 L</b>            |
| 19 | <b>2246 - CR Neil Smith</b><br>COUNCILLOR<br>PAYMENT JAN TO<br>MAR 2026         | 16/04/26 Councillor Payment Jan to Mar 2026   | 104.00                       |
|    |   | Meeting Allowance   | 2,041.25                     |
|    |   | <b>Total 2246</b>   | <b>2,145.25 L</b>            |
| 20 | <b>2249 - Murphys Limestone Pty Ltd</b><br>28511<br>28435                       | 18/04/26 Edmonds St Subdivision Block - 1400x Concrete Blocks and 300x Backer Blocks<br>14/04/26 Edmonds St Subdivision Block - 1400x Concrete Blocks and 300x Backer Blocks  | 5,963.54<br>5,963.54<br>12   |
|    |   | <b>Total 2249</b>   | <b>11,927.08</b>             |

# Payment Details

|                               | Payment / Invoice   | Date Description   | Amount             |
|-------------------------------|---|--|--------------------|
| 21                            | <b>2259 - Callum Walker</b><br>SOVP<br>SPONSORSHIP                                | 13/04/26 Shire Community Resident Sport Sponsorship  | 150.00             |
|                               |   | <b>Total 2259</b>  | <b>150.00 L</b>    |
| 22                            | <b>52 - Avon Waste</b><br>00075878  | 03/04/26 Waste Removal March 2026  | 2,920.62           |
|                               |   | <b>Total 52</b>  | <b>2,920.62</b>    |
| 23                            | <b>530 - King Farming Pty Ltd</b><br>799  | 09/04/26 Bulldozer Use - 7 hours   | 2,695.00           |
|                               |   | <b>Total 530</b>   | <b>2,695.00 L</b>  |
| 24                            | <b>59 - Malts Contracting</b><br>684  | 20/04/26 Cleaning- Shire Buildings April 2026  | 10,276.93          |
|                               |   | <b>Total 59</b>  | <b>10,276.93 L</b> |
| 25                            | <b>594 - Dun Direct Pty Ltd</b><br>01399931                                       | 22/04/26 Fuel Supplies 2025/26 - AdBlue 1000L IBC & IBC Cover  | 1,756.00           |
|                               | 01399853  | 22/04/26 Fuel Supplies 2025/26 - 3500 Litres Diesel  | 10,146.49          |
|                               |   | <b>Total 594</b>   | <b>11,902.49</b>   |
| 26                            | <b>736 - Wheatbelt Development Commission</b><br>9064193                          | 25/03/26 Return of Funds - Grant to Engage Support to Prepare - Wheatbelt Workforce Housing Strategic Overview | 11,000.00          |
|                               |   | <b>Total 736</b>   | <b>11,000.00</b>   |
| 27                            | <b>78 - Team Global Express Pty Ltd</b><br>0419-S432105                           | 05/04/26 Freight Charges 23 Mar 26   | 75.01              |
|                               |   | <b>Total 78</b>  | <b>75.01</b>       |
| 28                            | <b>893 - Thomas Culverwell</b><br>37  | 28/02/26 Cleaning April - Gillingarra Hall   | 300.00             |
|                               |   | <b>Total 893</b>   | <b>300.00 L</b>    |
| 29                            | <b>91 - Bolgart Rural Merchandise</b><br>MARCH DEPOT<br>CONSUMABLES<br>MARCH 2026 | 31/03/26 Depot Consumables - March 2026  | 134.46             |
|                               |   | 31/03/26 Catering First Aid Course Held at Piawaning Hall  | 60.85              |
|                               |   | <b>Total 91</b>  | <b>195.31 L</b>    |
|                               |   | <b>Total EFT00076</b>  | <b>110,471.25</b>  |
| <b>EFT Payment - EFT00074</b> |   |  |                    |
| 30                            | <b>126 - Mogumber &amp; Districts Progress Association</b><br>49                  | 28/03/26 Mogumber Hall - Cleaning of Public Toilets , 26 Weeks<br>01/07/25 to 29/12/25                         | 2,204.80           |
|                               |   | <b>Total 126</b>   | <b>2,204.80 L</b>  |
| 31                            | <b>1323 - Ampac Debt Recovery (wa) Pty Ltd</b><br>128152                          | 31/03/26 AMPAC - March Legal Fees  | 313.50             |
|                               |   | <b>Total 1323</b>  | <b>313.50</b>      |
| 32                            | <b>14 - Australian Service Union WA</b><br>PJ001133                               | 08/04/26 Payroll Deduction - Union Dues  | 26.50              |
|                               |   | <b>Total 14</b>  | <b>26.50</b>       |
| 33                            | <b>143 - Rumbold Pty Ltd</b><br>FOCS3032  | 08/04/26 Emergency Management - VP213 CESM Ford Ranger - Rectify Electrical Issues & New BCDC Charger          | 834.80             |
|                               |   | <b>Total 143</b>   | <b>834.80</b>      |
| 34                            | <b>1572 - Exurban Pty Ltd (ATF Vista Trust)</b><br>URP-4765                       | 07/04/26 Town Planning Consultancy Services March 2026   | 4,963.72           |
|                               |   | <b>Total 1572</b>  | <b>4,963.72</b>    |
| 35                            | <b>1652 - Corsign WA Pty Ltd</b>  |  |                    |

# Payment Details

|           | Payment / Invoice   | Date     | Description   | Amount            |
|-----------|---|----------|---|-------------------|
|           | 00103227  | 23/03/26 | Road Signs - Rural Property Sign & 4x Grader Ahead Sign with Frame        | 687.50            |
|           |   |          | <b>Total 1652</b>   | <b>687.50</b>     |
| <b>36</b> | <b>1880 - Canine Control</b>  |          |   |                   |
|           | 0260  | 19/03/26 | Ranger Services - 19/03/2026 - Patrols and House Inspection               | 2,668.05          |
|           |   |          | <b>Total 1880</b>   | <b>2,668.05</b>   |
| <b>37</b> | <b>1885 - Calingiri Auto Centre (The Trustee for R J Glass Family Trust) t/as</b> |          |   |                   |
|           | 52092   | 26/03/26 | Admin Office - New Battery for Generator                                  | 282.15            |
|           | 52078   | 02/04/26 | Depot - Ford Everest Sport VP00 - 15,000km Service                        | 754.60            |
|           | 52079   | 02/04/26 | Depot - Ford Ranger VP40 - 65,000km Vehicle Service                       | 1,096.70          |
|           |   |          | <b>Total 1885</b>   | <b>2,133.45 L</b> |
| <b>38</b> | <b>1941 - Salary Packaging Australia Pty Ltd</b>                                  |          |   |                   |
|           |   | 09/04/26 | Salary Packaging - Payroll Deduction                                      | 1,361.19          |
|           |   |          | <b>Total 1941</b>   | <b>1,361.19</b>   |
| <b>39</b> | <b>1994 - Toodyay Building &amp; Maintenance Services</b>                         |          |   |                   |
|           | A1796   | 13/04/26 | Labour Side Office - Edmonds St Subdivision Block                         | 3,000.00          |
|           |   |          | <b>Total 1994</b>   | <b>3,000.00</b>   |
| <b>40</b> | <b>1995 - Well Done International Pty Ltd</b>                                     |          |   |                   |
|           | 00120384  | 31/03/26 | After Hours Phone Messaging Service - Monthly Fees                        | 257.09            |
|           |   |          | <b>Total 1995</b>   | <b>257.09</b>     |
| <b>41</b> | <b>2005 - Wiley's All Sorts</b>   |          |   |                   |
|           | 50  | 07/04/26 | Painting - Shire Admin Office - Old Library Room                          | 2,174.81          |
|           | 49  | 07/04/26 | Painting - Shire Admin Office - Chambers                                  | 2,096.60          |
|           |   |          | <b>Total 2005</b>   | <b>4,271.41 L</b> |
| <b>42</b> | <b>2077 - WA Webb &amp; Company</b>   |          |   |                   |
|           | 6858  | 31/03/26 | Check and Test Submersible Pump, Replace Motor - Gillingarra Water Supply | 709.50            |
|           |   |          | <b>Total 2077</b>   | <b>709.50</b>     |
| <b>43</b> | <b>2109 - Finrent Pty Ltd</b>   |          |   |                   |
|           | FA00158550  | 31/03/26 | (LGGS) Calingiri BFB Printer - 25/26 Rental Payments                      | 162.05            |
|           |   |          | <b>Total 2109</b>   | <b>162.05</b>     |
| <b>44</b> | <b>2145 - Maaman Marra Boodjar</b>  |          |   |                   |
|           | 182   | 12/04/26 | Unblock DG Trap on Kitchen Sink - U5/11 Harrington St, Cal                | 110.00            |
|           |   |          | <b>Total 2145</b>   | <b>110.00 L</b>   |
| <b>45</b> | <b>2167 - Gordon Houston</b>  |          |   |                   |
|           | 2526025   | 26/03/26 | Contract Health/Building Services   | 6,313.30          |
|           | 2526026   | 15/04/26 | Contract Health /Building Services - March 2026                           | 6,406.80          |
|           |   |          | <b>Total 2167</b>   | <b>12,720.10</b>  |
| <b>46</b> | <b>2217 - Department of Local Government, Industry Regulation and Safety</b>      |          |   |                   |
|           | BSL - MARCH 2026  | 31/03/26 | BSL Remittance - March 2026   | 435.80            |
|           |   |          | <b>Total 2217</b>   | <b>435.80</b>     |
| <b>47</b> | <b>222 - Building &amp; Construction Industry Training Fund</b>                   |          |   |                   |
|           | INV-349447-Q3T3Y3   | 31/03/26 | Construction Training Fund - Sports Ground Electronic Scoreboard          | 230.00            |
|           |   |          | <b>Total 222</b>  | <b>230.00</b>     |
| <b>48</b> | <b>2236 - Jack Van Voorst</b>   |          |   |                   |
|           | POLICE CLEARANCE - REIMBURSEMENT  | 14/04/26 | Staff Recruitment - Police Clearance Reimbursement                        | 64.90             |
|           |   |          | <b>Total 2236</b>   | <b>64.90</b>      |
| <b>49</b> | <b>2239 - Brook &amp; Marsh Pty Ltd</b>   |          |   |                   |
|           | 30012252  | 25/03/26 | Edmonds St Subdivision Block - Project Surveyor                           | 3,324.75          |

# Payment Details

|    | Payment / Invoice                                       | Date Description  | Amount            |
|----|---|---|-------------------|
|    |   | <b>Total 2239</b>   | <b>3,324.75</b>   |
| 50 | <b>233 - BOC Limited</b>                                |   |                   |
|    | 4041430967  | 29/03/26 Gas Bottle Supplies 2025/26 - March 2026                       | 47.97             |
|    |   | <b>Total 233</b>  | <b>47.97</b>      |
| 51 | <b>237 - Wongan Hills Mitre 10</b>                      |   |                   |
|    | 105006636   | 30/03/26 (FP) Emergency Management - Chainsaw Oil and Cleaner           | 40.80             |
|    |   | <b>Total 237</b>  | <b>40.80</b>      |
| 52 | <b>337 - Lockies Fencing (LR &amp; NJ McInnes T/as)</b> |   |                   |
|    | INV-0262  | 31/03/26 Supply and Install Chain Mesh Fencing - Calingiri Hockey Field | 4,950.00          |
|    |   | <b>Total 337</b>  | <b>4,950.00 L</b> |
| 53 | <b>52 - Avon Waste</b>                                  |   |                   |
|    | 00075658  | 20/03/26 Waste Removal March 2026                                       | 2,163.64          |
|    |   | <b>Total 52</b>   | <b>2,163.64</b>   |
| 54 | <b>529 - Wallis Computer Solutions</b>                  |   |                   |
|    | 31081   | 02/04/26 Adobe Pro - DCEO   | 334.90            |
|    | 31082   | 02/04/26 IT - Other Software - Additional Adobe Pro License Klobas      | 344.74            |
|    |   | <b>Total 529</b>  | <b>679.64</b>     |
| 55 | <b>53 - The Farmco / Yerecoin Traders</b>               |   |                   |
|    | 147086  | 09/03/26 Catering for First Aid Course Piawaning - Water                | 11.25             |
|    | 147097  | 09/03/26 Catering for First Aid Course Piawaning                        | 14.95             |
|    |   | <b>Total 53</b>   | <b>26.20 L</b>    |
| 56 | <b>531 - Fulton Hogan Industries Pty Ltd</b>            |   |                   |
|    | 21231263  | 23/03/26 Supply of Emulsion - CRS 60/170 - 1000 Litre IBC               | 1,705.00          |
|    |   | <b>Total 531</b>  | <b>1,705.00</b>   |
| 57 | <b>55 - Landgate</b>                                    |   |                   |
|    | 77711549  | 26/03/26 Schedules - Mining Valuations                                  | 9.30              |
|    | 10000999  | 26/03/26 Schedules - Mining Valuations                                  | 9.30              |
|    | 77784345  | 09/04/26 Valuations - Schedule M2026/6                                  | 18.60             |
|    |   | <b>Total 55</b>   | <b>37.20</b>      |
| 58 | <b>594 - Dun Direct Pty Ltd</b>                         |   |                   |
|    | 01387410  | 27/03/26 Fuel Supplies 2025/26 - 4000 Litres Diesel                     | 13,196.00         |
|    | 01394195  | 07/04/26 Fuel Supplies 2025/26 - 2000 Litres Diesel                     | 6,399.40          |
|    |   | <b>Total 594</b>  | <b>19,595.40</b>  |
| 59 | <b>63 - Australia Post</b>                              |   |                   |
|    | 1014652344  | 03/04/26 2025/26 Postage Fees - March                                   | 98.45             |
|    |   | <b>Total 63</b>   | <b>98.45</b>      |
| 60 | <b>648 - Officeworks</b>                                |   |                   |
|    | 628806067   | 07/04/26 Calingiri Fire Station - Furniture                             | 997.95            |
|    | 628920017   | 10/04/26 Office Suppies, Copy Paper & Miscellaneous                     | 259.98            |
|    |   | <b>Total 648</b>  | <b>1,257.93</b>   |
| 61 | <b>78 - Team Global Express Pty Ltd</b>                 |   |                   |
|    | 0418-S432105  | 29/03/26 Freight Charges 17 Mar 26                                      | 59.13             |
|    |   | <b>Total 78</b>   | <b>59.13</b>      |
| 62 | <b>83 - New Norcia Services</b>                         |   |                   |
|    | 617615  | 02/04/26 (LGGS) New Norcia 3.4U - Fuel 5/3/26                           | 163.97            |
|    |   | <b>Total 83</b>   | <b>163.97 L</b>   |
| 63 | <b>99 - Country Copiers</b>                             |   |                   |
|    | 228475  | 01/04/26 Printer/Scanner Costs - Emergency Services Building            | 45.58             |
|    | 228476  | 01/04/26 Printer/Scanner Costs - Depot                                  | 37.60             |
|    |   | <b>Total 99</b>   | <b>83.18</b>      |

# Payment Details

|                                  | Payment / Invoice   | Date Description                               | Amount              |
|----------------------------------|---|--|---------------------|
| <b>Total EFT00074</b>            |   |  | <b>71,387.62</b>    |
| <b>EFT Payment - EFT00073</b>    |   |  |                     |
| <b>64</b>                        | <b>17 - Australian Taxation Office</b>                    |  |                     |
|                                  | PJ000728  | 11/02/26 FORTNIGHT 2026-17 - From Payroll      | 16,306.00           |
|                                  | FTC2601   | 12/02/26 Fuel Tax Credit - January 2026        | 1,635.00            |
|                                  | PJ000830  | 25/02/26 FORTNIGHT 2026-18 - From Payroll      | 16,164.00           |
|                                  |   | 28/02/26 GST Settlement                        | 38,099.00           |
|                                  |   | 28/02/26 GST Settlement                        | 17,383.00           |
|                                  |   | <b>Total 17</b>                                | <b>51,551.00</b>    |
| <b>Total EFT00073</b>            |   |  | <b>51,551.00</b>    |
| <b>EFT Payment - EFT00075</b>    |   |  |                     |
| <b>65</b>                        | <b>17 - Australian Taxation Office</b>                    |  |                     |
|                                  | FTC2602   | 06/03/26 Fuel Tax Credit                       | 2,784.00            |
|                                  | PJ001043  | 11/03/26 FORTNIGHT 2026-19 - From Payroll      | 16,380.00           |
|                                  | PJ001113  | 25/03/26 FORTNIGHT 2026-20 - From Payroll      | 16,298.00           |
|                                  | FTC2603   | 31/03/26 FTC - March 2026                      | 2,505.00            |
|                                  |   | 01/04/26 GST Settlement                        | 4,087.00            |
|                                  |   | 01/04/26 GST Settlement                        | 32,571.00           |
|                                  | FBTINSTALL2603  | 01/04/26 FBT instalment                        | 14,949.00           |
|                                  | ATO2603   | 01/04/26 Invoice PINV1360                      | 135.53              |
|                                  |   | <b>Total 17</b>                                | <b>13,989.53</b>    |
| <b>Total EFT00075</b>            |   |  | <b>13,989.53</b>    |
| <b>EFT Payment - EFT00072</b>    |   |  |                     |
| <b>66</b>                        | <b>1994 - Toodyay Building &amp; Maintenance Services</b> |  |                     |
|                                  | A1795   | 27/03/26 Admin - Storage Shed Door Maintenance | 110.00              |
|                                  |   | <b>Total 1994</b>                              | <b>110.00</b>       |
| <b>Total EFT00072</b>            |   |  | <b>110.00</b>       |
| <b>EFT Payment - EFT00071</b>    |   |  |                     |
| <b>67</b>                        | <b>2257 - Shire of Victoria Plains - CBA</b>              |  |                     |
|                                  | PPSIN00157  | 01/04/26 Municipal Savings Transfer BB to CBA  | 1,641,386.39        |
|                                  |   | <b>Total 2257</b>                              | <b>1,641,386.39</b> |
| <b>Total EFT00071</b>            |   |  | <b>1,641,386.39</b> |
| <b>Grand Total - EFT Payment</b> |   |  | <b>1,888,895.79</b> |

# Payment Details

|                          | Payment / Invoice  | Date     | Description   | Amount        |
|--------------------------|--|----------|---|---------------|
| <b>Other</b>             |  |          |   |               |
| <b>Other - PPIN03429</b> |  |          |   |               |
| <b>68</b>                | <b>1065 - Shire of Victoria Plains - Credit Card</b>             |          |   |               |
|                          | WMCC2603CB   | 02/04/26 | Bunnings - Materials for War Memorial                 | 86.70         |
|                          |  |          | Commonwealth Bank - Annual Card Fee                   | 24.00         |
|                          |  |          | Starlink Internet - Vehicle Starlink Subscription     | 80.00         |
|                          |  |          | <b>Total 1065</b>                                     | <b>190.70</b> |
|                          |  |          | <b>Total PPIN03429</b>                                | <b>190.70</b> |
| <b>Other - PPIN03390</b> |  |          |   |               |
| <b>69</b>                | <b>1065 - Shire of Victoria Plains - Credit Card</b>             |          |   |               |
|                          | CESMCC2604   | 22/04/26 | Starlink Internet - Calingiri Bushfire Brigade (LGGS) | 139.00        |
|                          |  |          | Starlink Internet - Emergency Management 3 x Units    | 355.00        |
|                          |  |          | <b>Total 1065</b>                                     | <b>494.00</b> |
|                          |  |          | <b>Total PPIN03390</b>                                | <b>494.00</b> |
| <b>Other - PPIN03421</b> |  |          |   |               |
| <b>70</b>                | <b>1065 - Shire of Victoria Plains - Credit Card</b>             |          |   |               |
|                          | CCCEO2604BB  | 28/04/26 | Farm Weekly Monthly Subscription                      | 22.50         |
|                          |  |          | The Westaern Australian - WA News Subscription        | 32.00         |
|                          |  |          | Drop Box Monthly Subscription                         | 136.00        |
|                          |  |          | Drop Box International Transaction Fee                | 4.08          |
|                          |  |          | PDF Guru - PDF Subscription                           | 1.40          |
|                          |  |          | PDF Guru - PDF Subscription - International Fee       | 0.04          |
|                          |  |          | MindTools Annual Subscription                         | 380.00        |
|                          |  |          | MindTools International Fee Subscription              | 11.40         |
|                          |  |          | PDF Guru - PDF Subscription                           | 1.38          |
|                          |  |          | PDF Guru - PDF Subscription - International Fee       | 0.04          |
|                          |  |          | <b>Total 1065</b>                                     | <b>588.84</b> |
|                          |  |          | <b>Total PPIN03421</b>                                | <b>588.84</b> |
| <b>Other - PPIN03389</b> |  |          |   |               |
| <b>71</b>                | <b>1208 - Wright Express Australia Pty Ltd (WEX)</b>             |          |   |               |
|                          | 130  | 14/04/26 | Fuel card charges March 2026                          | 13.18         |
|                          |  |          | <b>Total 1208</b>                                     | <b>13.18</b>  |
|                          |  |          | <b>Total PPIN03389</b>                                | <b>13.18</b>  |
| <b>Other - PPIN03388</b> |  |          |   |               |
| <b>72</b>                | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>                    |          |   |               |
|                          | BFC260401  | 01/04/26 | Bank Charges - FTS DE Process                         | 2.06          |
|                          |  |          | Bank Charges - Line Fee                               | 400.00        |
|                          |  |          | Bank Charges - DE Fees                                | 0.15          |
|                          |  |          | Bank Charges - Bpay Monthly Fee                       | 97.68         |
|                          |  |          | <b>Total 141</b>                                      | <b>499.89</b> |
|                          |  |          | <b>Total PPIN03388</b>                                | <b>499.89</b> |
| <b>Other - PPIN03387</b> |  |          |   |               |
| <b>73</b>                | <b>141 - BENDIGO BANK - GOOMALLING BRANCH</b>                    |          |   |               |
|                          | BFC260402  | 02/04/26 | Bank Charges - Establishment Fee                      | 150.00        |
|                          |  |          | <b>Total 141</b>                                      | <b>150.00</b> |
|                          |  |          | <b>Total PPIN03387</b>                                | <b>150.00</b> |
| <b>Other - PPIN03361</b> |  |          |   |               |
| <b>74</b>                | <b>1421 - Shire of Victoria Plains (Department Of Transport)</b> |          |   |               |
|                          | DOT260413  | 13/04/26 | Transport Licensing Transactions 09/04/26             | 284.45        |

# Payment Details

|                          | Payment / Invoice               | Date     | Description                                 | Amount          |
|--------------------------|---------------------------------|----------|---|-----------------|
|                          |                                 |          | <b>Total 1421</b>                           | <b>284.45</b>   |
|                          |                                 |          | <b>Total PPIN03361</b>                      | <b>284.45</b>   |
| <b>Other - PPIN03363</b> |                                 |          |   |                 |
| 75                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260414                       | 16/04/26 | Transport Licensing Transactions 14/04/26   | 1,044.15        |
|                          |                                 |          | <b>Total 1421</b>                           | <b>1,044.15</b> |
|                          |                                 |          | <b>Total PPIN03363</b>                      | <b>1,044.15</b> |
| <b>Other - PPIN03364</b> |                                 |          |   |                 |
| 76                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260415                       | 17/04/26 | Transport Licensing Transactions 15/04/26   | 1,930.55        |
|                          |                                 |          | <b>Total 1421</b>                           | <b>1,930.55</b> |
|                          |                                 |          | <b>Total PPIN03364</b>                      | <b>1,930.55</b> |
| <b>Other - PPIN03365</b> |                                 |          |   |                 |
| 77                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260416                       | 20/04/26 | Transport Licensing Transactions 16/04/26   | 102.80          |
|                          |                                 |          | <b>Total 1421</b>                           | <b>102.80</b>   |
|                          |                                 |          | <b>Total PPIN03365</b>                      | <b>102.80</b>   |
| <b>Other - PPIN03366</b> |                                 |          |   |                 |
| 78                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260417                       | 21/04/26 | Transport Licensing Transactions 17/04/26   | 255.95          |
|                          |                                 |          | <b>Total 1421</b>                           | <b>255.95</b>   |
|                          |                                 |          | <b>Total PPIN03366</b>                      | <b>255.95</b>   |
| <b>Other - PPIN03391</b> |                                 |          |   |                 |
| 79                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260422                       | 24/04/26 | Transport Licensing Transactions 22/04/26   | 143.75          |
|                          |                                 |          | <b>Total 1421</b>                           | <b>143.75</b>   |
|                          |                                 |          | <b>Total PPIN03391</b>                      | <b>143.75</b>   |
| <b>Other - PPIN03354</b> |                                 |          |   |                 |
| 80                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260331                       | 02/04/26 | Transport Licensing Transactions 31/03/2026 | 48.00           |
|                          |                                 |          | <b>Total 1421</b>                           | <b>48.00</b>    |
|                          |                                 |          | <b>Total PPIN03354</b>                      | <b>48.00</b>    |
| <b>Other - PPIN03356</b> |                                 |          |   |                 |
| 81                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260401                       | 07/04/26 | Transport Licensing Transactions 01/04/26   | 19.40           |
|                          |                                 |          | <b>Total 1421</b>                           | <b>19.40</b>    |
|                          |                                 |          | <b>Total PPIN03356</b>                      | <b>19.40</b>    |
| <b>Other - PPIN03367</b> |                                 |          |   |                 |
| 82                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260421                       | 23/04/26 | Transport Licensing Transactions 21/04/26   | 149.70          |
|                          |                                 |          | <b>Total 1421</b>                           | <b>149.70</b>   |
|                          |                                 |          | <b>Total PPIN03367</b>                      | <b>149.70</b>   |
| <b>Other - PPIN03392</b> |                                 |          |   |                 |
| 83                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |
|                          | DOT260423                       | 28/04/26 | Transport Licensing Transactions 23/04/26   | 178.90          |
|                          |                                 |          | <b>Total 1421</b>                           | <b>178.90</b>   |
|                          |                                 |          | <b>Total PPIN03392</b>                      | <b>178.90</b>   |
| <b>Other - PPIN03411</b> |                                 |          |   |                 |
| 84                       | 1421 - Shire of Victoria Plains |          | (Department Of Transport)                   |                 |

# Payment Details

|                          | Payment / Invoice  | Date     | Description  | Amount           |
|--------------------------|--|----------|--|------------------|
|                          | DOT260424  | 29/04/26 | Transport Licensing Transactions 24/04/2026                          | 744.30           |
|                          |  |          | <b>Total 1421</b>  | <b>744.30</b>    |
|                          |  |          | <b>Total PPIN03411</b>   | <b>744.30</b>    |
| <b>Other - PPIN03427</b> |  |          |  |                  |
| <b>85</b>                | <b>1421 - Shire of Victoria Plains (Department Of Transport)</b> |          |  |                  |
|                          | DOT260428  | 30/04/26 | Transport Licensing Transactions 28/04/2026                          | 351.10           |
|                          |  |          | <b>Total 1421</b>  | <b>351.10</b>    |
|                          |  |          | <b>Total PPIN03427</b>   | <b>351.10</b>    |
| <b>Other - PPIN03346</b> |  |          |  |                  |
| <b>86</b>                | <b>18 - Synergy</b>  |          |  |                  |
|                          | JAN TO MAR 26  | 12/03/26 | Staff Housing - 12 Harrington St                                     | 406.74           |
|                          |  |          | Staff Housing - 15 Lambert Cres                                      | 701.64           |
|                          |  |          | Calingiri Emergency Services   | 905.09           |
|                          |  |          | Calingiri Football Pavilion  | 2,410.11         |
|                          |  |          | Staff Housing - 16 Yulgering Rd                                      | 218.65           |
|                          |  |          | Calingiri Recreation Hall  | 343.34           |
|                          |  |          | Administration Office  | 809.66           |
|                          |  |          | Entrance Lighting for ACU (common services)                          | 105.68           |
|                          |  |          | Depot Office   | 856.94           |
|                          |  |          | Calingiri War Memorial   | 134.21           |
|                          |  |          | Calingiri Caravan Park   | 500.25           |
|                          |  |          | Staff Housing - 13 Lambert Cres                                      | 869.65           |
|                          |  |          | <b>Total 18</b>  | <b>8,261.96</b>  |
|                          |  |          | <b>Total PPIN03346</b>   | <b>8,261.96</b>  |
| <b>Other - PPIN03349</b> |  |          |  |                  |
| <b>87</b>                | <b>18 - Synergy</b>  |          |  |                  |
|                          | 2452001226   | 11/03/26 | New Norcia Emergency Service Building - 582015040 - Dec 25 to Feb 26 | 196.30           |
|                          |  |          | <b>Total 18</b>  | <b>196.30</b>    |
|                          |  |          | <b>Total PPIN03349</b>   | <b>196.30</b>    |
| <b>Other - PPIN03422</b> |  |          |  |                  |
| <b>88</b>                | <b>18 - Synergy</b>  |          |  |                  |
|                          | 2050659797   | 02/04/26 | Synergy - Bolgart Hall - Jan to Mar 26                               | 449.93           |
|                          |  |          | <b>Total 18</b>  | <b>449.93</b>    |
|                          |  |          | <b>Total PPIN03422</b>   | <b>449.93</b>    |
| <b>Other - PPIN03423</b> |  |          |  |                  |
| <b>89</b>                | <b>18 - Synergy</b>  |          |  |                  |
|                          | 2440006794   | 02/04/26 | Synergy - Bolgart Play Group - Jan to Mar 26                         | 170.78           |
|                          |  |          | <b>Total 18</b>  | <b>170.78</b>    |
|                          |  |          | <b>Total PPIN03423</b>   | <b>170.78</b>    |
| <b>Other - PPIN03424</b> |  |          |  |                  |
| <b>90</b>                | <b>18 - Synergy</b>  |          |  |                  |
|                          | 2428004159   | 07/04/26 | Synergy - Streetlights - Feb to Mar 26                               | 1,424.12         |
|                          |  |          | <b>Total 18</b>  | <b>1,424.12</b>  |
|                          |  |          | <b>Total PPIN03424</b>   | <b>1,424.12</b>  |
| <b>Other - PPIN03357</b> |  |          |  |                  |
| <b>91</b>                | <b>2 - WESTERN AUSTRALIAN TREASURY CORPORATION</b>               |          |  |                  |
|                          | 260407LOAN85   | 07/04/26 | Loan 85 repayment - April 2026                                       | 20,468.86        |
|                          |  |          | <b>Total 2</b>   | <b>20,468.86</b> |

# Payment Details

| Payment / Invoice        |                                     | Date     | Description                                    | Amount           |
|--------------------------|-------------------------------------|----------|--|------------------|
|                          |                                     |          | <b>Total PPIN03357</b>                         | <b>20,468.86</b> |
| <b>Other - PPIN03350</b> |                                     |          |  |                  |
| <b>92</b>                | <b>20 - Telstra Corporation Ltd</b> |          |  |                  |
|                          | T 311                               | 17/03/26 | CCTV Calingiri Tip                             | 20.00            |
|                          |                                     |          | Shire Deputy President                         | 20.00            |
|                          |                                     |          | CESM iPad                                      | 20.00            |
|                          |                                     |          | Administration Housing iPad                    | 20.00            |
|                          |                                     |          | Councillor iPad - N. Smith                     | 20.00            |
|                          |                                     |          | Councillor iPad - E. Williams                  | 20.00            |
|                          |                                     |          | Councillor iPad - R. Johnson                   | 20.00            |
|                          |                                     |          | Shire President                                | 20.00            |
|                          |                                     |          | Depot Emergency Works                          | 35.99            |
|                          |                                     |          | Emergency Management Officer                   | 35.99            |
|                          |                                     |          | Audit Committee                                | 20.00            |
|                          |                                     |          | CEO iPad - Not In Use                          | 20.00            |
|                          |                                     |          | CFS  | 35.99            |
|                          |                                     |          | CEO iPhone - Not In Use (Diverted to Personal) | 35.99            |
|                          |                                     |          | Works & Services Manger                        | 35.99            |
|                          |                                     |          | Covert Camera - 00029                          | 20.00            |
|                          |                                     |          | Covert Camera - 00028                          | 20.00            |
|                          |                                     |          | Covert Camera - 00019                          | 20.00            |
|                          |                                     |          | Covert Camera - 00027                          | 20.00            |
|                          |                                     |          | Covert Camera - 00026                          | 20.00            |
|                          |                                     |          | Covert Camera - 00030                          | 20.00            |
|                          |                                     |          | Community Safety Officer iPad                  | 20.00            |
|                          |                                     |          | CCTV Yerecoin Toilets                          | 20.00            |
|                          |                                     |          | CCTV - Mogumber Hall                           | 20.00            |
|                          |                                     |          | CCTV - Piawaning Hall                          | 20.00            |
|                          |                                     |          | CCTV - Bolgart Tip                             | 20.00            |
|                          |                                     |          | CCTV - Calingiri Football Pavilion             | 20.00            |
|                          |                                     |          | Fire Data (iPad)                               | 20.00            |
|                          |                                     |          | Fire Data (iPad)                               | 20.00            |
|                          |                                     |          | Fire Data (iPad)                               | 20.00            |
|                          |                                     |          | Fire Data (iPad)                               | 20.00            |
|                          |                                     |          | Fire Data (iPad)                               | 20.00            |
|                          |                                     |          | DCEO   | 35.99            |
|                          |                                     |          | Fire Data (iPad)                               | 20.00            |
|                          |                                     |          | Fire Data (iPad)                               | 20.00            |
|                          |                                     |          | Community Safety Officer (Laptop)              | 20.00            |
|                          |                                     |          | CESM   | 35.99            |
|                          |                                     |          | <b>Total 20</b>                                | <b>851.93</b>    |
|                          |                                     |          | <b>Total PPIN03350</b>                         | <b>851.93</b>    |
| <b>Other - PPIN03296</b> |                                     |          |  |                  |
| <b>93</b>                | <b>20 - Telstra Corporation Ltd</b> |          |  |                  |
|                          | K560154961-7                        | 30/03/26 | Adminstration - Line 3                         | 41.44            |
|                          |                                     |          | Adminstration - Line 1                         | 387.47           |
|                          |                                     |          | Administration - Fax                           | 34.95            |
|                          |                                     |          | Administration - Line 2                        | 41.44            |
|                          |                                     |          | Works Manager - 12 Harrington St               | 34.95            |

# Payment Details

| Payment / Invoice        | Date   | Description  | Amount          |
|--------------------------|--|--|-----------------|
|                          |  | Depot  | 40.95           |
|                          |  | Depot  | 34.95           |
|                          |  | Administration   | 83.94           |
|                          |  | Administration - Line 4  | 41.44           |
|                          |  | Depot  | 34.95           |
|                          |  | Whispir SMS  | 752.59          |
|                          |  | Administration - Internet & Data                                 | 204.60          |
|                          |  | 13 Lambert Cres - CEO Internet & Data                            | 120.00          |
|                          |  | Calingiri Football Pavilion - Internet & Data                    | 120.00          |
|                          |  | Depot - Internet & Data  | 120.00          |
|                          |  | 15 Lambert Cres - DCEO - Internet & Data                         | 120.00          |
|                          |  | 12 Harrington St - WSM - Internet & Data                         | 120.00          |
|                          |  | Administration - Internet & Data                                 | 382.58          |
|                          |  | Additional Charges - Equipment                                   | -0.07           |
|                          |  | <b>Total 20</b>  | <b>2,716.18</b> |
|                          |  | <b>Total PPIN03296</b>   | <b>2,716.18</b> |
| <b>Other - PPIN03425</b> |  |  |                 |
| <b>94</b>                | <b>2121 - Ricoh Australia Pty Ltd</b>        |  |                 |
|                          | INV-261824-<br>C7F4B6                        | 15/03/26 Admin Office Printer Monthly Lease Repayment - April 26 | 214.50          |
|                          |  | <b>Total 2121</b>  | <b>214.50</b>   |
|                          |  | <b>Total PPIN03425</b>   | <b>214.50</b>   |
| <b>Other - PPIN03428</b> |  |  |                 |
| <b>95</b>                | <b>2227 - Commonwealth Bank</b>              |  |                 |
|                          | CCAF2604                                     | 02/04/26 Credit Cards Annual Fee                                 | 72.00           |
|                          |  | <b>Total 2227</b>  | <b>72.00</b>    |
|                          |  | <b>Total PPIN03428</b>   | <b>72.00</b>    |
| <b>Other - PPIN03358</b> |  |  |                 |
| <b>96</b>                | <b>2227 - Commonwealth Bank</b>              |  |                 |
|                          | BFC260408                                    | 08/04/26 BPAY Code Fee   | 99.00           |
|                          |  | <b>Total 2227</b>  | <b>99.00</b>    |
|                          |  | <b>Total PPIN03358</b>   | <b>99.00</b>    |
| <b>Other - PPIN03360</b> |  |  |                 |
| <b>97</b>                | <b>2227 - Commonwealth Bank</b>              |  |                 |
|                          | BFC260413                                    | 13/04/26 Tyro Fees   | 327.37          |
|                          |  | <b>Total 2227</b>  | <b>327.37</b>   |
|                          |  | <b>Total PPIN03360</b>   | <b>327.37</b>   |
| <b>Other - PPIN03362</b> |  |  |                 |
| <b>98</b>                | <b>2227 - Commonwealth Bank</b>              |  |                 |
|                          | BFC260415                                    | 15/04/26 Bank Charges - Commbiz Fees Transaction                 | 0.30            |
|                          |  | <b>Total 2227</b>  | <b>0.30</b>     |
|                          |  | <b>Total PPIN03362</b>   | <b>0.30</b>     |
| <b>Other - PPIN03355</b> |  |  |                 |
| <b>99</b>                | <b>2227 - Commonwealth Bank</b>              |  |                 |
|                          | BFC260407                                    | 07/04/26 Bank Charges - CBA Establishment Fee                    | 500.00          |
|                          |  | <b>Total 2227</b>  | <b>500.00</b>   |
|                          |  | <b>Total PPIN03355</b>   | <b>500.00</b>   |
| <b>Other - DD00051</b>   |  |  |                 |
| <b>100</b>               | <b>V0001 - SuperStream Clrg House Vendor</b> |  |                 |

# Payment Details

|            | Payment / Invoice                            | Date       | Description                                     | Amount            |
|------------|--|------------|---|-------------------|
|            | PJ001133                                     | 08/04/26   | Superannuation Contribution - From Payroll      | 1,172.40          |
|            | PPE08042026                                  | 08/04/26   | Superannuation Contribution                     | 10,284.68         |
|            |  |            | <b>Total V0001</b>                              | <b>10,284.68</b>  |
|            |  |            | <b>Total DD00051</b>                            | <b>11,457.08</b>  |
| <hr/>      |  |            |   |                   |
|            | <b>Other - DD00052</b>                       |            |   |                   |
| <b>101</b> | <b>V0001 - SuperStream Clrg House Vendor</b> |            |   |                   |
|            | PJ001199                                     | 22/04/26   | Superannuation Contribution - From Payroll      | 1,094.70          |
|            | PPE22042026                                  | 22/04/26   | Superannuation Contribution                     | 10,123.49         |
|            |  |            | <b>Total V0001</b>                              | <b>10,123.49</b>  |
|            |  |            | <b>Total DD00052</b>                            | <b>11,218.19</b>  |
| <hr/>      |  |            |   |                   |
|            | <b>Other - PPIN03426</b>                     |            |   |                   |
| <b>102</b> | <b>V0001 - SuperStream Clrg House Vendor</b> |            |   |                   |
|            | COUNCILLOR<br>SUPERANNUATIO<br>N JAN-MAR     | 16/04/26   | Councillor Superannuation Jan-Mar - P. Bantock  | 585.03            |
|            |  |            | Councillor Superannuation Jan-Mar - E. Williams | 257.43            |
|            |  |            | Councillor Superannuation Jan-Mar - N. Smith    | 257.43            |
|            |  |            | Councillor Superannuation Jan-Mar - R. Johnson  | 257.43            |
|            |  |            | <b>Total V0001</b>                              | <b>1,357.32</b>   |
|            |  |            | <b>Total PPIN03426</b>                          | <b>1,357.32</b>   |
| <hr/>      |  |            |   |                   |
|            |  |            | <b>Grand Total - Other</b>                      | <b>66,975.48</b>  |
| <b>103</b> | <b>Payroll</b>                               |            |   |                   |
|            | <b>PJ00001199</b>                            |            |   |                   |
|            | PPE2202026                                   | 22/04/2026 | Wages Payment PE22/04/2026                      | 57,862.29         |
|            |  |            | <b>Total PJ001199</b>                           | <b>57,862.29</b>  |
| <hr/>      |  |            |   |                   |
| <b>104</b> | <b>Payroll</b>                               |            |   |                   |
|            | <b>PJ001113</b>                              |            |   |                   |
|            | PPE25032026                                  | 25/03/2026 | Wages Payment PE25/03/2026                      | 57,800.30         |
|            |  |            | <b>Total PJ001113</b>                           | <b>57,800.30</b>  |
| <hr/>      |  |            |   |                   |
|            |  |            | <b>Grand Total - Payroll</b>                    | <b>115,662.59</b> |
|            |  |            | <b>GRAND TOTAL - OTHER AND PAYROLL</b>          | <b>182,638.07</b> |

| Payment Type               | References from - to                      | \$ Amount           |
|----------------------------|---|---------------------|
| Creditor EFT Payment**     | EFT00071 - EFT00076                       | 1,888,895.79        |
| Direct Debit Payment**     | PPIN03296 – PPIN03429<br>DD00051; DD00052 | 65,688.76           |
| Credit Card                | PPIN03429                                 | 190.70              |
|                            | PPIN03390                                 | 494.00              |
|                            | PPIN03421                                 | 588.84              |
| Fuel Card – Wright Express | PPIN03389                                 | 13.18               |
| Salaries and Wages EFT     | PE08/04/26;PE22/04/26                     | 115,662.59          |
| Petty Cash Cheque          |   | -                   |
| Trust Payments             |   | -                   |
|                            | <b>TOTAL</b>                              | <b>2,071,533.86</b> |

0.00 checked

| Local Spending | \$                | %            |
|----------------|-------------------|--------------|
| Local Supplier | 47,060.74         | 2.27%        |
| Payroll        | 115,662.59        | 5.58%        |
| <b>Total</b>   | <b>162,723.33</b> | <b>7.86%</b> |

PUBLIC OCM AGENDA

## 9.2 Monthly Financial Statements - April 2026

|                                       |  |
|---------------------------------------|--|
| <b>File Reference</b>                 |  |
| <b>Report Date</b>                    | 18 May 2026  |
| <b>Applicant/Proponent</b>            | Shire of Victoria Plains                           |
| <b>Officer Disclosure of Interest</b> | Nil  |
| <b>Previous Meeting Reference</b>     | Nil  |
| <b>Prepared by</b>                    | Colin Ashe – Deputy Chief Executive Officer        |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer            |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive Officer            |
| <b>Attachments</b>                    | 1. Monthly Financial Statements - Apr 26 – Page 29 |

### PURPOSE

To receive the monthly financial statements for the period ending 30 Apr 2026.

### BACKGROUND

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

### COMMENT

The shire is broadly on track to meet its budgetary commitments and actuals are comparable to the YTD budget. However there is a continued likely risk the shire will finish the EOFY still in deficit due to the fuel crisis and relatively unknown of Grants Commission funding detailed as:

- On the surface, the fuel crisis appears to not be having an impact but there is a delay firstly on the fuel itself crystallising financially and diesel which is the majority of shire operations continues to be high.
- Whilst the CEO has relayed Grants Commission will be prepaying 80%, it is unknown with any certainty as to '80% of what figure'.

The last activities in the capital program is progressing with a first claim for ESA Tourism Development being received and RRSP now completely finished in May 26. Gillingarra Water projects may need to be carried forward into 26-27.

The current surplus as at 30 Apr 26 is \$2,957,771 against a YTD budget of \$2,878,725, a difference of \$79,046.

### NOTES TO ACCOUNT

The following presents a summary and analysis of the key points in the Apr 26 Financial Statements.

### Note 1 Net Current Funding Position:

This reflects the liquidity of the shire, calculated as current assets less current liabilities, aligning with the Statement of Financial Activity (Rate Setting Statement) amounting to \$2,878,725.

Whilst this is a positive result, some project monies have been received in advance without the offsetting expenditure which has the effect of over-inflating the position. Examples include Mitigation Activity Fund (MAF), ESA Tourism Development and Gillingarra Water Projects.

### Note 2 Cash and Financial Assets:

The current total cash position balance is \$3,739,146 with an Unrestricted Municipal Bank Balance of \$35,839 and \$3,703,307 in Restricted Funding, the latter comprising:

\$720,760 in Reserves.

\$2,982,548 major grant funding received and quarantined fully cash backed. This amount is the Shire of Victoria Plains portion of CEI (see note 11).

### Note 4 – Debtors:

An overall (gross) balance of \$69,352 comprising of:

- \$54,090 in rate debtors analysed below.
- \$1,932 in statutory receivables or pensioner rebate claims lodged with state revenue.
- \$2,086 in sundry debtors inclusive of Fine Enforcement Registry (FER).

In terms of Rate Debtors, this can be further analysed as:

- \$34,131 arrears on instalment plans
- \$15,119 on ad hoc payment plans of which are actively being managed in an attempt to have balances are cleared by 30 Jun 26
- \$18,962 with debt collection services of which half of this is one rate assessment.
- \$1,550 in mining tenements that have been surrendered.

### Note 5 Reserves:

Funds transfer of \$67,309 (net) from Reserves was not undertaken in Apr 26 but has been in May 26.

### Note 6 – Plant Disposals

The CEO vehicle purchase occurred in late Apr 26 and the full transaction will be reflected in the May 26 financial statements. Currently this is \$10,045 under the budgeted change over cost pending this final cost.

### Note 7 – Capital Program

The major expenditure in the capital program has been completed with the remaining items, post budget review expected to be completed by EOFY. Remaining projects can be summarised as follows:

| Item                           | \$        | Comment   |
|--------------------------------|-----------|---|
| Admin Storage and Roller Doors | 22,000    | Completion by 30 Jun 26                         |
| Housing Development            | 4,567,000 | Exp and funding into 26-27 no budget impact     |
| Calingiri Sportsclub           | 25,000    | Completion by 30 Jun 26                         |
| Calingiri Oval Scoreboard      | 80,000    | Completion by 30 Jun 26 (TBC with Club)         |
| Calingiri Playground Equipment | 52,000    | Completion by 31 May 26 (Lotterywest component) |
| Depot Renovations              | 60,000    | Completion by 31 May 26                         |

|                                  |           |   |
|----------------------------------|-----------|---|
| RRSP – Toodyay Bindi             | 2,428,855 | Completed in May 26                     |
| RRSP – WHW                       | 823,540   | Completed in May 26                     |
| Gillingarra Emergency Water CWSP | 86,180    | Indicatively completion by 30 Jun 26    |
| Gillingarra Community Water CWSP | 93,912    | Indicatively completion by 30 Jun 26    |
| Gillingarra Truckfill CWSP       | 128,741   | Indicatively completion by 30 Jun 26    |
| ESA Tourism Development          | 350,000   | Completion by 30 Jun 26, funding offset |

### Note 8 – Loans

Self-Supporting Loan 83 for the Calingiri Football Club and Loan 85 Grader and Roller remain as the final payments for 25-26.

The loan funding for the Graders was deposited into the shires bank account and payment will be made in late May 26. There will be no impact too the 25-26 budget as first repayments will occur in 26-27.

### Note 9 – Payables

All legacy Contingent Liabilities have now been extinguished and whilst there is likely to be a component (Housing Grant CEI) at EOFY, the intent will be to have this cash backed so there is a clear picture on what general revenue funds are at EOFY.

### Note 10 – Grants and Subsidies

Audible line marking was completed on 5 May 26 with the final claim submitted to MRWA. The project is now closed in principle pending communication of any final queries from MRWA.

LRCI final payment was received in Mar 26 and this now officially closes this program in its entirety (but audit will still need to occur).

First milestone for the ESA Tourism Development has been received for \$300,000 and the project is planned to be fully completed and acquitted by 30 Jun 26.

Lotterywest funding to complete the Calingiri Playground surrounds for \$13,132 has been received.

For carried forward water grants, now that council has endorsed the Strategic Water Plan, an invoice has been raised in May 26 for the final payment.

The remaining 25-26 grant applications have the following status:

- Gillingarra Emergency Water – milestone 1 payment received
- Gillingarra Community Water – milestone 1 payment received
- Gillingarra Truckfill – milestone 1 payment received

Under operating grants as earlier advised a further \$\$1,060,349 is budgeted to be received from the Grants Commission by 30 Jun 26. Management is unable to forecast with any certainty what the actual amount will be but anything less will add to the budget deficit.

### Note 11 – Restricted Funds

The table illustrates:

- excess cash backed funds for the subdivision project
- monies owed for RRSP back to the shire; this will only adjust when the final invoice for audible line marking and the final claim to MRWA is made.
- monies received for the ESA Tourism Development Project than needs to be cash backed until invoices are received.
- Water Grants and Lotterywest are expected to be completed shortly and therefore do not need cash backing.

## Note 12 – LRCI Program

This program is now fully complete and acquittal is in progress.

Whilst there is now some further work to be completed on the Calingiri Playground Equipment, this is funded through Lotterywest and outside the scope of LRCI acquittal requirements.

## Note 13 – LGGS Program

Reallocation of budget line items has occurred in consultation with responsible officers with a small amount of expenditure to occur by EOFY. Accordingly, there is no major variance to report.

## Note 14 – Material Variances

Details have been provided with greater granularity on variances with most variances offsetting each other in terms of income and expenditure.

Employee Costs variance is starting to reduce from previous months (\$133,496) to (\$58,717) as the subdivision starts to get full focus. Other variances have been detailed previously and reinforced through this note, remaining relatively static.

## CONSULTATION

Chief Executive Officer, Sean Fletcher.  
Manager Works and Services, Silvio Brenzi.  
Chief Financial Officer, Zoe Clayton.  
Co-ordinator Financial Services, Glenn Deocampo.

## STATUTORY CONTEXT

Local Government (Financial Management) Regulations, 1996 –

r.34 – financial activity statement required each month and details of what is to be included.

## CORPORATE CONTEXT

Local Government (Financial Management) Regulations 1996 –

- r.34 – financial activity statement required each month and details of what is to be included.

## Strategic Business Plan/Corporate Business Plan

| STRATEGIC PRIORITIES                  | WE KNOW WE ARE SUCCEEDING WHEN   |
|---------------------------------------|--|
| <b>4. CIVIC LEADERSHIP</b>            |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance   |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |
|                                       | Councilors attend training and feel supported in their role  |
|                                       | Council is supported by a skilled team   |

## Delegation

Nil

## Policy Implications

Policy Manual –

- 3 Financial Management

## Other Corporate Document

Nil

## Risk Analysis

| Consequence | Consequence Rating:   | Likelihood Rating:                                     | Risk Rating | Risk Acceptance/ Controls   | Mitigation and Outcome   |
|-------------|---|--|-------------|---|--|
| Compliance  | Extreme (5)<br><br>Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers | Unlikely (2)<br><br>The event could occur at some time | High (10)   | Senior Management Team / CEO<br><br>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | Policies and processes including preparation by Finance staff ensure that the residual risk is moderate. |

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

## Officer Recommendation

That Council **RECEIVE** the 30 April 2026 Monthly Financial Statements as presented.

For \_\_\_\_\_ / Against \_\_\_\_\_



Shire of Victoria Plains  
28 Cavell Street  
Calingiri WA 6569  
T +61 (0) 8 9628 7004  
[www.victoriaplains.wa.gov.au](http://www.victoriaplains.wa.gov.au)

**SHIRE OF VICTORIA PLAINS**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 APRIL 2026**

PUBLIC OCM AGENDA

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

**SHIRE OF VICTORIA PLAINS  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 30 APRIL 2026**

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**SHIRE OF VICTORIA PLAINS  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE MONTH ENDED 30 APRIL 2026**

|  | <b>Note</b> | <b>Annual<br/>Budget</b> | <b>Amended<br/>Budget</b> | <b>YTD<br/>Budget</b> | <b>YTD<br/>Actual</b> |
|--|-------------|--------------------------|---------------------------|-----------------------|-----------------------|
|  |             | <b>\$</b>                |                           | <b>\$</b>             | <b>\$</b>             |
| <b>Revenue</b>                                   |             |                          |                           |                       |                       |
| Rates  |             | 4,135,598                | 4,080,477                 | 4,080,477             | 4,068,191             |
| Grants, subsidies and contributions              | 10b         | 2,272,986                | 2,272,986                 | 1,030,095             | 1,027,641             |
| Fees and charges                                 |             | 309,923                  | 246,959                   | 226,432               | 253,323               |
| Interest revenue                                 |             | 72,744                   | 72,744                    | 46,285                | 72,557                |
| Other revenue                                    |             | 38,960                   | 101,924                   | 96,507                | 174,813               |
|  |             | <u>6,830,211</u>         | <u>6,775,090</u>          | <u>5,479,796</u>      | <u>5,596,525</u>      |
| <b>Expenses</b>                                  |             |                          |                           |                       |                       |
| Employee costs                                   |             | (2,058,532)              | (2,091,812)               | (1,743,177)           | (1,801,895)           |
| Materials and contracts                          |             | (2,615,003)              | (2,580,044)               | (1,926,640)           | (1,824,320)           |
| Utility charges                                  |             | (118,350)                | (124,929)                 | (99,733)              | (89,827)              |
| Depreciation                                     |             | (3,673,554)              | (3,673,554)               | (3,061,295)           | (3,052,717)           |
| Finance costs                                    |             | (50,377)                 | (50,377)                  | (47,913)              | (35,042)              |
| Insurance  |             | (195,445)                | (195,445)                 | (195,445)             | (206,120)             |
| Other expenditure                                |             | (218,676)                | (218,676)                 | (145,138)             | (139,585)             |
|  |             | <u>(8,929,937)</u>       | <u>(8,934,837)</u>        | <u>(7,219,341)</u>    | <u>(7,149,506)</u>    |
|  |             | <u>(2,099,726)</u>       | <u>(2,159,747)</u>        | <u>(1,739,545)</u>    | <u>(1,552,981)</u>    |
| Capital grants, subsidies and contributions      | 10a         | 11,944,564               | 11,484,147                | 7,299,754             | 7,308,753             |
| Profit on asset disposals                        | 6           | 76,764                   | 75,073                    | 57,192                | 74,052                |
| Loss on asset disposals                          | 6           | (7,102)                  | (20,037)                  | (17,985)              | -                     |
|  |             | <u>12,014,226</u>        | <u>11,539,184</u>         | <u>7,338,961</u>      | <u>7,382,805</u>      |
| <b>Net result for the period</b>                 |             | <b>9,914,500</b>         | <b>9,379,437</b>          | <b>5,599,416</b>      | <b>5,829,824</b>      |
| <b>Total comprehensive income for the period</b> |             | <b>9,914,500</b>         | <b>9,379,437</b>          | <b>5,599,416</b>      | <b>5,829,824</b>      |

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

SHIRE OF VICTORIA PLAINS  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE MONTH ENDED 30 APRIL 2026

|  | Note | Annual<br>Budget | Amended<br>Budget | YTD<br>Budget    | YTD<br>Actual    |
|--|------|------------------|-------------------|------------------|------------------|
|  |      | \$               |                   | \$               | \$               |
| <b>OPERATING ACTIVITIES</b>  |      |                  |                   |                  |                  |
| <b>Revenue from operating activities</b>                                 |      |                  |                   |                  |                  |
| General rates  |      | 4,135,598        | 4,080,477         | 4,080,477        | 4,068,191        |
| Grants, subsidies and contributions                                      | 10b  | 2,272,986        | 2,272,986         | 1,030,095        | 1,027,641        |
| Fees and charges   |      | 309,923          | 246,959           | 226,432          | 253,323          |
| Interest revenue   |      | 72,744           | 72,744            | 46,285           | 72,557           |
| Other revenue  |      | 38,960           | 101,924           | 96,507           | 174,813          |
| Profit on asset disposals  | 6    | 76,764           | 75,073            | 57,192           | 74,052           |
|  |      | 6,906,975        | 6,850,164         | 5,536,988        | 5,670,577        |
| <b>Expenditure from operating activities</b>                             |      |                  |                   |                  |                  |
| Employee costs   |      | (2,058,532)      | (2,091,812)       | (1,743,177)      | (1,801,895)      |
| Materials and contracts  |      | (2,615,003)      | (2,580,044)       | (1,926,640)      | (1,824,320)      |
| Utility charges  |      | (118,350)        | (124,929)         | (99,733)         | (89,827)         |
| Depreciation   |      | (3,673,554)      | (3,673,554)       | (3,061,295)      | (3,052,717)      |
| Finance costs  |      | (50,377)         | (50,377)          | (47,913)         | (35,042)         |
| Insurance  |      | (195,445)        | (195,445)         | (195,445)        | (206,120)        |
| Other expenditure  |      | (218,676)        | (218,676)         | (145,138)        | (139,585)        |
| Loss on asset disposals  | 6    | (7,102)          | (20,037)          | (17,985)         | -                |
|  |      | (8,937,039)      | (8,954,873)       | (7,237,326)      | (7,149,506)      |
| Non-cash amounts excluded from operating activities                      | 1    | 3,603,893        | 3,618,518         | 3,022,089        | 2,978,665        |
| <b>Amount attributable to operating activities</b>                       |      | 1,573,829        | 1,513,808         | 1,321,750        | 1,499,736        |
| <b>INVESTING ACTIVITIES</b>  |      |                  |                   |                  |                  |
| <b>Inflows from investing activities</b>                                 |      |                  |                   |                  |                  |
| Capital grants, subsidies and contributions                              | 10a  | 11,944,564       | 11,484,147        | 7,299,754        | 7,308,753        |
| Proceeds from disposal of assets   | 6    | 280,500          | 265,875           | 276,563          | 174,009          |
| Proceeds from financial assets at amortised cost - self-supporting loans |      | 23,872           | 23,872            | 11,787           | 11,307           |
|  |      | 12,248,936       | 11,773,894        | 7,588,104        | 7,494,069        |
| <b>Outflows from investing activities</b>                                |      |                  |                   |                  |                  |
| Acquisition of property, plant and equipment                             | 7    | (7,532,772)      | (8,085,049)       | (931,249)        | (934,642)        |
| Acquisition of infrastructure  | 7    | (5,403,522)      | (4,991,919)       | (3,835,491)      | (3,832,974)      |
|  |      | (12,936,294)     | (13,076,968)      | (4,766,740)      | (4,767,616)      |
| Non-cash amounts excluded from investing activities                      |      | -                | -                 | -                | -                |
| <b>Amount attributable to investing activities</b>                       |      | (687,358)        | (1,303,074)       | 2,821,364        | 2,726,453        |
| <b>FINANCING ACTIVITIES</b>  |      |                  |                   |                  |                  |
| <b>Inflows from financing activities</b>                                 |      |                  |                   |                  |                  |
| Proceeds from borrowings   | 8    | -                | 750,000           | -                | -                |
| Transfers from reserve accounts  | 5    | 77,309           | 67,309            | -                | -                |
|  |      | 77,309           | 817,309           | -                | -                |
| <b>Outflows from financing activities</b>                                |      |                  |                   |                  |                  |
| Repayment of borrowings  | 8    | (288,565)        | (288,565)         | (276,480)        | (276,000)        |
| Transfers to reserve accounts  | 5    | (40,000)         | (30,000)          | (25,000)         | (7,538)          |
|  |      | (328,565)        | (318,565)         | (301,480)        | (283,538)        |
| Non-cash amounts excluded from financing activities                      |      | -                | -                 | -                | (21,973)         |
| <b>Amount attributable to financing activities</b>                       |      | (251,256)        | 498,744           | (301,480)        | (305,511)        |
| <b>MOVEMENT IN SURPLUS OR DEFICIT</b>                                    |      |                  |                   |                  |                  |
| <b>Surplus or deficit at the start of the financial year</b>             |      | (925,728)        | (962,909)         | (962,909)        | (962,909)        |
| Amount attributable to operating activities                              |      | 1,573,829        | 1,513,808         | 1,321,750        | 1,499,736        |
| Amount attributable to investing activities                              |      | (687,358)        | (1,303,074)       | 2,821,364        | 2,726,454        |
| Amount attributable to financing activities                              |      | (251,256)        | 498,744           | (301,480)        | (305,511)        |
| <b>Surplus or deficit after imposition of general rates</b>              |      | <b>(290,513)</b> | <b>(253,431)</b>  | <b>2,878,725</b> | <b>2,957,771</b> |

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

**SHIRE OF VICTORIA PLAINS  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 APRIL 2026**

|                                      | Note | 25/26<br>\$        | 24/25<br>\$        |
|--------------------------------------|------|--------------------|--------------------|
| <b>CURRENT ASSETS</b>                |      |                    |                    |
| Cash and cash equivalents            | 2    | 3,739,146          | 1,241,602          |
| Trade and other receivables          | 4a   | 42,847             | 239,754            |
| Other financial assets               |      | 15,237             | 624,571            |
| Inventories                          |      | 57,133             | 48,342             |
| Other assets                         |      | 79,009             | 204,406            |
| <b>TOTAL CURRENT ASSETS</b>          |      | <b>3,933,373</b>   | <b>2,358,674</b>   |
| <b>NON-CURRENT ASSETS</b>            |      |                    |                    |
| Trade and other receivables          | 4b   | 17,050             | 17,050             |
| Other financial assets               |      | 134,725            | 134,725            |
| Property, plant and equipment        |      | 13,048,193         | 12,764,735         |
| Infrastructure                       |      | 129,976,173        | 128,644,690        |
| <b>TOTAL NON-CURRENT ASSETS</b>      |      | <b>143,176,142</b> | <b>141,561,201</b> |
| <b>TOTAL ASSETS</b>                  |      | <b>147,109,514</b> | <b>143,919,875</b> |
| <b>CURRENT LIABILITIES</b>           |      |                    |                    |
| Trade and other payables             | 9a   | 180,772            | 2,022,628          |
| Other liabilities                    | 9b   | 1,154              | 324,453            |
| Borrowings                           | 8    | 15,237             | 313,210            |
| Employee related provisions          |      | 57,767             | 234,825            |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <b>254,930</b>     | <b>2,895,116</b>   |
| <b>NON-CURRENT LIABILITIES</b>       |      |                    |                    |
| Borrowings                           | 8    | 1,015,011          | 1,015,011          |
| Employee related provisions          |      | 49,610             | 49,610             |
| <b>TOTAL NON-CURRENT LIABILITIES</b> |      | <b>1,064,621</b>   | <b>1,064,621</b>   |
| <b>TOTAL LIABILITIES</b>             |      | <b>1,319,551</b>   | <b>3,959,737</b>   |
| <b>NET ASSETS</b>                    |      | <b>145,789,963</b> | <b>139,960,137</b> |
| <b>EQUITY</b>                        |      |                    |                    |
| Retained surplus                     |      | 16,547,834         | 16,547,834         |
| Net Result - Comprehensive Income    |      | 5,829,824          |                    |
| Transfers to (from) Reserves         |      | (7,538)            |                    |
| Reserve accounts                     | 5    | 720,671            | 713,133            |
| Revaluation surplus                  |      | 122,699,172        | 122,699,170        |
| <b>TOTAL EQUITY</b>                  |      | <b>145,789,963</b> | <b>139,960,137</b> |

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

SHIRE OF VICTORIA PLAINS  
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
 FOR THE MONTH ENDED 30 APRIL 2026

Note 1

Determination of Surplus or Deficit

|  |   | 25/26  | 25/26     | 24/25       |             |
|--|---|--------|-----------|-------------|-------------|
| Note   | Actual  | Budget | Actual    |             |             |
|  | \$  | \$     | \$        | \$          |             |
| <b>(a) Non-cash amounts excluded from operating activities</b>   |   |        |           |             |             |
| The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.  |   |        |           |             |             |
| Adjustments to operating activities  |   |        |           |             |             |
|  | Less: Profit on asset disposals   | 6      | (74,052)  | (76,764)    | (31,253)    |
|  | Less: Fair value adjustments to financial assets at fair value through profit or loss |        | -         | -           | (62,378)    |
|  | Add: Loss on disposal of assets   | 6      | -         | 7,102       | 51,652      |
|  | Add: Depreciation   |        | 3,052,717 | 3,673,554   | 3,112,667   |
| Non-cash movements in non-current assets and liabilities:  |   |        |           |             |             |
|  | Pensioner deferred rates  |        | -         | -           | (3,641)     |
|  | Employee benefit provisions   |        | -         | -           | (7,166)     |
| <b>Non-cash amounts excluded from operating activities</b>   |   |        |           |             |             |
|  |   |        | 2,978,665 | 3,603,893   | 3,059,881   |
| <b>(b) Surplus or deficit after imposition of general rates</b>  |   |        |           |             |             |
| The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates. |   |        |           |             |             |
| <b>Adjustments to net current assets</b>   |   |        |           |             |             |
|  | Less: Reserve accounts  | 5      | (720,671) | (675,824)   | (713,133)   |
|  | Less: Financial assets at amortised cost - self supporting loans                      | 8      | (15,237)  | 23,872      | (26,544)    |
|  | Add: Current liabilities not expected to be cleared at end of year                    |        | -         | -           | -           |
|  | Current portion of borrowings   | 8      | 15,237    | 288,566     | 313,211     |
| <b>Total adjustments to net current assets</b>   |   |        |           |             |             |
|  |   |        | (720,671) | (363,386)   | (426,467)   |
| <b>Net Current Assets used in the Statement of Financial Activity</b>  |   |        |           |             |             |
|  | Total Current Assets  |        | 3,933,373 | 1,393,107   | 2,182,328   |
|  | Less: Total current liabilities   |        | (254,930) | (1,320,234) | (2,718,771) |
|  | Less: Total adjustments to net current assets   |        | (720,671) | (363,386)   | (426,467)   |
| <b>Surplus or deficit after imposition of general rates</b>  |   |        |           |             |             |
|  |   |        | 2,957,771 | (290,513)   | (962,909)   |

PUBLIC OCM AGENDA

SHIRE OF VICTORIA PLAINS  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDING 30 APRIL 2026

Note 2

Cash and Cash Equivalents

| Description                            | Unrestricted  | Restricted       | Total            | Institutions          | Interest Rate | Maturity Date     |
|--|---------------|------------------|------------------|-----------------------|---------------|-------------------|
|  | \$            | \$               | \$               |                       |               |                   |
| Petty Cash                             | 700           |                  | 700              | N/A                   | Nil           | On Hand           |
| Municipal Funds Bank                   | 34,323        |                  | 34,323           | Bendigo Bank/Commbank | 0.00%         | At Call           |
| Restricted Funding                     |               | 2,982,548        | 2,982,548        | Commbank              | 4.68%/3%      | 9/06/2026/At Call |
| Muni Savings                           | 816           |                  | 816              | Commbank              | 0.90%         | At Call           |
|  | <b>35,839</b> | <b>2,982,548</b> | <b>3,018,387</b> |                       |               |                   |
| <b>RESERVES</b>                        |               |                  |                  |                       |               |                   |
| Reserve Savings Bank Account           |               | 115,936          | 115,936          | Commbank              | 3.00%         | At Call           |
| Reserves - Term Deposits               |               | 604,824          | 604,824          | Bendigo Bank          | 3.80%         | 5/05/2026         |
|  |               | <b>720,760</b>   | <b>720,760</b>   |                       |               |                   |
| <b>Total Cash and Cash Rquivalents</b> | <b>35,839</b> | <b>3,703,307</b> | <b>3,739,146</b> |                       |               |                   |

Note 3

Bonds and Deposits Held

Funds held as a bond or holding account with the Shire

| Description                        | Closing Balance<br>30-Apr-26<br>\$ | Opening Balance<br>30-Jun-25<br>\$ |
|------------------------------------|------------------------------------|------------------------------------|
| Tip Key Bond                       | 2,172                              | 1,964                              |
| Gym Memberships                    | 3,045                              | 2,721                              |
| Toilet Bond                        | 1,940                              | 1,940                              |
| Hall Bond                          | 1,125                              | 1,125                              |
| Nomination fee                     | -                                  | -                                  |
| GSRC Gillingarra Church Legal Fees | 5,000                              | 5,000                              |
| Other                              | 2,280                              | 2,280                              |
| BCITF                              | -                                  | 160                                |
| <b>Total Funds Held</b>            | <b>15,561</b>                      | <b>15,190</b>                      |

PUBLIC OCM AGENDA

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 4

Trade and Other Receivables

| (a) Current Assets                          | 30-Apr-26     | 30-Jun-25      |
|---|---------------|----------------|
|   | \$            | \$             |
| Debtor - Rates                              | 54,090        | 52,012         |
| Expected Credit Loss (Allowance)            | (15,262)      | (15,261)       |
| Other Statutory Receivables                 | 1,932         | -              |
| Debtors - Sundry (Trade Receivables)        | 2,086         | 200,866        |
| GST Receivable                              | -             | -              |
| Receivables for Employee Related Provisions | -             | 2,137          |
| <b>Total Trade and other Receivables</b>    | <b>42,847</b> | <b>239,754</b> |

| Debtors - Sundry (Trade Receivables) | 30-Apr-26    | 30-Jun-25      |
|--------------------------------------|--------------|----------------|
|                                      | \$           | \$             |
| 01-30 Days                           | -            | 199,094        |
| 31-61 Days                           | -            | 172            |
| 62-89 Days                           | 50           | -              |
| 90-120 Days                          | 1,100        | -              |
| After 120 Days                       | 936          | 1,600          |
| <b>Total Trade Receivables</b>       | <b>2,086</b> | <b>200,866</b> |

| Debtors - Rates Analysis               |                  |                  |
|--|------------------|------------------|
| Closing balances - prior year          | 52,012           | 36,344           |
| Prepaid / Unallocated Rates            | 0                | -                |
| All Rates levied this year             | 4,068,191        | 3,922,567        |
| Less: Closing balances - current month | 54,090           | 52,012           |
| <b>Total Rates Collected to date</b>   | <b>4,066,112</b> | <b>3,906,899</b> |
| <b>% collected</b>                     | <b>99%</b>       | <b>99%</b>       |

|  |               |               |
|--|---------------|---------------|
| Instalment Plans                           | 34,131        |               |
| Adhoc Payment Arrangement                  | 15,119        | 26,684        |
| Debt Collection with AMPAC                 | 18,962        | 6,145         |
| Rates paid in Advance                      | (16,200)      | -             |
| Final notices sent out                     |               | 18,979        |
| Mining Tenements waiting to be written off | 1,550         | -             |
| Small amounts                              | 529           | 204           |
| <b>Total</b>                               | <b>54,090</b> | <b>52,012</b> |

(b) Non Current Assets

|                |               |               |
|----------------|---------------|---------------|
| Deferred Rates | <b>17,050</b> | <b>17,050</b> |
|----------------|---------------|---------------|

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 5  
Cash Reserves

| Reserve                        | Opening Balance<br>1/07/2025 | Transfer From     |                   | Interest Received |                   | Transfer To       |                   | Closing Balance      |                      |
|--------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|
|                                |                              | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>30/04/2026 | Budget<br>30/06/2026 |
|                                | \$                           | \$                | \$                | \$                | \$                | \$                | \$                | \$                   | \$                   |
| Long Service Leave             | 4,856                        | -                 | -                 | 51                | 204               | -                 | -                 | 4,907                | 5,060                |
| Plant                          | 27,740                       | -                 | -                 | 293               | 1,165             | -                 | -                 | 28,033               | 28,905               |
| Housing                        | 154,489                      | -                 | (10,000)          | 1,633             | 6,499             | -                 | -                 | 156,122              | 150,988              |
| Sewerage Scheme - Calingiri    | 53,648                       | -                 | -                 | 567               | 2,257             | -                 | -                 | 54,215               | 55,905               |
| Refuse Site                    | 275,379                      | -                 | -                 | 690               | 11,585            | -                 | -                 | 276,069              | 286,964              |
| Building Maintenance           | 57,930                       | -                 | (67,309)          | 1,047             | 2,437             | -                 | 10,000            | 58,977               | 3,058                |
| Infrastructure                 | 100,516                      | -                 | -                 | 118               | 4,229             | -                 | -                 | 100,634              | 104,745              |
| Gymnasium                      | 8,038                        | -                 | -                 | 237               | 338               | -                 | -                 | 8,275                | 8,376                |
| Sewerage Scheme Reserve- Yerec | 22,909                       | -                 | -                 | 2,820             | 964               | -                 | -                 | 25,729               | 23,873               |
| Unallocated Monies             | 7,628                        | -                 | -                 | 81                | 321               | -                 | -                 | 7,709                | 7,949                |
| <b>Total Cash Reserves</b>     | <b>713,133</b>               | <b>-</b>          | <b>(77,309)</b>   | <b>7,538</b>      | <b>30,000</b>     | <b>-</b>          | <b>10,000</b>     | <b>720,671</b>       | <b>675,823</b>       |

Objective of Reserves

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

| Reserve Name                | Term    | Purpose  |
|-----------------------------|---------|--|
| Long Service Leave          | Ongoing | to be used to fund annual and long service leave requirements  |
| Plant                       | Ongoing | to be used for the purchase of major plant   |
| Housing                     | Ongoing | to be used for the procurement of staff housing  |
| Sewerage Scheme - Calingiri | Ongoing | to be used to maintain and improve the Calingiri sewerage scheme   |
| Refuse Site                 | Ongoing | to be used to fund future refuse site development  |
| Building Maintenance        | Ongoing | to be used for the long term maintenance of Shire buildings  |
| Infrastructure              | Ongoing | to be used for future infrastructure development to ensure long term Shire sustainability                          |
| Gymnasium                   | Ongoing | to be used for future purchases and replacement of gymnasium equipment   |
| Sewerage Scheme - Yerecoin  | Ongoing | to be used to maintain and improve the Yerecoin sewerage scheme  |
| Unallocated Monies          | Ongoing | future refund or allocation once identified or transferred to shire general revenue after statutory period expiry. |

The reserves are not expected to be used within a set period and further transfers to the reserve accounts are expected as funds are utilised.  
There are no reserves restricted by legislation.

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 6

Disposal of Assets

| Class of Asset & Program                 | Proceeds from Sale |                | Cost of Replacement Asset |                | Net Cost for Change Over |                | Written Down Value |                | Profit/(Loss) on Disposal |               |                  |                 |
|--|--------------------|----------------|---------------------------|----------------|--------------------------|----------------|--------------------|----------------|---------------------------|---------------|------------------|-----------------|
|  | Actual \$          | Budget \$      | Actual \$                 | Budget \$      | Actual                   | Budget \$      | Actual             | Budget \$      | Actual (Profit)           | Actual (Loss) | Budget Profit \$ | Budget Loss \$  |
|  | 2025/26            | 2025/26        | 2025/26                   | 2025/26        | 2025/26                  | 2025/26        | 2025/26            | 2025/26        | 2025/26                   | 2025/26       | 2025/26          | 2025/26         |
|  | \$                 | \$             | \$                        | \$             | \$                       | \$             | \$                 | \$             | \$                        | \$            | \$               | \$              |
| <b>Plant &amp; Equipment</b>             |                    |                |                           |                |                          |                |                    |                |                           |               |                  |                 |
| <b>Governance</b>                        |                    |                |                           |                |                          |                |                    |                |                           |               |                  |                 |
| CEO Vehicle                              | -                  | 80,000         | -                         | 100,000        | -                        | 20,000         | -                  | 62,119         | -                         | -             | 17,881           |                 |
| DCEO Vehicle                             | 50,276             | 50,276         | 69,550                    | 69,550         | 19,274                   | 19,274         | 44,174             | 54,963         | 6,102                     |               |                  | (4,687)         |
| <b>Transport</b>                         |                    |                |                           |                |                          |                |                    |                |                           |               |                  |                 |
| PEX01 - Caterpillar Excavator 311D-LRR   | 39,197             | 39,197         | 137,400                   | 140,000        | 98,203                   | 100,803        | 3,424              | 18,115         | 35,773                    | -             | 21,082           |                 |
| Snap on Hydraulic Claw                   | -                  | 500            | 20,800                    | 20,800         | 20,800                   | 20,300         | -                  | 2,551          | -                         |               |                  | (2,051)         |
| PM09 - Kubota ZD1211-60 Mower VP71       | 16,816             | 16,816         | 17,842                    | 18,000         | 1,026                    | 1,184          | 8,379              | 10,050         | 8,437                     | -             | 6,766            |                 |
| PTK23 - Mitsubishi Canter Table Top VP49 | 23,635             | 35,000         | 112,971                   | 112,971        | 89,336                   | 77,971         | -                  | 5,656          | 23,635                    | -             | 29,344           |                 |
| Ford Ranger Wildtrak WM VP000            | 44,086             | 44,086         | 75,848                    | 75,000         | 31,762                   | 30,914         | 43,981             | 57,384         | 105                       | -             |                  | (13,298)        |
| <b>Totals Disposal of Assets</b>         | <b>174,009</b>     | <b>265,875</b> | <b>434,411</b>            | <b>536,321</b> | <b>260,401</b>           | <b>270,446</b> | <b>99,958</b>      | <b>210,838</b> | <b>74,052</b>             | <b>-</b>      | <b>75,073</b>    | <b>(20,036)</b> |

PUBLIC COMMENT

SHIRE OF VICTORIA PLAINS  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDING 30 APRIL 2026

Note 7

Capital Acquisitions

| Program/Sub-program                             | Non-Infrastructure |                   |                   |                   |                       |                   | Infrastructure    |                   |                   |                   | TOTAL             |                   |  |
|---|--------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|
|   | Land & Buildings   |                   | Plant & Equipment |                   | Furniture & Equipment |                   | Roads             |                   | Other             |                   | Actual<br>2025/26 | Budget<br>2025/26 |  |
|   | Actual<br>2025/26  | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26     | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 |                   |                   |  |
| <b>Governance</b>                               |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |  |
| Admin Storage and Roller Doors                  | -                  | 22,000            |                   |                   |                       |                   |                   |                   |                   |                   | -                 | 22,000            |  |
| CEO Vehicle (VP0)                               |                    |                   | 100,468           | 100,000           |                       |                   |                   |                   |                   |                   | 100,468           | 100,000           |  |
| DCEO Vehicle (VP00)                             |                    |                   | 69,550            | 69,550            |                       |                   |                   |                   |                   |                   | 69,550            | 69,550            |  |
| <b>Law, Order and Public Safety</b>             |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |  |
| Disaster Ready Generators                       |                    |                   | -                 | -                 |                       |                   |                   |                   |                   |                   | -                 | -                 |  |
| Disaster Ready Bores                            |                    |                   | -                 | -                 |                       |                   |                   |                   |                   |                   | -                 | -                 |  |
| <b>Housing</b>                                  |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |  |
| Staff Housing Development - HSP2                | 203,002            | 4,567,000         |                   |                   |                       |                   |                   |                   |                   |                   | 203,002           | 4,567,000         |  |
| Staff Housing Development - HSP1                | 24,778             | 27,000            |                   |                   |                       |                   |                   |                   |                   |                   | 24,778            | 27,000            |  |
| Air Conditioner - 12 Harrington St              |                    |                   |                   |                   | 12,700                | 15,000            |                   |                   |                   |                   | 12,700            | 15,000            |  |
| <b>Recreation and Culture</b>                   |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |  |
| Calingiri Pavilion Boiler                       | 27,309             | 27,309            |                   |                   |                       |                   |                   |                   |                   |                   | 27,309            | 27,309            |  |
| Calingiri Sportsclub                            | -                  | 25,000            |                   |                   |                       |                   |                   |                   |                   |                   | -                 | 25,000            |  |
| Mogumber Toilets                                | 13,697             | 12,000            |                   |                   |                       |                   |                   |                   |                   |                   | 13,697            | 12,000            |  |
| Calingiri Oval Scoreboard                       |                    |                   |                   |                   | 487                   | 80,000            |                   |                   |                   |                   | 487               | 80,000            |  |
| Calingiri War Memorial                          |                    |                   |                   |                   |                       |                   |                   | 20,602            | 22,000            |                   | 20,602            | 22,000            |  |
| Calingiri Playground Equipment                  |                    |                   |                   |                   |                       |                   |                   | 52,297            | 52,000            |                   | 52,297            | 52,000            |  |
| Calingiri Sportsground Lighting                 |                    |                   |                   |                   |                       |                   |                   | 22,835            | 22,471            |                   | 22,835            | 22,471            |  |
| Calingiri Youth Park                            |                    |                   |                   |                   |                       |                   |                   | 11,000            | 11,425            |                   | 11,000            | 11,425            |  |
| Bolgart Skatepark                               |                    |                   |                   |                   |                       |                   |                   | 5,868             | 5,000             |                   | 5,868             | 5,000             |  |
| <b>Transport</b>                                |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |  |
| Depot Renovations                               | 43,182             | 60,000            |                   |                   |                       |                   |                   |                   |                   |                   | 43,182            | 60,000            |  |
| Depot Carpark LRC                               | 17,294             | 15,000            |                   |                   |                       |                   |                   |                   |                   |                   | 17,294            | 15,000            |  |
| PEX01 - Caterpillar Excavator 311D-LRR          |                    |                   | 137,400           | 140,000           |                       |                   |                   |                   |                   |                   | 137,400           | 140,000           |  |
| Snap on Hydraulic Claw                          |                    |                   | 20,800            | 20,800            |                       |                   |                   |                   |                   |                   | 20,800            | 20,800            |  |
| PM09 - Kubota ZD1211-60 Mower VP71              |                    |                   | 17,842            | 18,000            |                       |                   |                   |                   |                   |                   | 17,842            | 18,000            |  |
| PTK23 - Mitsubishi Canter Table Top VP49        |                    |                   | 112,971           | 112,971           |                       |                   |                   |                   |                   |                   | 112,971           | 112,971           |  |
| PWV75 - Ford Ranger Wildtrak WM VP000           |                    |                   | 75,848            | 75,000            |                       |                   |                   |                   |                   |                   | 75,848            | 75,000            |  |
| Digital Speed Signs                             |                    |                   | 23,895            | 25,000            |                       |                   |                   |                   |                   |                   | 23,895            | 25,000            |  |
| Depot Utility (2WD)                             |                    |                   | 33,419            | 33,419            |                       |                   |                   |                   |                   |                   | 33,419            | 33,419            |  |
| Footpaths                                       |                    |                   |                   |                   |                       |                   |                   | 16,900            | 16,900            |                   | 16,900            | 16,900            |  |
| Grader 1 - 2026 John Deere 620 GP Motor         |                    |                   |                   | 375,000           |                       |                   |                   |                   |                   |                   |                   | 375,000           |  |
| Grader 2 - 2026 John Deere 620 GP Motor         |                    |                   |                   | 375,000           |                       |                   |                   |                   |                   |                   |                   | 375,000           |  |
| Truck Parking Bay - Mogumber                    |                    |                   |                   |                   |                       |                   |                   | -                 | 10,000            |                   | -                 | 10,000            |  |
| Truck Parking Bay - Yerecoin                    |                    |                   |                   |                   |                       |                   |                   | 10,120            | 10,120            |                   | 10,120            | 10,120            |  |
| <b>Roadworks - Regional Road Safety Program</b> |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |  |
| Toodyay - Bindi Bindi Rd Nth (RRSP)             |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   | 2,093,476         | 2,428,855         |  |
| Wongan Hills Waddington Road (RRSP)             |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   | 661,465           | 823,540           |  |
| <b>Roadworks - Roads to Recovery Funded</b>     |                    |                   |                   |                   |                       |                   |                   |                   |                   |                   |                   |                   |  |

SHIRE OF VICTORIA PLAINS  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDING 30 APRIL 2026

Note 7

Capital Acquisitions

| Program/Sub-program                      | Non-Infrastructure              |                   |                   |                   |                       |                   | Infrastructure    |                   |                             |                   | TOTAL             |                   |
|--|---------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|-------------------|-----------------------------|-------------------|-------------------|-------------------|
|  | Land & Buildings                |                   | Plant & Equipment |                   | Furniture & Equipment |                   | Roads             |                   | Other                       |                   | Actual<br>2025/26 | Budget<br>2025/26 |
|  | Actual<br>2025/26               | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26     | Budget<br>2025/26 | Actual<br>2025/26 | Budget<br>2025/26 | Actual<br>2025/26           | Budget<br>2025/26 |                   |                   |
| Yerecoin Sth East Rd                     |                                 |                   |                   |                   |                       |                   | 783,412           | 783,412           |                             |                   | 783,412           | 783,412           |
| Bolgart East Rd Seal - renewal           |                                 |                   |                   |                   |                       |                   | 77,797            | 77,797            |                             |                   | 77,797            | 77,797            |
| Poincare St - Seal renewal               |                                 |                   |                   |                   |                       |                   | 48,437            | 48,437            |                             |                   | 48,437            | 48,437            |
| Cavell St and Haig Intersection          |                                 |                   |                   |                   |                       |                   | 12,427            | 12,427            |                             |                   | 12,427            | 12,427            |
| Calingiri New Norcia Rd - reconstruction |                                 |                   |                   |                   |                       |                   | 3,823             | 3,823             |                             |                   | 3,823             | 3,823             |
| <b>Economic Development</b>              |                                 |                   |                   |                   |                       |                   |                   |                   |                             |                   |                   |                   |
| Victoria Plains Central Precinct         | -                               | 1,890,000         |                   |                   |                       |                   |                   |                   |                             |                   | -                 | 1,890,000         |
| Gillingarra Emergency Water CWSP         |                                 |                   |                   |                   |                       |                   |                   |                   | 3,898                       | 86,180            | 3,898             | 86,180            |
| Gillingarra Community Water CWSP         |                                 |                   |                   |                   |                       |                   |                   |                   | -                           | 93,912            |                   | 93,912            |
| Gillingarra Truckfill CWSP               |                                 |                   |                   |                   |                       |                   |                   |                   | -                           | 128,741           |                   | 128,741           |
| ESA Tourism Development                  |                                 |                   |                   |                   |                       |                   |                   |                   | 161                         | 350,000           | 161               | 350,000           |
| Bore Development - Goudge / Parker Rd    |                                 |                   |                   |                   |                       |                   |                   |                   | 8,455                       | 4,879             | 8,455             | 4,879             |
| <b>Totals</b>                            | 329,262                         | 6,645,309         | 592,193           | 1,344,740         | 13,187                | 95,000            | 3,680,838         | 4,178,291         | 152,136                     | 813,628           | 4,767,616         | 13,076,968        |
|  | <b>TOTAL NON-INFRASTRUCTURE</b> |                   |                   |                   |                       |                   | 934,642           | 8,085,049         | <b>TOTAL INFRASTRUCTURE</b> |                   | 3,832,974         | 4,991,919         |

Completed

PUBLIC DOCUMENT

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 8  
Borrowings

| No. | Loan Details                 | Amount<br>Outstanding<br>1/07/2025 | New Loans       |                 | Interest Repayments |                   | Principal Repayments |                   | Principal<br>Outstanding<br>30/04/2026 |
|-----|------------------------------|------------------------------------|-----------------|-----------------|---------------------|-------------------|----------------------|-------------------|--|
|     |                              |                                    | Actual<br>23/24 | Budget<br>23/24 | Actual<br>2025/26   | Budget<br>2025/26 | Actual<br>2025/26    | Budget<br>2025/26 |  |
|     |                              | \$                                 |                 |                 | \$                  | \$                | \$                   | \$                | \$                                     |
|     | <b>Self Supporting Loans</b> |                                    |                 |                 |                     |                   |                      |                   |  |
| 83  | Calingiri Football Club      | 101,555                            |                 |                 | (3,292)             | (4,928)           | (11,307)             | (23,872)          | 90,248                                 |
|     | <b>Other Loans</b>           |                                    |                 |                 |                     |                   |                      |                   |  |
| 84  | Piawaning Water Supply       | 29,088                             |                 |                 | (605)               | (605)             | (19,272)             | (19,272)          | 9,816                                  |
| 85  | Grader and Roller            | 60,890                             |                 |                 | (430)               | (430)             | (40,508)             | (40,508)          | 20,383                                 |
| 87  | Plant Replacement            | 1,114,716                          |                 |                 | (44,413)            | (44,413)          | (204,914)            | (204,914)         | 909,802                                |
| 88  | Plant Replacement - Graders  |                                    |                 | 750,000         |                     |                   |                      |                   | -                                      |
|     | <b>Total Borrowings</b>      | <b>1,306,249</b>                   | -               | <b>750,000</b>  | <b>(48,740)</b>     | <b>(50,376)</b>   | <b>(276,000)</b>     | <b>(288,566)</b>  | <b>1,030,249</b>                       |
|     | Current Loan Liability       | 291,238                            |                 |                 |                     |                   |                      |                   | 15,237                                 |
|     | Non-Current Loan Liability   | 1,015,011                          |                 |                 |                     |                   |                      |                   | 1,015,011                              |
|     | <b>Total Loan Liability</b>  | <b>1,306,249</b>                   |                 |                 |                     |                   |                      |                   | <b>1,030,249</b>                       |

PUBLIC OCM AGENDA

SHIRE OF VICTORIA PLAINS  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDING 30 APRIL 2026

Note 9

Payables

(a) Trade and other payables

|                               | 2026           | 2025             |
|-------------------------------|----------------|------------------|
| <b>Current</b>                | \$             | \$               |
| Sundry creditors              | 164,546        | 1,796,712        |
| Prepaid Rates                 | -              | 56,547           |
| Accrued Salaries and Wages    | -              | 61,708           |
| Bonds and Deposits Held       | 15,561         | 15,190           |
| Accrued Expenses              | -              | 78,538           |
| BSL/Payroll clearing/rounding | 665            | -                |
| ATO GST payable               | -              | 12,947           |
| DoTransport Licensing         | -              | 986              |
|                               | <b>180,772</b> | <b>2,022,627</b> |

(b) Other Liabilities

|                        | 2026         | 2025           |
|------------------------|--------------|----------------|
| <b>Current</b>         | \$           | \$             |
| Contingent Liabilities | -            | 324,453        |
| DoTransport Licensing  | 1,154        | -              |
|                        | <b>1,154</b> | <b>324,453</b> |

**Contingent Liabilities Represented by:**

|   |          |                |
|---|----------|----------------|
| Housing Support Program 1   | -        | -              |
| Housing Support Program 2   | -        | -              |
| Roads to Recovery   | -        | 215,690        |
| WSFN Funding  | -        | 8,694          |
| Grant - Local Roads and Community Infrastructure Program(LRCIP) Ph 4A | -        | 100,069        |
|   | <b>-</b> | <b>324,453</b> |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 10

Grants, Subsidies and Contributions

(a) Capital Grants, Subsidies and Contributions

|  | Annual Budget     | Amended Budget    | YTD Budget       | YTD Revenue Actual | Variance YTD vs Actual |
|--|-------------------|-------------------|------------------|--------------------|------------------------|
|  | 2025/26           | 2025/26           | 2025/26          | 2025/26            | 2025/26                |
|  | \$                | \$                | \$               | \$                 | \$                     |
| <b>Law, Order and Public Safety</b>                                    |                   |                   |                  |                    |                        |
| Disaster Ready Generator   | 55,000            | -                 | -                | -                  | -                      |
| Disaster Ready Bores   | 55,000            | -                 | -                | -                  | -                      |
| <b>Housing</b>   |                   |                   |                  |                    |                        |
| Housing Support Program (HSP1)   | 27,000            | 27,000            | -                | -                  | -                      |
| Housing Support Program (HSP2)   | 4,567,000         | 4,567,000         | 3,192,001        | 3,193,767          | 1,766                  |
| <b>Recreation</b>  |                   |                   |                  |                    |                        |
| Scoreboard Grant   | 75,000            | 75,000            | -                | -                  | -                      |
| Lottery West -Calingiri Playground                                     | 42,000            | 13,132            | 13,132           | 13,132             | -                      |
| <b>Economic Services</b>   |                   |                   |                  |                    |                        |
| DWER - Goudge Parker Rd Bore Redevelopment                             | 7,344             | 7,344             | 7,343            | 7,343              | -                      |
| Gillingarra Emergency Water CWSP                                       | 60,326            | 60,326            | 33,000           | 33,000             | -                      |
| Gillingarra Community Water CWSP                                       | 65,738            | 65,738            | 45,000           | 45,000             | -                      |
| ESA Tourism Development  | 689,485           | 350,000           | 300,000          | 300,000            | -                      |
| Gillingarra Truckfill CWSP   | 89,892            | 89,892            | 30,000           | 30,000             | -                      |
| Victoria Plains Central Precinct                                       | 1,890,000         | 1,890,000         | -                | -                  | -                      |
| <b>Transport</b>   |                   |                   |                  |                    |                        |
| Govt Grant - Regional Roads (RRSP)                                     | 3,252,395         | 3,252,395         | 2,600,958        | 2,601,916          | 958                    |
| Govt Grant - R2R   | 906,448           | 915,690           | 915,690          | 915,690            | -                      |
| HVRA Truck parking Bay - Mogumber                                      | 8,000             | 8,000             | -                | -                  | -                      |
| LRCIP Funding  | 153,936           | 153,936           | 153,936          | 160,211            | 6,275                  |
| WSFN Funding   | -                 | 8,694             | 8,694            | 8,694              | 0                      |
| <b>Total Non Operating Capital Grants, Subsidies and Contributions</b> | <b>11,944,564</b> | <b>11,484,147</b> | <b>7,299,754</b> | <b>7,308,753</b>   | <b>8,999</b>           |
|  |                   |                   |                  |                    | -                      |

(b) Operating Grants, Subsidies and Contributions

|  | Annual Budget    | Amended Budget   | YTD Budget       | YTD Revenue Actual | Variance YTD vs Actual |
|--|------------------|------------------|------------------|--------------------|------------------------|
|  | 2025/26          | 2025/26          | 2025/26          | 2025/26            | 2025/26                |
|  | \$               | \$               | \$               | \$                 | \$                     |
| <b>General Purpose Funding</b>                             |                  |                  |                  |                    |                        |
| Financial Assistance Grants - General                      | 787,005          | 787,005          | 290,254          | 289,101            | (1,153)                |
| Financial Assistance Grants - Local Roads                  | 846,202          | 846,202          | 283,500          | 283,757            | 257                    |
| <b>Law and Public Order</b>                                |                  |                  |                  |                    |                        |
| DFES Operating Grant (ESL)                                 | 99,190           | 99,190           | 99,190           | 94,410             | (4,780)                |
| Emergency Services Administration Grant                    | -                | -                | -                | 4,400              | 4,400                  |
| CESM Contribution  | 161,963          | 161,963          | 69,400           | 65,930             | (3,470)                |
| Grant - Mitigation Activity Fund                           | 94,230           | 94,230           | 47,000           | 47,115             | 115                    |
| <b>Education and Welfare</b>                               |                  |                  |                  |                    |                        |
| Australia Day  | 10,000           | 10,000           | 10,000           | 12,000             | 2,000                  |
| Grant - Other Events*                                      | 20,000           | 20,000           | 10,000           | 10,136             | 136                    |
| <b>Economic Services</b>                                   |                  |                  |                  |                    |                        |
| Strategic Water Plan                                       | 33,645           | 33,645           | -                | -                  | -                      |
| DWER - Mobile Water Tank                                   | 9,240            | 9,240            | 9,240            | 9,240              | -                      |
| <b>Transport</b>   |                  |                  |                  |                    |                        |
| Govt Grant - Direct  | 211,511          | 211,511          | 211,511          | 211,552            | 41                     |
| <b>Total Operating Grants, Subsidies and Contributions</b> | <b>2,272,986</b> | <b>2,272,986</b> | <b>1,030,095</b> | <b>1,027,641</b>   | <b>(2,454)</b>         |

Supplementary information on Grant - Other Events

|   | Annual Budget | YTD Revenue Actual |
|---|---------------|--------------------|
|   | \$            | \$                 |
| <b>*Grants - Other Events</b>           |               |                    |
| LBW Australia - Library grant - Bolgart | 3,636         | 3,636              |
| Street Alive                            | 5,000         | 5,000              |
| Volunteering WA                         | 1,500         | 1,500              |
| <b>Total</b>                            | <b>10,136</b> | <b>10,136</b>      |

SHIRE OF VICTORIA PLAINS  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDING 30 APRIL 2026

Note 11  
 Restricted Funding

| Description   | External Funding Allocation | Project Opening Balance Funding | Receipts          | Costs             | Balance          | Cash Backed      |
|---|-----------------------------|---------------------------------|-------------------|-------------------|------------------|------------------|
|   |                             | 1/07/2025                       |                   |                   | 30/04/2026       |                  |
|   | \$                          | \$                              | \$                | \$                | \$               | \$               |
| Grant - Local Roads and Community Infrastructure Program(LRCIP) Ph 4A | \$ 601,419                  | 100,069                         | 160,211           | 164,404           | -                | -                |
| Housing Support Program Stage 1                                       | 877,065                     | -                               | 533,600           | 533,600           | -                | -                |
| Housing Support Program Stage 2                                       | 32,758,522                  |                                 | 19,737,198        | 19,737,199        | -                | -                |
| Housing Support Program SoVP  |                             |                                 | 3,193,767         | 203,002           | 2,990,765        | 2,990,765        |
| RRSP  | 3,252,395                   | -                               | 2,601,916         | 2,754,941         | (153,025)        | -                |
| ESA Tourism Development   |                             |                                 | 300,000           | -                 | 300,000          | -                |
| DWER - Gouge Parker Rd - Bore Development                             | \$ 92,144                   | (57,158)                        | 7,344             | 8,455             | -                | -                |
| Roads to Recovery   | \$ 614,480                  | 215,690                         | 700,000           | 925,896           | -                | -                |
| <b>Totals</b>   | <b>38,196,025</b>           | <b>258,601</b>                  | <b>27,234,036</b> | <b>24,327,497</b> | <b>3,137,740</b> | <b>2,990,765</b> |

Restricted Savings \$ 2,982,548

To be transferred to (from) Muni account \$ (146,975)

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 12  
Local Roads and Community Infrastructure Funding

| Local Roads and Community Infrastructure - MONTHLY REPORT                     |                            |  |   |                           |                                  |                 | Nominal Funding Allocation         |   |                |
|---|----------------------------|--|---|---------------------------|----------------------------------|-----------------|------------------------------------|---|----------------|
| Council: Shire of Victoria Plains   |                            |  |   |                           |                                  |                 | Phase: 4                           |   |                |
| Approved Projects<br>(Project Name in order listed on Approved Work Schedule) | Total Project Cost<br>(\$) | Approved LRCI Funding Contribution<br>(\$) | LRCI Funding Actual Expenditure 24-25<br>(\$) | 25-26 Expenditure<br>(\$) | Total Actual Expenditure<br>(\$) | SOVP own source | Construction Start Date<br>(MM/YY) | Construction Completion Date<br>(MM/YY) | Project status |
| Calingiri Sportsground Lighting   | 85,805                     | 85,805                                     | 62,969  | 22,835                    | 85,805                           | -               | Nov-24                             | Sep-25                                  | Completed      |
| Calingiri Youth Open Space  | 21,000                     | 21,000                                     | 9,850   | 11,000                    | 20,850                           | -               | Dec-24                             | Nov-25                                  | Completed      |
| Bolgart Skatepark and Basketball refresh                                      | 5,850                      | 5,850                                      | -   | 5,868                     | 5,868                            | -               | Oct-24                             | Sep-25                                  | Completed      |
| Calingiri Playground Equipment  | 52,180                     | 45,688                                     | -   | 52,297                    | 52,297                           | -               | Jan-25                             | Mar-26                                  | Completed      |
| Mogumber Hall Toilets and Building Locks                                      | 24,815                     | 24,815                                     | 12,815  | 13,697                    | 26,512                           | -               | Oct-24                             | Dec-25                                  | Completed      |
| Calingiri Shire Depot Carpark   | 15,000                     | 15,000                                     | -   | 17,294                    | 17,294                           | -               | Oct-24                             | Dec-25                                  | Completed      |
| Shire of Victoria Plains Boundary Entry Signage                               | 56,795                     | 41,412                                     | -   | 56,795                    | 56,795                           | 15,383          | Sep-24                             | Oct-25                                  | Completed      |
| <b>TOTAL</b>  | <b>261,445</b>             | <b>239,570</b>                             | <b>85,634</b>                                 | <b>179,786</b>            | <b>265,421</b>                   | <b>15,383</b>   |                                    |   |                |

PUBLIC OCMA AGENDA

SHIRE OF VICTORIA PLAINS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 13

Bush Fire Brigade

| OPERATING GRANT  |                   |                |
|--|-------------------|----------------|
| EXPENDITURE ITEM   | BUSH FIRE BRIGADE |                |
|  | 2025/26 Budget    | 2025/26 Actual |
| <b>RECURRENT:</b>  |                   |                |
| 1. Purchase of Plant & Equipment <\$1,500 per item             | 2,000             | 1,984          |
| 2. Maintenance of Plant and Equipment                          | 4,000             | 3,933          |
| 3. Maintenance of Vehicles/Trailers/Boats                      | 37,690            | 36,680         |
| 4. Maintenance of Land and Buildings                           | 3,000             | 1,897          |
| 5. Clothing and Accessories                                    | 14,000            | 10,277         |
| 6. Utilities, Rates and Taxes                                  | 9,000             | 8,185          |
| 7. Other Goods and Services                                    | 4,500             | 5,828          |
| 8. Insurances  | 25,000            | 24,113         |
| <b>Sub Total Recurrent</b>                                     | <b>99,190</b>     | <b>92,899</b>  |
| <b>NON-RECURRENT:</b>  |                   |                |
| 9. Purchase of Plant and Equipment \$1,500 to \$5,000 per item |                   |                |
| <b>Sub Total Non-Recurrent</b>                                 | -                 | -              |
| <b>Total Operating Budget/Actual</b>                           | <b>99,190</b>     | <b>92,899</b>  |
| <b>Variance Between Budget &amp; Actual <sup>(a)</sup></b>     |                   | <b>6,291</b>   |

SHIRE OF VICTORIA PLAINS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2026

Note 14

Explanation of Material Variances

Variances which have exceeded the thresholds are listed below by Program. Significant variances within the Program are listed underneath it by Nature or Type.

The material variance adopted by Council for the 2025/26 year is \$10,000 and 10%.

| Reporting Program         | Var      | Var   | Var       | Timing /  | Explanation of Variance   |
|---------------------------|----------|-------|-----------|-----------|---|
| Operating Revenues        | \$       | %     | Permanent |           |   |
| General rates             | (12,286) | (0%)  | ▼         | Permanent | Mining Tenements that were surrendered 30/06/25 have now had their raised rates removed                                 |
| Fees and charges          | 26,892   | 12%   | ▲         | Permanent | Caravan park fees higher than budgeted, Admin fees and legal cost reimbursements  |
| Interest revenue          | 26,272   | 57%   | ▲         | Permanent | Restricted Assets interest from Commbank not budgeted for, Holding HSP grant funds                                      |
| Other revenue             | 78,306   | 81%   | ▲         | Permanent | Income from Workers Comp Reimbursements and PPE Insurance reimbursement offset by Wages and Repairs expenditure         |
| Profit on asset disposals | 16,860   | 29%   | ▲         | Permanent | Book entry due to depreciation, no impact on adjusted cash  |
| Operating Expense         |          |       |           |           |   |
| Employee costs            | (58,717) | 3%    | ▼         | Timing    | Allocation of costs to subdivision, workers compensation. Less workers than budgeted for, replacement of outside staff. |
| Materials and contracts   | 102,319  | (5%)  | ▲         | Timing    | Some reduced expenditure as budget savings continue to found.   |
| Finance costs             | 12,870   | (27%) | ▲         | Timing    | Timing caused by the Accrued interest journal   |
| Insurance                 | (10,675) | 5%    | ▼         | Permanent | Bushfire Insurance captured in LGGS budget  |

PUBLIC OCMAGENDY

SHIRE OF VICTORIA PLAINS  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDING 30 APRIL 2026

**Note 15**  
**Budget Amendments**

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

| Description                        | Council Resolution | Adoption Date | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|------------------------------------|--------------------|---------------|----------------------------|----------------------------|--------------------------------|
|                                    |                    |               | \$                         | \$                         | \$                             |
| Forecast Opening Surplus/(Deficit) |                    |               |                            |                            | (290,513)                      |
| Budget Review No.1                 | OCM 2511-05        | 26/11/2025    |                            | (73,260)                   | (363,773)                      |
| Budget Review No.2                 | OCM2603-04         | 25/03/2026    |                            | 110,342                    | (253,431)                      |
| <b>Net Changes</b>                 |                    |               | -                          | 37,082                     | (253,431)                      |

PUBLIC OCM AGENDA

**9.3 Annual Budget 2026/27 – Elected Members and Independent Committee Members Fees, Allowances and Superannuation, Financial Reporting Material Variances**

|                                       |  |
|---------------------------------------|--|
| <b>File Reference</b>                 |  |
| <b>Report Date</b>                    | 19 May 2026                                      |
| <b>Applicant/Proponent</b>            | N/A  |
| <b>Officer Disclosure of Interest</b> | Nil  |
| <b>Previous Meeting Reference</b>     | Nil  |
| <b>Prepared by</b>                    | Colin Ashe – Deputy Chief Executive Officer      |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer          |
| <b>Authorised by</b>                  | Sean Fletcher – Chief Executive Officer          |
| <b>Attachments</b>                    | 1. 2026 local government determination - Page 54 |

**PURPOSE**

To set elected members and independent committee members fees, elected member superannuation and material variance thresholds for the year as part of the budget process.

**BACKGROUND**

In previous years the Annual Statutory Budget and supporting schedules have been prepared on block but as per 2025-26, there is an opportunity to split this process to adopt:

- elected members fees, allowances and superannuation.
- financial reporting material variances.

In previous years this also included the setting of fees and charges and whilst this has been prepared for 2026-27, it needs to be reviewed again in light of the fuel crisis. This will be brought to council as a separate agenda item.

**COMMENT**

**Councillor Fees and Allowances:**

Council Fees and Allowances are primarily dictated by the SAT and for 2026/27 this has been determined as a 3.5% increase. Previously council has resolved to pay an annual fee rather than an attendance fee and this is prescribed as a maximum and minimum amount.

For Band 4 local governments the range is between \$4,161 and \$11,023 for elected members and \$4,161 to \$22,646 for the Shire President.

The annual allowance for the Shire President ranges between \$596 and \$23,257 and Deputy President is 25% of this range.

The Independent ARIC Committee member ranges from \$110 to \$1,215 (per meeting).

It is recommended a 4.6% increase which is in line with Mar 26 CPI rather than the SAT which is more representative of the current economic climate. For the Independent ARIC Chair or Deputy Chair it is recommended a one off increase to \$200 per meeting as the previous range was limited (maximum was \$125) and thereafter in line with the recommended percentage increase annually. This would equate to an approximate cost of \$1,000 per year (5 meetings) for 2026-27.

The following table provides a comparison and recommendation for 2026-27:

| <b>Attendance Fee</b>                               | <b>2025-26<br/>\$</b> | <b>2026-27<br/>\$</b> |
|---|-----------------------|-----------------------|
| President   | 8,165                 | 8,540                 |
| Deputy President                                    | 8,165                 | 8,540                 |
| Councillors   | 8,165                 | 8,540                 |
| Independent ARIC Committee Member                   | 125                   | 200                   |
| <b>Allowance for President and Deputy President</b> |                       |                       |
| President   | 10,920                | 11,422                |
| Deputy President (25% of President Allowance)       | 2,760                 | 2,887                 |
| <b>Other:</b>                                       |                       |                       |
| Telecommunications Allowance                        | 2,080                 | 2,175                 |
| Travelling Reimbursements                           | 7,800                 | 9,000*                |

\* includes Independent ARIC Chair Travel

### Superannuation:

Councillors are receiving superannuation payments noting:

- Superannuation contribution payments for council members will be made in addition to any other fees and allowances. These will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal.
- The payment is to be the same required under the SG Act and as at 1 July 2026, the superannuation guarantee rate will be 12 per cent.
- The superannuation contribution payment is to be paid at the same time as the remuneration of the council member is paid. In order to allow a superannuation contribution payment to be made, a council member must nominate a superannuation account from a scheme or fund to which the SG Act applies.
- Individual council members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.
- The 12 per cent is applied to meeting attendance fees for Councillors and annual allowance for President and Deputy President. Expenses and allowances in lieu of reimbursable expenses is not included.

The following table provides the superannuation amounts for 2026-27:

| <b>Attendance Fee</b>                               | <b>2025-26<br/>\$</b> | <b>Super @<br/>12%<br/>\$</b> |
|---|-----------------------|-------------------------------|
| President   | 8,540                 | 1,025                         |
| Deputy President                                    | 8,540                 | 1,025                         |
| Councillors   | 8,540                 | 1,025                         |
| <b>Allowance for President and Deputy President</b> |                       |                               |
| President   | 11,422                | 1,371                         |
| Deputy President (25% of President Allowance)       | 2,887                 | 346                           |
| <b>Other:</b>                                       |                       |                               |
| Telecommunications Allowance                        | 2,175                 | N/A                           |
| Travelling Reimbursements                           | 9,000*                | N/A                           |

## Material Variances:

Financial Reporting of material variances is a requirement under regulation 34(5) of the Local Government (Financial Management) Regulations 1996 of which it is recommended for change to a threshold of 10% and a minimum of \$10,000.

## CONSULTATION

Mr Sean Fletcher, Chief Executive Officer.  
Ms Glenn Deocampo, Coordinator Financial Services.  
Mrs Marie Freeman, Payroll / HR Officer

## STATUTORY CONTEXT

Section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996.

5.99A of the Local Government Act 1995 and regulations 34A and 34AA of the Local Government (Administration) Regulations 1996.

Section 5.99B to 5.99E of the Local Government Act 1995.

6.2 (4) (c) of the Local Government Act 1995 (*Fees and Charges*).

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 (*Materiality levels*).

## CORPORATE CONTEXT

N/A

## Strategic Business Plan/Corporate Business Plan

| STRATEGIC PRIORITIES                  | WE KNOW WE ARE SUCCEEDING WHEN   |
|---------------------------------------|--|
| <b>4. CIVIC LEADERSHIP</b>            |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance   |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |
|                                       | Councillors attend training and feel supported in their role                                       |
|                                       | Council is supported by a skilled team   |

Strategic Priority 4.3 is relevant as part of sound financial management policies.

The integrated strategic plan and corporate business plan are located on the SoVP website at the following link:

<https://www.victoriaplains.wa.gov.au/documents/606/integrated-strategic-plan-and-corporate-business-plan>

**Delegation**

Nil

**Policy Implications**

Section 3 – Financial Management

**Other Corporate Document**

Nil

**Risk Analysis**

| Consequence | Consequence Rating:  | Likelihood Rating:                                     | Risk Rating | Risk Acceptance/ Controls   | Mitigation and Outcome   |
|-------------|--|--|-------------|---|--|
| Compliance  | Extreme (5)<br><br>Non-compliance results in litigation, criminal charges or significant damages or<br><br>penalties to Shire/Officers | Unlikely (2)<br><br>The event could occur at some time | High (10)   | Senior Management Team / CEO<br><br>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | Policies and processes including preparation by Finance staff ensure that the residual risk is moderate. |

**FINANCIAL IMPLICATIONS**

Elected members and Independent ARIC Committee members fees, allowances, superannuation and financial reporting material variances will form the 2026/27 budget and its subsequent adoption.

**VOTING REQUIREMENTS**

Absolute majority required: Yes

**Officer Recommendation**

That Council **ADOPT**:

1. The following annual fees for payment of elected members in lieu of individual meeting attendance fees:

|                              |         |
|------------------------------|---------|
| President                    | \$8,540 |
| Deputy President             | \$8,540 |
| Councillors                  | \$8,540 |
| Telecommunications Allowance | \$2,175 |

Travelling Reimbursements (incl ARIC) \$9,000

President and Deputy President annual local government allowance to be paid in addition to the annual meeting allowance:

|                  |          |
|------------------|----------|
| President        | \$11,422 |
| Deputy President | \$2,887  |

Superannuation to be paid to elected members as follows:

|                  |         |
|------------------|---------|
| President        | \$2,396 |
| Deputy President | \$1,371 |
| Councillors      | \$1,025 |

2. The meeting attendance fee for the Independent ARIC Chair or Deputy Chair be set at \$200 per meeting.
3. The level to be used in statements of financial activity in 2026/2027 for reporting material variances shall be 10% and a minimum of \$10,000.

For \_\_\_\_\_ / Against \_\_\_\_\_

PUBLIC OCM AGENDA

**SALARIES AND ALLOWANCES ACT 1975**  
**DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL**  
**FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS**  
**AND ELECTED COUNCIL MEMBERS**

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PUBLIC OCM AGENDA

## PREAMBLE

### STATUTORY CONTEXT

1. Section 7A of the *Salaries and Allowances Act 1975* (SA Act) requires the Salaries and Allowances Tribunal (Tribunal) to ‘inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments’.
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
  - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* (LG Act) to elected council members for attendance at meetings;
  - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
  - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under Sections 7A and 7B to be issued at intervals of not more than 12 months.
4. The Tribunal has also considered Sections 2.7 to 2.10 and Section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers.

### Christmas and Cocos (Keeling) Islands

5. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected council members of the Shires of Christmas Island and Cocos (Keeling) Islands. This inquiry reviewed the remuneration and fees, expenses and allowances for the Shires of Christmas and Cocos (Keeling) Islands.

### CURRENT INQUIRY

#### Local Government Survey

6. In August and September 2025, the Tribunal conducted a survey of local governments in order to inform a comprehensive review of all aspects of the determination.

7. The survey was undertaken to assess sector views on the determination. Feedback highlighted a range of operational challenges and contextual differences across local governments. However, these issues did not demonstrate a systemic or sector-wide shift that would warrant fundamental changes to the current framework.
8. Every local government had the opportunity to complete the survey and comment on all aspects of the determination. 64 responses were received. A broad overview of the results follows:
  - 25 or 39% of local governments stated that they have experienced attraction and retention issues and some requested the Tribunal increase remuneration rates for CEOs
  - 5 non-metropolitan local governments requested eligibility to provide a Regional/Isolation Allowance to their CEO
  - 12 or 20% of local governments requested an increase to the annual allowance for Mayors/Presidents/Chairs; and 11 or 19% requested an increase to the annual allowance percentage rate for Deputy Mayors/Presidents/Chairs
  - 10 or 17% of local governments requested an increase to the ICT allowance range.

#### **Submissions and consultation**

9. Separate to the survey, submissions were also received from local governments and individual Councillors.
10. The Tribunal has also liaised with the Statutory Adviser, the Department of Local Government, Industry Regulation and Safety, the Western Australian Local Government Association and the Local Government Professionals WA regarding the current inquiry.

#### **CONCLUSIONS**

11. The Tribunal has completed its inquiry and review of the determination, including consideration of the outcomes of the Local Government Survey, submissions and liaison with key stakeholders. The evidence gathered through this process indicates that the existing arrangements remain appropriate and continue to operate as intended, however, some changes to the determination have been made.

#### **Attraction and retention**

12. In determining appropriate remuneration, the Tribunal considers comparative remuneration levels, broader labour-market trends, and the relative work value of roles across our jurisdiction, and others, to ensure competitiveness.

13. While some local governments reported difficulties attracting and retaining CEOs and senior executives, including movement to other local governments or the private sector and instances of CEOs shifting to deputy or executive roles in larger Band 1 or 2 local governments for comparable or higher pay, the Tribunal notes that such mobility is a longstanding and normal feature of public sector labour markets. Similar patterns occur across the Western Australian public sector, where executives in smaller agencies commonly progress to senior or deputy roles in larger organisations to gain experience with greater organisational complexity as part of their leadership pathway.
14. The Tribunal also notes that remuneration practices vary significantly, and while some local governments remunerating CEOs at or near the maximum of the band may experience attraction and retention challenges, others are remunerating CEOs at varying points within the existing band ranges without difficulty. A uniform increase to remuneration bands would therefore risk addressing isolated or localised issues through a blanket adjustment that is neither proportionate nor justified across the sector.
15. The Tribunal acknowledges the challenges faced by smaller local governments, however, these issues do not indicate a systemic problem in the current banding structure or remuneration framework. The Tribunal will continue to monitor workforce dynamics but finds no evidence at this time that adjustments to the determination would materially or sustainably influence these established mobility patterns.
16. The Tribunal also notes, that for non-metropolitan local governments eligible for the Regional/Isolation Allowance, that this allowance is intended to assist with attraction and retention issues in regional and remote areas.

#### **Band allocation model**

17. The Tribunal continues to apply the four band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
18. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated band. The Tribunal will only adjust a band classification when a local government or regional local government council can demonstrate a substantial and sustained increase in functions, roles, or scope of the organisation.
19. In reviewing the band allocation model, the Tribunal has examined local governments with potential to change band classification and considers no change is warranted for any local government at this time.
20. Further, the Tribunal has explored the option of providing an allowance to the largest Band 1 local governments. Some local governments and councillors advocated for the maximum range of Band 1 to be increased or an allowance to be provided to acknowledge the additional work required of large local governments.

21. In considering this option, it is noted that there are variations in size, scale and complexity across all local governments within all 4 bands, not just within Band 1.
22. These variances in size, scale and complexity are already captured within the current banding framework, which relies on the following features to determine band allocation:
- expenditure (operating and capital)
  - population
  - staffing levels (FTE)
  - major growth and development, including risk management
  - significant social/economic issues
  - significant demand to service and support non-resident needs
  - high impact environmental management issues and responsibilities
  - greater diversity of services delivered than normally provided by similar sized local governments
  - services delivered
  - focus of the CEO role and Council profile.
23. In reviewing the largest local governments within Band 1, the Tribunal noted the differences in organisational size, service breadth and operational demands. While these differences are recognised, they did not clearly demonstrate higher leadership, governance, legal or operational responsibilities or requirements that would justify an additional allowance. Accordingly, the Tribunal is not proposing changes to CEO remuneration bands or Council member fees at this time.

### **Regional/Isolation Allowance**

24. The Regional/Isolation Allowance (RIA) is provided to some non-metropolitan local governments in recognition of regional and isolation factors which may affect the attraction and retention of CEOs. Essentially, the RIA calculation comprises two elements – a district allowance component and an attraction and retention component. Factors considered by the Tribunal when determining these amounts are detailed in Part 3.2 (3) of the determination.

#### *District Allowance component*

25. The fixed district allowance component of the RIA is an acknowledgement of the additional expenses associated with living in a particular location and is based on the *District Allowance (Government Officers) General Agreement 2010* (the Agreement).
26. The Agreement was originally calculated based on 3 components:
- Cost of Living – Regional Price Index (RPI) scores calculated with the Public Service General Agreement Level 1.1 salary rate

- Isolation – Australian Bureau of Statistics Accessibility/Remoteness Index of Australia (ARIA+) classifications calculated with March quarter Consumer Price Index (CPI) figures
- Climate – Bureau of Meteorology’s Relative Strain Index (RSI) scores calculated by CPI.

27. The Agreement provided for annual adjustments based on movements to the above components, but this did not occur.

28. The district allowance component of the RIA has only been increased by the Tribunal once since the RIA was introduced, which was in 2023 when a general increase was applied.

*Attraction and Retention component*

29. A flexible and discretionary CEO attraction and retention component, set by the Tribunal, is designed to support local governments in securing and retaining suitably qualified CEOs in areas where the geographic location limits the available talent pool.

30. Based on a variety of reasons, the attraction and retention component has been changed (both increased and reduced) since the RIA was first introduced.

*Eligibility*

31. Eligibility for the RIA is based on the exclusion zone documented in the Agreement. Any local government whose boundaries fall within the inclusion zone received the allowance, and any local government whose boundaries fall within the exclusion zone was not eligible.

*Review of the RIA*

32. The Tribunal examined a range of alternative models for the RIA, however, it concluded that none were able to adequately replicate the underlying purpose and intent of the RIA.

33. Instead, the Tribunal has opted to update and recalculate the two RIA components, and to revise the eligibility criteria governing access to the allowance.

34. The district allowance component of the RIA has been recalculated based on the original stated methodology, with some modifications:

- Cost of Living – RPI with Public Service General Agreement Level 1.1 salary rates
- Isolation – ARIA++ (instead of ARIA+) scores with March quarter CPI adjustments (to 2025)
- Climate – Air Conditioning Rebate entitlements for relevant towns (replacing the now redundant BOM RSI scores).

35. The attraction and retention component of the RIA has been adjusted based on survey results and submissions which addressed the previously stated factors considered by the Tribunal in Part 3.2(3) of the determination and based on ARIA++ and Australian Bureau of Statistics Socio-Economic Indexes for Areas (SEIFA) scores.

36. ARIA++ is the national standard for measuring a community's access to services. It assesses remoteness using detailed modelling of road distances to population centres and essential services. An ARIA++ score above 5 indicates a high level of geographic isolation and limited access to fundamental services such as health, education, government support and retail.
37. SEIFA provides a comprehensive assessment of socio-economic conditions using Census data, including income, employment, education, occupation and access to material resources. A SEIFA score below 1000 indicates communities experiencing relative socio-economic disadvantage compared with the national average.
38. With respect to eligibility, although the RIA is a combination of a district allowance and attraction and retention component, as the eligibility was only based on the Allowance exclusion zone, this meant the Tribunal has been unable to assist non-eligible local governments to attract and retain CEOs, and by way of flow-on, attract and retain deputies and other executives.
39. By adopting eligibility thresholds of an ARIA++ score above 5 and a SEIFA score below 1000, the Tribunal is strengthening the transparency, fairness and contemporary relevance of the RIA. These measures reflect the latest Australian Bureau of Statistics classifications and provide a robust, evidence-based method for identifying local governments most affected by isolation and disadvantage.
40. These updated boundaries will allow the RIA to better achieve its purpose in recognising the genuine additional costs and challenges associated with life and leadership in regional Western Australia, while supporting the attraction and retention of skilled CEOs who are vital to the long-term sustainability and prosperity of regional communities.
41. Therefore, in addition to the current Allowance boundary, using a combination of ARIA++ and SEIFA scores, eligibility has now been expanded to include 17 local governments in the Wheatbelt and Great Southern.
42. The no disadvantage principle has been applied so that all currently eligible local governments will continue to be eligible to provide an RIA to their CEO, and no amounts have been reduced. Some RIA amounts remain the same, and some have increased.
43. It is important to note that although a component of the RIA is *based* on the Agreement methodology, any possible future replacement Agreements and consequential changes in methodology and/or eligibility will not impact the current RIA, instead they may inform future reviews of the RIA.
44. The Tribunal would like to re-iterate that there is no requirement for local governments to provide the RIA to their CEO. It is to be used at the discretion of the local government and justified and provided in a transparent manner considering all factors outlined in the determination. It is also noted that local governments employees situated above the 26<sup>th</sup> parallel may also be eligible for several Commonwealth taxation concessions; these local governments are encouraged to examine and, where feasible, incorporate such concessions when determining CEO remuneration.

### Elected Council Members

45. Some submissions from elected council members proposed that their fees should reflect a full-time role and be comparable to that of Members of Parliament.
46. The Tribunal acknowledges that both local and state government representatives are elected by their communities, however, the nature, scope and complexity of these roles differ significantly. The Tribunal does not consider the work value of elected council members to be equivalent to that of Members of Parliament, nor that such equivalence would justify similar levels of remuneration.
47. For clarity, the legislative framework governing this determination provides for meeting attendance fees, annual allowances (for Mayors/Presidents/Chairs) and reimbursement of expenses. These mechanisms are expressly designed to compensate elected council members for time, effort and out-of-pocket expenses associated with duties that are part-time and voluntary in nature, and not to provide income commensurate with full-time employment.
48. Should elected council members wish to pursue changes to this legislative framework, they may raise these matters with the Department of Local Government, Industry Regulation and Safety and the Minister for Local Government for further consideration.

### DECISIONS

49. The Tribunal has determined a general economic increase of **3.5%** for local government CEOs and Elected Council Members.
50. In reaching this decision, the Tribunal has relied on the most up-to-date economic information available, including WA data on CPI and WPI, and the wider public sector framework. The Tribunal recognises that broader economic conditions and current global uncertainties may place additional upward pressure on costs of living, but the scale and duration of any potential flow-on effects remain uncertain and difficult to quantify at the time of making this determination. Given this uncertainty, the Tribunal considers it appropriate to avoid making speculative adjustments.
51. As the Tribunal is statutorily required to issue the Local Government Determination at intervals of not more than 12 months, this determination must be issued prior to 4 April 2026, although it does not take effect until 1 July 2026. Accordingly, the Tribunal will continue to monitor economic indicators and developments, and will revisit this matter and make adjustments if necessary.
52. **CEO remuneration** – the Tribunal has determined a **3.5%** increase to CEO remuneration bands. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase within the bands must be determined by each local government through its own assessment of whether changes are justified.

53. **Elected council members attendance fees** – the Tribunal has determined a **3.5%** increase to elected council member attendance (annual and sitting) fees. The Tribunal emphasizes that the fees for elected council members should be set to compensate costs for the prescribed role of an elected council member, which has been specifically described as not being a full-time occupation in parliamentary debates of the *Local Government Amendment Act 2011* and re-iterated again in the Parliament through the passing of the *Local Government Amendment Bill 2024*.
54. **Committee meeting fees** – the Tribunal has determined a **3.5%** increase to the sitting and annual fees for elected council members to attend committee meeting and prescribed meetings.
55. **Independent Committee Member fees** – the Tribunal has determined a **3.5%** increase to the fees for independent committee members.
56. **Independent Audit, Risk and Improvement Committee Member fees** – the Tribunal has determined that the **minimum range** of fees be increased by **3.5%** for independent ARIC members. It is the intention of the Tribunal to consider annual increases going forward, however, as these rates were only just considered and determined effective from 1 January 2026, the maximum amount remains unchanged.
57. **Mayor/President/Chair Annual allowances** – the Tribunal has determined a **3.5%** increase to the annual allowance ranges for Mayors/Presidents/Chairs.
58. **Deputy Mayor/President/Chair Annual allowances** – the Tribunal has determined that the percentage rate of **25%** is appropriate and should remain unchanged for the deputy annual allowance.
59. **Regional/Isolation Allowance** – the Tribunal has determined an increase to most local governments of varying amounts, and determined that 17 additional local governments be eligible for the allowance which are now included in Table 3 of the determination.
60. **Annual Allowance in lieu of reimbursement of expenses** – to avoid misuse of the ICT expense allowance and embed good practice, the Tribunal has determined that the wording for this allowance be amended to indicate that if ICT equipment is supplied to elected council members by the local government, the allowance is to be reduced by the cost of the supplied ICT equipment.
61. **Regional Local Government Councils** – the Tribunal has determined that the Resource Recovery Group be removed from the determination as it has been wound up.
62. **Housing and motor vehicle allowances** – the Tribunal has determined that these allowances remain unchanged.
63. Some percentage increases provided have been rounded.

**The Determination will now issue.**

## DETERMINATION

### PART 1 INTRODUCTORY MATTERS

*This Part deals with some matters that are relevant to the determination generally.*

#### 1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2026.

#### 1.2 Commencement

This determination comes into operation on **1 July 2026**.

#### 1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to:
  - (a) Chief Executive Officers (CEOs)
  - (b) Acting Chief Executive Officers
  - (c) Elected Council Members.
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under Section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government council, the amount determined by the Tribunal will be payable to an eligible elected council member.

- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government council, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local government councils and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected council members.

#### 1.4 Terms used

- (1) In this determination, unless the contrary intention appears:

**Chair** means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

**Committee meeting** means a meeting of a committee of a council where the committee comprises:

- (a) council members only; or
- (b) council members and/or employees of the local government or regional local government council and/or independent members.

**Council**, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

**Elected Council Member**, in relation to:

- (a) a local government –
  - i means a person elected under the LG Act as a member of the council of the local government; and
  - ii includes the mayor or president of the local government;

- (b) a regional local government council –
- i means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
  - ii includes the chair of the regional local government council;

**Independent committee member** means a person who is a committee member but who is neither a council member nor an employee.

**LG Regulations** means the *Local Government (Administration) Regulations 1996*;

**Mayor** means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

**Non-Metropolitan region** means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

**President** means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

## 1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

## 1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local government councils (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

## **PART 2 TOTAL REWARD PACKAGE**

*This Part deals with the remuneration payable to Chief Executive Officers.*

### **2.1 General**

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) For the purposes of this determination, the TRP must capture the full value of all monetary and non-monetary items of remuneration provided to a CEO as a reward or benefit provided for the performance of their duties as a CEO. Without limiting the generality of this, some examples of items that qualify for inclusion in a TRP are:
  - (a) Base salary
  - (b) Annual leave loading
  - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO; FBT for a motor vehicle, even if tool of trade, is to be included in the TRP)
  - (d) Association membership fees
  - (e) Attraction/retention allowance, not being provided under Part 3
  - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination
  - (g) Cash bonus and performance incentives
  - (h) Cash in lieu of a motor vehicle
  - (i) Fitness club fees
  - (j) Grooming/clothing allowance
  - (k) Health insurance
  - (l) School fees and/or child's uniform
  - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions)
  - (n) Travel or any other benefit taken in lieu of salary
  - (o) Travel for spouse or any other member of family
  - (p) Unrestricted entertainment allowance
  - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO).

- (4) The only exclusions from the TRP are:
- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
  - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
  - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO, such as a laptop or mobile phone), and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

## 2.2 Local Government Classification

- (1) The TRP ranges in Table 1 apply where a local government or regional local government council has been classified into the relevant band.

*Table 1: Local government band – CEO TRP ranges*

| CEO Total Reward Package |           |           |
|--------------------------|-----------|-----------|
| Band                     | Minimum   | Maximum   |
| 1                        | \$298,832 | \$455,071 |
| 2                        | \$246,467 | \$383,393 |
| 3                        | \$188,483 | \$310,883 |
| 4                        | \$168,758 | \$258,762 |

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government councils have been classified in Table 2.

*Table 2: Regional local government council band classification*

| Regional LG Council Classification    |      |
|---------------------------------------|------|
| Regional LG Council                   | Band |
| Bunbury-Harvey Regional Council       | 4    |
| Catalina Regional Council             | 2    |
| Eastern Metropolitan Regional Council | 2    |
| Mindarie Regional Council             | 3    |
| Murchison Regional Vermin Council     | 4    |
| Western Metropolitan Regional Council | 4    |

### **PART 3 REGIONAL/ISOLATION ALLOWANCE**

*This Part deals with the Regional/Isolation Allowance that may be payable to CEOs from local governments identified in this Part.*

#### **3.1 General**

- (1) Local governments listed in Table 3 in this Part may provide an annual Regional/Isolation Allowance to a CEO, in addition to the CEO's TRP, in recognition of the regional and isolation factors, such as higher costs of living, which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

#### **3.2 Determining appropriateness and rate of allowance**

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the local government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the local government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
  - (a) Remoteness - issues associated with the vast distances separating communities within a local government or the distance of the Local Government from Perth or a Regional Centre.
  - (b) Cost of living - the increased cost of living highlighted specifically in the Regional Price Index.

- (c) Social disadvantage - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.
- (d) Dominant industry - the impact that a dominant industry such as mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- (e) Attraction/retention - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- (f) Community expectations - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

### 3.3 Regional/Isolation Allowance

- (1) Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

*Table 3: Regional/Isolation Allowance – per annum maximum*

| Regional/Isolation Allowance  |          |
|-------------------------------|----------|
| Local Government              | Maximum  |
| Ashburton Shire               | \$70,000 |
| Broome Shire                  | \$55,000 |
| Broomehill-Tambellup Shire    | \$10,000 |
| Bruce Rock Shire              | \$10,000 |
| Carnamah Shire                | \$40,000 |
| Carnarvon Shire               | \$45,000 |
| Chapman Valley Shire          | \$38,600 |
| Christmas Island Shire        | \$90,000 |
| Cocos (Keeling) Islands Shire | \$90,000 |
| Coolgardie Shire              | \$38,600 |
| Coorow Shire                  | \$40,000 |
| Cue Shire                     | \$60,000 |
| Dalwallinu Shire              | \$15,000 |
| Dandaragan Shire              | \$10,000 |
| Derby-West Kimberley Shire    | \$60,000 |

| Regional/Isolation Allowance |          |
|------------------------------|----------|
| Local Government             | Maximum  |
| Dundas Shire                 | \$50,000 |
| East Pilbara Shire           | \$70,000 |
| Esperance Shire              | \$40,000 |
| Exmouth Shire                | \$55,000 |
| Gnowangerup Shire            | \$15,000 |
| Greater Geraldton City       | \$32,200 |
| Halls Creek Shire            | \$80,000 |
| Irwin Shire                  | \$38,600 |
| Jerramungup Shire            | \$45,000 |
| Kalgoorlie-Boulder City      | \$38,600 |
| Karratha City                | \$80,000 |
| Katanning Shire              | \$10,000 |
| Kellerberrin Shire           | \$10,000 |
| Kent Shire                   | \$20,000 |
| Kondinin Shire               | \$25,000 |
| Koorda Shire                 | \$15,000 |
| Kulin Shire                  | \$20,000 |
| Lake Grace Shire             | \$20,000 |
| Laverton Shire               | \$55,000 |
| Leonora Shire                | \$55,000 |
| Meekatharra Shire            | \$65,000 |
| Menzies Shire                | \$55,000 |
| Merredin Shire               | \$15,000 |
| Mingenew Shire               | \$38,600 |
| Morawa Shire                 | \$40,000 |
| Mount Magnet Shire           | \$50,000 |
| Mount Marshall Shire         | \$25,000 |
| Mukinbudin Shire             | \$40,000 |
| Murchison Shire              | \$55,000 |
| Narembeen Shire              | \$20,000 |
| Ngaanyatjarraku Shire        | \$80,000 |

| Regional/Isolation Allowance |          |
|------------------------------|----------|
| Local Government             | Maximum  |
| Northampton Shire            | \$38,600 |
| Nungarin Shire               | \$20,000 |
| Perenjori Shire              | \$45,000 |
| Port Hedland Town            | \$80,000 |
| Ravensthorpe Shire           | \$50,000 |
| Sandstone Shire              | \$60,000 |
| Shark Bay Shire              | \$60,000 |
| Tammin Shire                 | \$15,000 |
| Three Springs Shire          | \$38,600 |
| Trayning Shire               | \$15,000 |
| Upper Gascoyne Shire         | \$65,000 |
| Victoria Plains Shire        | \$15,000 |
| Westonia Shire               | \$40,000 |
| Wickepin Shire               | \$10,000 |
| Wiluna Shire                 | \$55,000 |
| Wongan-Ballidu Shire         | \$10,000 |
| Woodanilling Shire           | \$15,000 |
| Wyalkatchem Shire            | \$15,000 |
| Wyndham-East Kimberley Shire | \$55,000 |
| Yalgoo Shire                 | \$50,000 |
| Yilgarn Shire                | \$40,000 |

## **PART 4 HOUSING ALLOWANCE**

*This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.*

### **4.1 General**

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

### **4.2 Applicable housing allowance**

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.
- (5) Where a local government provides a Home Ownership Subsidy to the CEO, this will not be included in the Total Reward Package.
- (6) For reporting purposes, the value of the Home Ownership Subsidy shall be the annual actual costs of the Home Ownership Subsidy.

## **PART 5 MOTOR VEHICLES**

*This Part deals with the provision of motor vehicles to Chief Executive Officers.*

### **5.1 General**

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non-metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

### **5.2 Private benefit value**

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

## **PART 6 MEETING ATTENDANCE FEES**

*This Part deals with fees payable to council members for attendance at council and other meetings*

### **6.1 General**

- (1) Pursuant to Section 5.98(1)(b) of the LG Act, an elected council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government council within the range determined in Section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to Section 5.98(1)(b) and (2A)(b) of the LG Act, an elected council member who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to Section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations:
  - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government
  - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government
  - (c) council meeting of a regional local government council where the council member is the deputy of a member of the regional local government council and is attending in the place of the member of the regional local government council

- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting
  - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to Section 5.99 of the LG Act, a local government or regional local government council may decide by an absolute majority that instead of paying council members an attendance fee referred to in Section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in Section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:
  - (a) person who organises the meeting pays the council member a fee for attending the meeting; or
  - (b) council member is paid an annual fee in accordance with Section 5.99 of the LG Act; or
  - (c) council member is deputising for a council member at a meeting of a regional local government council and the member of the regional local government council is paid an annual fee in accordance with Section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:
  - (a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
  - (b) role of the council member, mayor, president or chair including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
  - (c) particular responsibilities associated with the types of meetings attended;
  - (d) responsibilities of a mayor, president or chair to preside over meetings
  - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of Section 5.98(1)(a) or (2A)(a) of the LG Act.

- (9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

## 6.2 Council meeting attendance fees – per meeting

- (1) The ranges of fees in Table 4 apply where a local government or regional local government council decides by an absolute majority to pay an elected council member a fee referred to in Section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting attendance fees – per meeting

| Council meeting attendance fees |                        |         |                           |         |
|---------------------------------|------------------------|---------|---------------------------|---------|
|                                 | Elected council member |         | Mayor, President or Chair |         |
| Band                            | Minimum                | Maximum | Minimum                   | Maximum |
| 1                               | \$725                  | \$922   | \$725                     | \$1,258 |
| 2                               | \$435                  | \$684   | \$435                     | \$911   |
| 3                               | \$233                  | \$482   | \$233                     | \$735   |
| 4                               | \$109                  | \$280   | \$109                     | \$570   |
| Regional LG Council             | \$109                  | \$280   | \$109                     | \$570   |

## 6.3 Committee meeting and prescribed meeting attendance fees – per meeting

- (1) The ranges of fees in Table 5 apply where a local government or regional local government council decides to pay an elected council member a fee referred to in Sections:
- 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
  - 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

*Table 5: Committee and prescribed per meeting fees*

| Committee meeting attendance fees |         |         |
|-----------------------------------|---------|---------|
| Band                              | Minimum | Maximum |
| 1                                 | \$363   | \$466   |
| 2                                 | \$218   | \$342   |
| 3                                 | \$114   | \$244   |
| 4                                 | \$57    | \$140   |
| Regional LG Council               | \$57    | \$140   |

#### 6.4 Meeting attendance fees for independent committee members – per meeting

- (1) The range of fees in Table 6 apply where a local government or regional local government council decides to pay an **independent committee member** a fee referred to in:
  - (a) Section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or
  - (b) Section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
- (2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

*Table 6: Committee and prescribed per meeting fees for independent committee members*

| Independent Committee Member |         |         |
|------------------------------|---------|---------|
| Bands                        | Minimum | Maximum |
| 1 – 4                        | \$0     | \$466   |
| Regional LG Council          | \$0     | \$466   |

- (3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.
- (4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

## 6.5 Meeting attendance fees for Independent Audit, Risk and Improvement Committee members – per meeting

- (1) In accordance with Section 5.100(2)(b) of the LG Act, the fee payable by a local government or a regional local government council to an **Independent Audit, Risk and Improvement Committee (ARIC) Member** (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) for attendance at an ARIC meeting must be set within the range provided in Table 7. The fees provided in Table 7 are exclusive of superannuation. Local government bodies should seek their own professional advice in regard to whether or not independent committee members are to be paid superannuation.
- (2) The range in Table 7 is provided to enable local governments to appropriately compensate independent ARIC members depending on the skills and expertise required to undertake the roles. The local government must resolve that the fee represents value for money. The State Government's Audit and Financial Advisory Services Common Use Agreement ([CUAAFA2024](#)) may be used as guide.

*Table 7: Independent ARIC members – per meeting fees*

| Independent Audit, Risk and Improvement Committee Member |         |         |
|--|---------|---------|
| Bands  | Minimum | Maximum |
| 1 – 4  | \$110   | \$1,215 |
| Regional LG Council                                      | \$110   | \$1,215 |

- (3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent ARIC member can be reimbursed for attending ARIC meetings.
- (4) The extent to which an independent committee member can be reimbursed for expenses attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

## 6.6 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees

- (1) The ranges of fees in Table 8 apply where a local government or regional local government council decides by an absolute majority that, instead of paying council members a per meeting attendance fee referred to in Section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council, committee and prescribed per meeting fees

| Annual attendance fees |                        |          |                           |          |
|------------------------|------------------------|----------|---------------------------|----------|
|                        | Elected council member |          | Mayor, President or Chair |          |
| Band                   | Minimum                | Maximum  | Minimum                   | Maximum  |
| 1                      | \$28,525               | \$36,722 | \$28,525                  | \$55,078 |
| 2                      | \$17,238               | \$26,931 | \$17,238                  | \$36,112 |
| 3                      | \$8,917                | \$18,977 | \$8,917                   | \$29,379 |
| 4                      | \$4,161                | \$11,023 | \$4,161                   | \$22,646 |
| Regional LG Council    | \$2,086                | \$12,245 | \$2,293                   | \$18,361 |

PUBLIC OCM AGENDA

## **PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

*This Part deals with annual allowances payable to mayors, presidents, chairs and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.*

### **7.1 General**

- (1) Pursuant to Section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government council are entitled, in addition to any fees or reimbursement of expenses payable under Section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government council within the range determined in Section 7.2 of this Part.
- (2) Pursuant to Section 5.98A(1) of the LG Act, a local government or regional local government council may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government council, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government council, is entitled under Section 5.98(5) of the LG Act. That percentage is determined in Section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under Section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the:
  - (a) leadership role of the mayor, president or chair
  - (b) statutory functions for which the mayor, president or chair is accountable
  - (c) ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment
  - (d) responsibilities of the deputy mayor, deputy president or deputy chair when deputising
  - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model
  - (f) civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

## 7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in Table 9 apply where a local government or a regional local government council sets the amount of the annual local government allowance to which a mayor, president or chair is entitled under Section 5.98(5) of the LG Act.

*Table 9: Annual allowance for a Mayor, President or Chair*

| Mayor, President or Chair Annual Allowance |          |           |
|--|----------|-----------|
| Band                                       | Minimum  | Maximum   |
| 1  | \$59,414 | \$104,032 |
| 2  | \$17,825 | \$73,435  |
| 3  | \$1,193  | \$42,837  |
| 4  | \$596    | \$23,257  |
| Regional LG Council                        | \$596    | \$23,257  |

- (2) Despite the provisions of subsection (1), the **City of Perth** is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of **\$69,554 to \$155,220**.

## 7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

- (1) The percentage determined for the purposes of Section 5.98A(1) of the LG Act is **25%**.
- (2) If the deputy performs the functions of mayor, president or chair for a continuous period of no less than four months, the deputy will be entitled to receive the mayor, president or chair allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

## **PART 8 EXPENSES TO BE REIMBURSED**

*This Part deals with expenses for which council members are entitled to be reimbursed.*

### **8.1 General**

- (1) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
  - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in Section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement:
  - (a) an expense incurred by an elected council member in performing a function under the express authority of the local government;
  - (b) an expense incurred by an elected council member to whom paragraph (a) applies by reason of the elected council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the elected council member to be accompanied by that other person; and
  - (c) an expense incurred by an elected council member in performing a function in his or her capacity as an elected council member.

### **8.2 Extent of expenses to be reimbursed**

- (1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

- (2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to **\$35 per hour**. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
  - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
    - i for the person to travel from the person's place of residence or work to the meeting and back; or
    - ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which an elected council member of a regional local government council can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

- (6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PUBLIC OCMAGENDA

**PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES**

*This Part deals with annual allowances that a local government or regional local government council may decide to pay.*

**9.1 General**

- (1) Pursuant to Section 5.99A of the LG Act, a local government or regional local government council may decide by absolute majority that instead of reimbursing elected council members under the LG Act Section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in Section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government council has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under Section 5.98(2) of the LG Act, Section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the:
  - (a) intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members
  - (b) capacity of local governments to set allowances appropriate to their varying operational needs
  - (c) particular practices of local governments in the provision and use by elected council members of information and communication technology (e.g. laptops/computers)
  - (d) varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the annual allowance is provided to cover expenses incurred by an elected council member if they purchase ICT equipment and for related expenses. If ICT equipment is supplied to elected council members by a local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

**9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members**

(1) In this Part,

**ICT expenses** means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses related to ICT equipment that is incurred in the course of an elected council member undertaking their duties.

**Travel and accommodation expenses** means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

- (2) For the purposes of Section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is **\$500** and the maximum is **\$3,500**.
- (3) For the purposes of Section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is **\$100**.

PUBLIC COMMENT AGENDA

**SCHEDULE 1: LOCAL GOVERNMENT BAND CLASSIFICATIONS**

| <b>Local Government Band Classifications</b> |             |
|--|-------------|
| <b>Local Government</b>                      | <b>Band</b> |
| Albany City                                  | 1           |
| Armadale City                                | 1           |
| Ashburton Shire                              | 2           |
| Augusta-Margaret River Shire                 | 2           |
| Bassendean Town                              | 3           |
| Bayswater City                               | 1           |
| Belmont City                                 | 1           |
| Beverley Shire                               | 4           |
| Boddington Shire                             | 4           |
| Boyup Brook Shire                            | 4           |
| Bridgetown-Greenbushes Shire                 | 3           |
| Brookton Shire                               | 4           |
| Broome Shire                                 | 2           |
| Broomehill-Tambellup Shire                   | 4           |
| Bruce Rock Shire                             | 4           |
| Bunbury City                                 | 1           |
| Busselton City                               | 1           |
| Cambridge Town                               | 2           |
| Canning City                                 | 1           |
| Capel Shire                                  | 3           |
| Carnamah Shire                               | 4           |
| Carnarvon Shire                              | 2           |
| Chapman Valley Shire                         | 4           |
| Chittering Shire                             | 3           |
| Christmas Island Shire                       | 3           |
| Claremont Town                               | 3           |
| Cocos (Keeling) Islands Shire                | 4           |
| Cockburn City                                | 1           |
| Collie Shire                                 | 3           |
| Coolgardie Shire                             | 3           |
| Coorow Shire                                 | 4           |
| Corrigin Shire                               | 4           |
| Cottesloe Town                               | 3           |
| Cranbrook Shire                              | 4           |

| Local Government Band Classifications |      |
|---------------------------------------|------|
| Local Government                      | Band |
| Cuballing Shire                       | 4    |
| Cue Shire                             | 4    |
| Cunderdin Shire                       | 4    |
| Dalwallinu Shire                      | 3    |
| Dandaragan Shire                      | 3    |
| Dardanup Shire                        | 3    |
| Denmark Shire                         | 3    |
| Derby-West Kimberley Shire            | 2    |
| Donnybrook Balingup Shire             | 3    |
| Dowerin Shire                         | 4    |
| Dumbleyung Shire                      | 4    |
| Dundas Shire                          | 4    |
| East Fremantle Town                   | 3    |
| East Pilbara Shire                    | 2    |
| Esperance Shire                       | 2    |
| Exmouth Shire                         | 3    |
| Fremantle City                        | 1    |
| Gingin Shire                          | 3    |
| Gnowangerup Shire                     | 4    |
| Goomalling Shire                      | 4    |
| Gosnells City                         | 1    |
| Greater Geraldton City                | 1    |
| Halls Creek Shire                     | 3    |
| Harvey Shire                          | 2    |
| Irwin Shire                           | 3    |
| Jerramungup Shire                     | 4    |
| Joondalup City                        | 1    |
| Kalamunda Shire                       | 2    |
| Kalgoorlie-Boulder City               | 1    |
| Karratha City                         | 1    |
| Katanning Shire                       | 3    |
| Kellerberrin Shire                    | 4    |
| Kent Shire                            | 4    |
| Kojonup Shire                         | 3    |
| Kondinin Shire                        | 4    |

| Local Government Band Classifications |      |
|---------------------------------------|------|
| Local Government                      | Band |
| Koorda Shire                          | 4    |
| Kulin Shire                           | 4    |
| Kwinana City                          | 1    |
| Lake Grace Shire                      | 4    |
| Laverton Shire                        | 3    |
| Leonora Shire                         | 3    |
| Mandurah City                         | 1    |
| Manjimup Shire                        | 2    |
| Meekatharra Shire                     | 3    |
| Melville City                         | 1    |
| Menzies Shire                         | 4    |
| Merredin Shire                        | 3    |
| Mingenew Shire                        | 4    |
| Moora Shire                           | 3    |
| Morawa Shire                          | 4    |
| Mosman Park Town                      | 3    |
| Mount Magnet Shire                    | 4    |
| Mount Marshall Shire                  | 4    |
| Mukinbudin Shire                      | 4    |
| Mundaring Shire                       | 2    |
| Murchison Shire                       | 4    |
| Murray Shire                          | 2    |
| Nannup Shire                          | 4    |
| Narembeen Shire                       | 4    |
| Narrogin Shire                        | 3    |
| Nedlands City                         | 2    |
| Ngaanyatjarraku Shire                 | 4    |
| Northam Shire                         | 2    |
| Northampton Shire                     | 3    |
| Nungarin Shire                        | 4    |
| Peppermint Grove Shire                | 4    |
| Perenjori Shire                       | 4    |
| Perth City                            | 1    |
| Pingelly Shire                        | 4    |
| Plantagenet Shire                     | 3    |

| Local Government Band Classifications |      |
|---------------------------------------|------|
| Local Government                      | Band |
| Port Hedland Town                     | 1    |
| Quairading Shire                      | 4    |
| Ravensthorpe Shire                    | 3    |
| Rockingham City                       | 1    |
| Sandstone Shire                       | 4    |
| Serpentine-Jarrahdale Shire           | 2    |
| Shark Bay Shire                       | 4    |
| South Perth City                      | 2    |
| Stirling City                         | 1    |
| Subiaco City                          | 2    |
| Swan City                             | 1    |
| Tammin Shire                          | 4    |
| Three Springs Shire                   | 4    |
| Toodyay Shire                         | 3    |
| Trayning Shire                        | 4    |
| Upper Gascoyne Shire                  | 4    |
| Victoria Park Town                    | 2    |
| Victoria Plains Shire                 | 4    |
| Vincent City                          | 2    |
| Wagin Shire                           | 4    |
| Wandering Shire                       | 4    |
| Wanneroo City                         | 1    |
| Waroona Shire                         | 3    |
| West Arthur Shire                     | 4    |
| Westonia Shire                        | 4    |
| Wickepin Shire                        | 4    |
| Williams Shire                        | 4    |
| Wiluna Shire                          | 4    |
| Wongan-Ballidu Shire                  | 4    |
| Woodanilling Shire                    | 4    |
| Wyalkatchem Shire                     | 4    |
| Wyndham-East Kimberley Shire          | 2    |
| Yalgoo Shire                          | 4    |
| Yilgarn Shire                         | 3    |
| York Shire                            | 3    |

Signed on 2 April 2026



E Prof M Seares AO  
CHAIRPERSON



Dr M Schaper  
MEMBER



Mr O Whittle  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**

PUBLIC OCM AGENDA

## 9.4 Register of Delegations – Annual Review

|                                       |   |
|---------------------------------------|---|
| <b>File Reference</b>                 |   |
| <b>Report Date</b>                    | 12/05/2026  |
| <b>Applicant/Proponent</b>            | Council, CEO  |
| <b>Officer Disclosure of Interest</b> | Nil   |
| <b>Previous Meeting Reference</b>     | Nil   |
| <b>Prepared by</b>                    | Sean Fletcher – Chief Executive Officer<br>Candice Watson - PACEO |
| <b>Senior Officer</b>                 | Sean Fletcher – Chief Executive Officer                           |
| <b>Authorised by</b>                  | Colin Ashe, Acting CEO  |
| <b>Attachments</b>                    | 1. Register of Delegations 2026 – Page 98                         |

### PURPOSE

To present the outcome of the annual review of the Register of Delegations and seek Council adoption of the updated Register, including the addition of a new delegation relating to contract fuel cost recovery arising from a change in law.

### BACKGROUND

Section 5.46 of the *Local Government Act 1995* requires a local government to maintain a Register of Delegations and to review any delegation to the Chief Executive Officer, and in turn for the CEO to review delegations to employees on an annual basis or whenever a change is required.

Council last reviewed and adopted the Register of Delegations to the CEO at its meeting held on 16 June 2025. The CEO also confirmed at the same meeting he had conducted a review of delegations to officers at the same time.

### COMMENT

A review of the Register of Delegations to the CEO has been conducted in May 2026 by the Chief Executive Officer and the PA to the CEO. The CEO at the same time conducted the review of his delegations to appropriate officers.

This year's review was a basic compliance review, confirming that:

- all delegations remain required;
- delegations continue to align with current legislation, regulations and local laws;
- delegations are allocated to appropriate positions; and
- no unintended expansion or reduction of delegated authority has occurred.

With two exceptions (one new delegation and an amendment to one delegation), no substantive changes to the remaining delegations are proposed as a result of the reviews.

### **New Delegation – 3.12 Contracts: Fuel Cost Recovery (Change in Law)**

A new delegation, Delegation 3.12 – Contracts: Fuel Cost Recovery (Change in Law), is proposed to address an emerging governance issue arising from the introduction of externally mandated fuel cost recovery arrangements affecting certain operational contracts, particularly waste services.

The proposed delegation has been developed to ensure the Shire has a clear, lawful and auditable mechanism to respond to binding changes in law that require contract cost adjustments, while maintaining appropriate limits, controls and Council oversight. The delegation is deliberately narrow in scope and operates alongside, rather than replacing, the existing delegation for general contract variations.

During early 2026, Avon Waste requested an increase to the Waste and Recycling Services Contract due to increases in diesel prices. At the time:

- the contract did not contain a general rise and fall pricing clause;
- fuel price movements formed part of the contractor's commercial risk under the tendered contract; and
- no statutory or regulatory requirement existed requiring contract price adjustment.

As a result, the request could not be approved under existing contract variation delegations or the Shire's Procurement and Purchasing Policy.

Subsequently, the Road Transport Contractual Chain Order – Fuel Cost Recovery, made under the *Fair Work Act 2009 (Cth)*, came into effect. This Order represents a mandatory change in law, requiring parties in specific contractual chains, including local government waste services, to allow recovery of fuel cost increases, subject to strict conditions.

Importantly:

- the Order does not mandate a fixed increase;
- adjustments must be evidence-based, proportionate and contract-specific; and
- recovery must be temporary, reversible and limited strictly to fuel costs.

The introduction of the Order fundamentally altered the governance position from a discretionary commercial matter to a mandatory legal compliance requirement. The existing contract variation delegation (Delegation 3.8) is not designed to address ongoing, externally mandated adjustments that require frequent recalculation without altering contract scope or intent.

Delegation 3.12 has therefore been developed to:

- clearly distinguish mandatory change-in-law adjustments from discretionary variations;
- ensure adjustments are tightly constrained, temporary and auditable;
- prevent inadvertent repricing or scope expansion;
- enable timely and lawful compliance with external legal obligations; and
- preserve Council oversight where adjustments become ongoing or materially impact the Shire's financial position.

The proposed delegation includes explicit record-keeping and reporting requirements to maintain transparency and audit defensibility.

## **Modified Delegation – 19.1 Behaviour Complaints Committee (Revised)**

The modified Delegation 19.1 – Behaviour Complaints Committee does not materially alter the scope of functions exercised by the Committee under clauses 12 and 13 of the Code of Conduct but introduces a number of clarifications and governance improvements. The delegation was reviewed and revised by the Chief Executive Officer in April 2026.

The revision expressly identifies Council as the delegator and specifies that the Behaviour Complaints Committee is comprised of Council Members only, thereby strengthening clarity and accountability.

Additional provisions confirm that the delegation cannot be sub-delegated, clearly document the statutory framework which underpins the delegation, and formalise record-keeping obligations by requiring that all decisions made under the delegation be recorded in the Committee's minutes in accordance with the Local Government (Administration) Regulations 1996.

The existing conditions and safeguards relating to authorisation by absolute majority, referral to the Local Government Inspector, conflicts of interest, closed meetings and compliance with adopted policies remain substantially unchanged. Overall, the amendments improve clarity, legislative alignment and governance robustness without expanding or restricting the Committee's existing decision-making powers.

## **CONSULTATION**

Internal consultation was undertaken with all staff that hold delegated Authority as part of the annual review process.

Cr Pauline Bantock, Shire President  
Mr Sean Fletcher, Chief Executive Officer  
Mr Colin Ashe, Deputy Chief Executive Officer  
Mr Silvio Brenzi, Manager Works and Services  
Mr Gordon Houston, Environmental Health and Building Officer  
Ms Mikayla James, Community Emergency Services Manager  
Ms Candice Watson, Personal Assistant to the Chief Executive Officer  
Ms Katrina Humphries, Creditors Officer / Customer Service Liaison  
Ms Naomi Auhl, Rates Officer  
Ms Bridget Ralph, Community Development Officer

## **STATUTORY CONTEXT**

### **Local Government Act 1995 – sections 5.42 to 5.46**

#### **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.

**5.43. Limits on delegations to CEO** – includes those matters that cannot be delegated to the CEO and hence other staff and committees of council e.g. any matter requires an absolute majority by council, appointing an auditor, borrowing money.

**5.44. CEO may delegate powers and duties to other employees** – CEO can undertake sub delegations.

**5.45. Other matters relevant to delegations under this Division** – Confirmation of the Interpretation Act re time, amending or revoking delegations must be by absolute majority and the concept of acting through.

**5.46. Register of, and records relevant to, delegations to CEO and employees** - CEO is to keep a register of Council delegations to CEO and CEO delegations to employees. Delegator is to review the delegations made once every financial year.

**Local Government (Functions and General) Regulations 1996 - Regulation 21A**

Regulation 21A limits contract variations to those that are necessary to supply the services and do not change contract scope. In the Waste Contract, pricing adjustments arising from binding changes in law meet this test, as they are mechanical, evidence-based and do not involve repricing, scope expansion or risk reallocation. Delegation 3.12 enables the CEO to implement such lawful adjustments administratively, where prices vary frequently, while remaining fully constrained by Regulation 21A.

**Fair Work Act 2009 (Cth) – Road Transport Contractual Chain Order (Fuel Cost Recovery)**

The Road Transport Contractual Chain Order (Fuel Cost Recovery), made under the *Fair Work Act 2009 (Cth)*, imposes mandatory, evidence-based fuel cost recovery across road transport contractual chains, requiring regular (including fortnightly) price adjustments limited strictly to fuel cost impacts. The Waste Industry (and a number of other road transport groups) fall under Commonwealth jurisdiction and not the State of Western Australia.

This matter applies to the Shire of Victoria Plains because: although local governments are not automatically treated as trading entities under Commonwealth legislation, a local government may be subject to Commonwealth regulatory obligations where legislation applies to participants in regulated contractual chains or activities, irrespective of whether the local government itself is a constitutional (trading) corporation.

**CORPORATE CONTEXT**

**Strategic Business Plan/Corporate Business Plan**

| STRATEGIC PRIORITIES                  | WE KNOW WE ARE SUCCEEDING WHEN   |
|---------------------------------------|--|
| <b>4. CIVIC LEADERSHIP</b>            |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance   |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |
|                                       | Councillors attend training and feel supported in their role                                       |
|                                       | Council is supported by a skilled team   |

**Delegation**

Nil

## Policy Implications

Under 4.3, correct delegations in place are part of the checks and balances that ensure the organisation is compliant.

## Other Corporate Document

Nil

## Risk Analysis

| Consequence:  | Likelihood:   | Risk         | Risk Acceptance                           | Outcome   |
|---|---|--------------|---|---|
| <b>Compliance</b>   | <b>Likely</b>   |              |   |   |
| <b>Extreme (5)</b><br><b>Imposed penalties to Shire/Officers</b><br><br>Failure to delegate properly has been a key focus and finding in previous inquiries into councils and officers. | <b>At least once per year (4)</b><br><br>A review of delegations must be completed once each financial year | Extreme (20) | Council/CEO<br><br>Controls are adequate. | Council has successfully reviewed its delegations for the last year and the CEO has implemented instruments of delegation, hence the risk is currently low. |

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Absolute majority required: Yes

## Officer Recommendation

That Council:

1. In accordance with s.5.46(2) of the *Local Government Act 1995* **CONFIRMS** it has completed the review for the 2025-2026 Financial Year regarding the delegations it has made under Division 4, including one added Delegation and one Modified Delegation. (Register of Delegations 2026 - as set out in Attachment 1)
2. **ADOPTS** the Register of Delegations as presented, including:
  - a. The addition of Delegation 3.12 – Contracts: Fuel Cost Recovery (Change in Law)
  - b. Modification of Delegation 19.1 Behaviour Complaints Committee (Revised).
3. **NOTES** that the CEO has completed the review of his delegations to employees.

For \_\_\_\_\_ / Against \_\_\_\_\_



Shire of

# Victoria Plains

Space to Grow

## Shire of Victoria Plains Register of Delegations

COUNCIL TO CEO

CEO TO OFFICERS

COUNCIL TO COMMITTEES

REVIEW & ADOPTION 27 MAY 2026

PUBLICOCMAGENDA

## REVIEW

| Reviewed by | Date approved | References  |
|-------------|---------------|---|
| Council     | 18 Jul 2018   | Purpose - Adoption<br>All delegation in this Register   |
| Council     | 19 Jul 2018   | Purpose - Revocation<br>All previous delegations  |
| Council     | 24 Jun 2020   | Purpose - Review and adoption<br>All delegations in this Register   |
| Council     | 23 Jun 2021   | Purpose - Review<br>Delegations revoked: 1.1.4, 1.1.5, 1.,2, 2.3, 16.1, 17.1, 17.2<br>Delegations modified: 1.1.1<br>Delegations CEO to Officers modified: 3.2, 3.3, 3.4, 3.5, 3.7, 3.8, 3.9, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 7.1, 10.5, 11.2, 11.3, 13.9, 15.1   |
| Council     | 22 Jun 2022   | Purpose - Review<br>Delegations modified: 1.1.7.2, 3.2, 3.6<br>Delegations CEO to Officers modified: 3.2, 3.3, 4.1<br><br>Delegations to Committee<br>19.1 – New<br>19.2 – New<br>19.3 - New  |
| Council     | 28 Jun 2023   | Purpose - Review<br>Delegations revoked: 4.4<br>Delegations modified: 1.1.1, 1.1.2, 3.6, 4.2, 4.3, 4.4, 4.6, 5.1, 6.1, 6.4, 21.1<br>Delegations CEO to Officers modified: 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 7.1, 10.1, 10.2, 10.3, 10.5, 11.2, 11.3, 13.9, 15.1 |
| Council     | 22 May 2024   | Delegations Modified: 3.6   |
| Council     | 16 Jun 2025   | Purpose - Review and adoption<br>All delegations in this register<br>Delegations Revoked:1.1.1, 3.12,10.2,10.4, 11.1, 13.8, 15.1, 15.2, 21.1<br><br>Delegations Modified: 1.1.7.1, 3.6, 3.7, 3.8, 3.11, 4.5, 10.3, 11.2, 13.1<br>Delegations Added: 1.3.9   |
| Council     | 27 May 2026   | Purpose - Review and Adoption<br>All delegations in this register<br><br>Delegations Revoked: NIL<br>Delegations Modified: 19.1<br>Delegations Added: 3.12  |

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## INTRODUCTION

### Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

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

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

## Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

*Planning and Development Act 2005 and associated regulations*  
*Dog Act 1976 and regulations;*  
*Cat Act 2011 and regulations*  
*Bush Fires Act 1954, regulations and local law created under that Act;*  
*Litter Act 1979 and regulations*  
*Local Government (Miscellaneous Provisions) 1960 as amended;*  
*Caravan Parks and Camping Grounds Act 1995;*  
*Control of Vehicles (Off-Road Areas) Act 1978 and regulations;*  
*Environmental Protection Act 1986*  
*Environmental Protection (Noise) Regulations 1997*  
*Building Act 2011*

N.B. – This is not an exhaustive list.

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## DELEGATIONS

## PART A – PRIMARY DELEGATIONS – to CEO

## Section 01 - Council / Governance

|  |   |
|--|---|
| <b>Delegation</b>                      | <b>1.1.2 Building Act 2011: Delegation: special permit authorities and local government</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Building Act 2011</i><br>s.127(1) & (3) Delegation: special permit authorities and local government  |
| <b>Express power or duty delegated</b> | <i>Building Regulations 2012</i><br>r.70(2) – Appointment of authorised officers (pre-condition of appointment). This is for the purposes of issuing <i>Building Act 2011</i> Infringement Notices (Building Reg.70(2) prescribes s.9.10(1) of the <i>Local Government Act 1995</i> as the enabling power.)<br><br><i>Criminal Procedure Act 2004</i><br>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.   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).<br/><b>NOTE:</b> Only employees delegated under s 5.44(1) of the <i>Local Government Act 1995</i> with power under s 9.19 or 9.20 may be appointed as “approved officers”.</li> <li>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).<br/><b>NOTE:</b> Only employees appointed under s 9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</li> <li>3. <b>Local Laws</b><br/>The CEO is delegated power to appoint employees as authorised persons for the purposes of performing functions under the following local laws made under the Building Act 2011 – <ol style="list-style-type: none"> <li>a. Fencing Local Law 2018,</li> </ol> </li> <li>4. <b>Infringement Notices</b><br/>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 <i>Criminal Procedure Act 2004</i> s.6(b) in accordance with the <i>Local Government Act 1995</i> s.9.10(1), subject to – <ul style="list-style-type: none"> <li>• Shire of Victoria Plains Delegations Register – 22 May 2024 Page 10 of 113 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 subdelegated,</li> <li>• 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.</li> </ul> </li> </ol> |

|                                     |   |
|-------------------------------------|---|
| <b>Delegates</b>                    | CEO   |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Appointments made by the CEO are limited to employees or other suitable persons of the Shire, and are to state the appointment is to the office (position) and when issued will set out clearly: <ol style="list-style-type: none"> <li>a. It will be for the duration of employment by the Shire, or</li> <li>b. It will be for the duration of the contract with the Shire, or</li> <li>c. It will be for a specified time, event or purpose.</li> </ol> </li> <li>2. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to – <ol style="list-style-type: none"> <li>a. any limitations specified in the relevant general delegation to the person or position;</li> <li>b. any specific limitations imposed by the Council or CEO in making the appointment.</li> </ol> </li> <li>3. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.</li> </ol> |
| <b>Express power to subdelegate</b> | CEO has discretion in this matter: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)   |
| <b>Statutory framework</b>          | <p><i>Building Act 2011</i><br/>s.127(1) &amp; (3) Delegation: special permit authorities and local government</p> <p><i>Building Regulations 2012</i><br/>r.70(2) – Appointment of authorised officers (pre-condition of appointment). This is for the purposes of issuing Building Act 2011 Infringement Notices (Building Reg.70(2) prescribes s.9.10(1) of the <i>Local Government Act 1995</i> as the enabling power.)</p> <p><i>Criminal Procedure Act 2004</i><br/>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</p>   |
| <b>Record keeping</b>               | <ol style="list-style-type: none"> <li>i. Authorised person's certificate of authorisation</li> <li>ii. File copy of authorisation</li> <li>iii. Personnel file</li> <li>iv. Relevant subject file</li> </ol>   |
| <b>Date adopted</b>                 | 18 July 2018  |
| <b>Adoption references</b>          | 1.1.2   |
| <b>Last reviewed</b>                | 27 May 2026   |

|  |   |
|--|---|
| <b>Delegation</b>                      | <b>1.1.3 Bush Fires Act 1954: Local Government may appoint bush fire control officer</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Bush Fires Act 1954</i><br>s.48 Delegation by local government<br>s.38 Local Government may appoint bush fire control officer  |
| <b>Express power or duty delegated</b> | <i>Bush Fires Act 1954</i><br>s.48 Delegation by local government<br>s.38 Local Government may appoint bush fire control officer  |
| <b>Function</b>                        | <p><b>Legislation</b></p> <ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> <li>a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and</li> <li>b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Victoria Plains [s.38(5A)]</li> <li>3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the district in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> <li>a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</li> </ol> </li> <li>4. <b>Local Laws</b> <ol style="list-style-type: none"> <li>a. Nil</li> </ol> </li> <li>5. <b>Infringement Notices</b> <ol style="list-style-type: none"> <li>a. Nil</li> </ol> </li> </ol> |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | <p>Appointments made by the CEO are limited to employees or other suitable persons of the Shire, and are to state the appointment is to the office (position) and when issued will set out clearly:</p> <ol style="list-style-type: none"> <li>a. It will be for the duration of employment by the Shire, or</li> <li>b. It will be for the duration of the contract with the Shire, or</li> <li>c. It will be for a specified time, event or purpose.</li> </ol> <p>Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to –</p> <ol style="list-style-type: none"> <li>a. any limitations specified in the relevant general delegation to the person or position;</li> <li>b. any specific limitations imposed by the Council or CEO in making the appointment.</li> </ol> <p>All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.</p>   |

|                                     |   |
|-------------------------------------|---|
| <b>Express power to subdelegate</b> | Nil, Sub-delegation prohibited by s.48(3)   |
| <b>Statutory framework</b>          | <i>Bush Fires Act 1954</i><br>s.48 Delegation by local government<br>s.38 Local Government may appoint bush fire control officer  |
| <b>Record keeping</b>               | <ul style="list-style-type: none"> <li>i. Authorised person's certificate of authorisation</li> <li>ii. File copy of authorisation</li> <li>iii. Personnel file</li> <li>iv. Relevant subject file</li> </ul> |
| <b>Date adopted</b>                 | 18 July 2018  |
| <b>Adoption references</b>          | 1.1.3   |
| <b>Last reviewed</b>                | 27 May 2026   |

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|  |   |
|--|---|
| <b>Delegation</b>                      | <b>1.1.6 Food Act 2008: Appointment of Authorised Officers</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Food Act 2008</i><br>s.118 Functions of enforcement agencies and delegation:<br>(2)(b) Enforcement agency may delegate a function conferred on it<br>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]<br>(4) Sub-delegation permissible only if expressly provided in regulations   |
| <b>Express power or duty delegated</b> | <i>Food Act 2008</i><br>s.122(1) Appointment of authorised officers<br>s.126(6), (7) and (13) Infringement Officers   |
| <b>Function</b>                        | <p><b>Legislation</b></p> <ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> <li>4. <b>Local Laws</b> <ol style="list-style-type: none"> <li>a. Health Local Law 2003</li> <li>b. Health Amendment Local Law 2005</li> </ol> </li> <li>5. <b>Infringement Notices</b><br/>- See Function Delegated</li> </ol> |
| <b>Delegates</b>                       | CEO   |

|                                     |  |
|-------------------------------------|--|
| <b>Conditions</b>                   | <p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Appointment of Authorised Officers as Meat Inspectors</li> <li>• Appointment of Authorised Officers</li> <li>• Appointment of Authorised Officers – Designated Officers only</li> <li>• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li> </ul> <p>Appointments made by the CEO are limited to employees or other suitable persons of the Shire, and are to state the appointment is to the office (position) and when issued will set out clearly:</p> <ol style="list-style-type: none"> <li>a. It will be for the duration of employment by the Shire, or</li> <li>b. It will be for the duration of the contract with the Shire, or</li> <li>c. It will be for a specified time, event or purpose.</li> </ol> <p>Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to –</p> <ol style="list-style-type: none"> <li>a. any limitations specified in the relevant general delegation to the person or position;</li> <li>b. any specific limitations imposed by the Council or CEO in making the appointment.</li> </ol> <p>All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.</p> |
| <b>Express power to subdelegate</b> | <p>CEO has discretion in this matter subject to the Council Conditions/Limitations</p>   |
| <b>Statutory framework</b>          | <p><i>Food Act 2008</i><br/> s.118 Functions of enforcement agencies and delegation:<br/> (2)(b) Enforcement agency may delegate a function conferred on it<br/> (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]<br/> (4) Sub-delegation permissible only if expressly provided in regulations<br/> s.122(1) Appointment of authorised officers<br/> s.126(6), (7) and (13) Infringement Officers</p>  |
| <b>Policy</b>                       | <p>See delegation 1.3.9</p>  |
| <b>Record keeping</b>               | <ol style="list-style-type: none"> <li>i. Authorised person's certificate of authorisation</li> <li>ii. File copy of authorisation</li> <li>iii. Personnel file</li> <li>iv. Relevant subject file</li> </ol>  |
| <b>Date adopted</b>                 | <p>18 July 2018</p>  |
| <b>Adoption references</b>          | <p>1.1.6</p>   |
| <b>Last reviewed</b>                | <p>27 May 2026</p>   |

|  |  |
|--|--|
| <b>Delegation</b>                      | <b>1.1.7.1 Public Health Act 2016: Appoint Authorised officer or Approved Officer (Asbestos Regulations)</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Health (Asbestos) Regulations 1992</i><br>r.15D(7) Delegate powers to the CEO<br>r.15D(5) CEO Appoint persons to issue infringement notices   |
| <b>Express power or duty delegated</b> | <i>Health (Asbestos) Regulations 1992</i><br>r.15D(5) Infringement Notices   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. <b>Legislation</b><br/>Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].</li> <li>2. <b>Local Laws</b><br/>Health Local Law 2003<br/>Health Amendment Local Law 2005</li> <li>3. <b>Infringement Notices</b><br/>Refer Legislation and Local Laws</li> </ol>  |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].</li> <li>1. Appointments made by the CEO are limited to employees or other suitable persons of the Shire, and are to state the appointment is to the office (position) and when issued will set out clearly: <ol style="list-style-type: none"> <li>a. It will be for the duration of employment by the Shire, or</li> <li>b. It will be for the duration of the contract with the Shire, or</li> <li>c. It will be for a specified time, event or purpose.</li> </ol> </li> <li>2. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to – <ol style="list-style-type: none"> <li>a. any limitations specified in the relevant general delegation to the person or position;</li> <li>b. any specific limitations imposed by the Council or CEO in making the appointment.</li> </ol> </li> <li>3. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.</li> </ol> |
| <b>Express power to subdelegate</b>    | Nil – the <i>Health (Asbestos) Regulations 1992</i> does not provide a power to sub-delegate.  |
| <b>Statutory framework</b>             | Health (Asbestos) Regulations 1992<br>15D (7) Infringement Notices   |
| <b>Policy</b>                          | See Delegation 1.3.9   |

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| <b>Record keeping</b>      | <ul style="list-style-type: none"><li>i. Authorised person's certificate of authorisation</li><li>ii. File copy of authorisation</li><li>iii. Personnel file</li><li>iv. Relevant subject file</li></ul> |
| <b>Date adopted</b>        | 18 July 2018   |
| <b>Adoption references</b> | 1.1.7.1  |
| <b>Last reviewed</b>       | 27 May 2026  |

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| <b>Delegation</b>                      | <b>1.1.7.2 Public Health Act 2016: Designate Authorised Officers</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Public health Act 2016</i><br>s.21 Enforcement agency may delegate   |
| <b>Express power or duty delegated</b> | <i>Public health Act 2016</i><br>s.24(1) and (3) Designation of authorised officers   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. <b>Legislation</b><br/>Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> <li>i. The Public Health Act 2016 or other specified Act</li> <li>ii. Specified provisions of the Public Health Act 2016 or</li> <li>iii. Other than the specified provisions of that Act including: <ol style="list-style-type: none"> <li>a. an environmental health officer or environmental health officers as a class; OR</li> <li>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>c. a mixture of the two. [s.24(1) and (3)].</li> </ol> </li> </ol> </li> <li>2. <b>Local Laws</b> <ol style="list-style-type: none"> <li>a. <i>Health Amendment Local Law 2005</i></li> <li>b. Infringement Notices</li> </ol> </li> <li>3. <b>Infringement Notices</b> <ul style="list-style-type: none"> <li>• Refer Legislation, Local Laws,</li> </ul> </li> </ol>  |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>a. Subject to each person so appointed being; <ul style="list-style-type: none"> <li>• Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>• Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>b. A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> </ol> <ol style="list-style-type: none"> <li>1. Appointments made by the CEO are limited to employees or other suitable persons of the Shire, and are to state the appointment is to the office (position) and when issued will set out clearly: <ol style="list-style-type: none"> <li>a. It will be for the duration of employment by the Shire, or</li> <li>b. It will be for the duration of the contract with the Shire, or</li> <li>c. It will be for a specified time, event or purpose.</li> </ol> </li> <li>2. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to – <ol style="list-style-type: none"> <li>a. any limitations specified in the relevant general delegation to the person or position;</li> <li>b. any specific limitations imposed by the Council or CEO in making the appointment.</li> </ol> </li> <li>3. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.</li> </ol> |
| <b>Express power to subdelegate</b>    | Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].   |

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| <b>Statutory framework</b> | <i>Public health Act 2016</i> –<br>s.21 Enforcement agency may delegate<br>s.24(1) and (3) Designation of authorised officers   |
| <b>Policy</b>              | See Delegation 1.3.9  |
| <b>Record keeping</b>      | <ul style="list-style-type: none"> <li>i. Authorised person's certificate of authorisation</li> <li>ii. File copy of authorisation</li> <li>iii. Personnel file</li> <li>iv. Relevant subject file</li> </ul> <p>A Register (list) of authorised officers is to be maintained in accordance with s.27</p> |
| <b>Date adopted</b>        | 18 July 2018  |
| <b>Adoption references</b> | 1.1.7.2   |
| <b>Last reviewed</b>       | 27 May 2026   |

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| <b>Delegation</b>                      | <b>1.1.8 Local Planning Scheme</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>Sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act. |
| <b>Express power or duty delegated</b> | <i>Land Development Act 2005</i><br>Shire of Victoria Plains Deemed Provisions: Part 10 - Enforcement and administration;<br>Division 1 - Powers of local government                  |

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| <p><b>Function</b></p>  | <p>1. Legislation<br/>Part 10 - Enforcement and administration<br/>Division 1 - Powers of local government</p> <p>Entry and inspection powers</p> <ol style="list-style-type: none"> <li>1. The local government CEO may, by instrument in writing, designate an officer of the local government as an authorised officer for the purposes of this clause.</li> <li>2. An authorised officer may, for the purpose of monitoring whether the local planning scheme is being complied with, at any reasonable time and with any assistance reasonably required – <ol style="list-style-type: none"> <li>a. enter any building or land in the Scheme area; and</li> <li>b. inspect the building or land and anything in or on the building or land.</li> </ol> </li> </ol> <p>Delegations by local government</p> <ol style="list-style-type: none"> <li>1. The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.</li> <li>2. A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.</li> <li>3. The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.</li> </ol> <p>Local Government CEO may delegate powers</p> <ol style="list-style-type: none"> <li>1. The local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO' functions under this Scheme other than this power of delegation.</li> <li>2. A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.</li> <li>3. Subject to any conditions imposed by the local government on its delegation to the local government CEO under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the CEO under that clause.</li> </ol> <p>Other matters relevant to delegations under this Division<br/><i>The Local Government Act 1995</i> sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act.</p> <p>Local Laws<br/>Nil</p> <p>Infringement Notices<br/>Subject to the powers listed in Legislation</p> |
| <p><b>Delegates</b></p> | <p>CEO</p>  |

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| <b>Conditions</b>                   | <p>The CEO is delegated power to appoint employees as authorised persons for the purposes of performing functions under -</p> <ul style="list-style-type: none"> <li>a. Local Planning Scheme;</li> <li>b. Local Planning Policy.</li> </ul> <ol style="list-style-type: none"> <li>1. Appointments made by the CEO are limited to employees or other suitable persons of the Shire, and are to state the appointment is to the office (position) and when issued will set out clearly: <ul style="list-style-type: none"> <li>a. It will be for the duration of employment by the Shire, or</li> <li>b. It will be for the duration of the contract with the Shire, or</li> <li>c. It will be for a specified time, event or purpose.</li> </ul> </li> <li>2. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to – <ul style="list-style-type: none"> <li>a. any limitations specified in the relevant general delegation to the person or position;</li> <li>b. any specific limitations imposed by the Council or CEO in making the appointment.</li> </ul> </li> <li>3. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.</li> </ol> |
| <b>Express power to subdelegate</b> | Permitted as per the Conditions/Limitations  |
| <b>Statutory framework</b>          | <p><i>Local Government Act 1995</i><br/>sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act.</p> <p><i>Land Development Act 2005</i><br/>Shire of Victoria Plains Deemed Provisions: Part 10 - Enforcement and administration;<br/>Division 1 - Powers of local government</p>  |
| <b>Policy</b>                       | See Delegation 1.3.9   |
| <b>Record keeping</b>               | <ul style="list-style-type: none"> <li>i. Authorised person's certificate of authorisation</li> <li>ii. File copy of authorisation</li> <li>iii. Personnel file</li> <li>iv. Relevant subject file</li> </ul>  |
| <b>Date adopted</b>                 | 18 July 2018   |
| <b>Adoption references</b>          | 1.1.8  |
| <b>Last reviewed</b>                | 27 May 2026  |

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| <b>Delegation</b>                      | <b>1.3.9 Appoint Authorised Persons</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | Local Government Act 1995:<br>s.5.44 CEO may delegate some powers and duties to other employees   |
| <b>Express power or duty delegated</b> | Local Government Act 1995:<br>s.9.10 Appointment of authorised persons [s.9.10(2)]  |
| <b>Function</b>                        | 1. Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:<br>(a) Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act.<br>(b) Graffiti Vandalism Act 2016 – refer s.15; and<br>(c) any other legislation prescribed for the purposes of s.9.10 of the Local Government Act 1995.   |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | a. A register of Authorisations is to be maintained as a Local Government Record.<br>b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.<br>c. A person to be appointed as authorised officer in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the Criminal Procedure Act 2004 MUST first be appointed as an authorised person for the purposes of section 9.16 of the Local Government Act 1995.<br>d. The CEO decides the conditions / limitations that apply when using delegated powers or duties   |
| <b>Express power to subdelegate</b>    | NIL   |
| <b>Statutory framework</b>             | Local Government Act 1995 –<br>s.3.18 – local government to administer its local laws and perform its required functions under the Act<br>s.3.24 - Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]<br>s.9.10(1) – Appointment of authorised persons<br><br>Local Government (Miscellaneous Provisions) Act 1960<br>s.449 Appointing of pound keepers and rangers<br><br>Criminal Procedure Act 2004 –<br>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<br><br>Graffiti Vandalism Act 2016<br>s.15 Prescribes Part 9 of the Local Government Act 1995 as the enabling power |

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| <b>Record keeping</b>      | Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.<br>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record. |
| <b>Date adopted</b>        | 16 June 2025   |
| <b>Adoption references</b> | 1.3.9  |
| <b>Last reviewed</b>       | 27 May 2026  |

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| <b>Delegation</b>                      | <b>2.1 Common Seal – Execution of documents</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <p><i>Local Government Act 1995 –</i></p> <p>s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government</p> <p>s.9.49A(1) – only affixed as authorised by Council</p> <p>s.9.49A(2) – only to documents as authorised by Council</p> <p>s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO</p> <p>s.9.49A(4) – Council may authorise person to sign documents</p> <p>s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed</p>   |
| <b>Express power or duty delegated</b> | <p><i>Local Government (Functions &amp; General) Regulations 1996</i></p> <p>r.34 – Common seal, unauthorised use of</p>   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. Council delegates power to the CEO to determine to affix the Common Seal without prior approval by Council where the document is – <ol style="list-style-type: none"> <li>a. a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;</li> <li>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.</li> </ol> </li> </ol>  |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. Notwithstanding the conditions above on use of the Common Seal, the CEO is delegated power to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to – <ol style="list-style-type: none"> <li>a. Notifications, covenants and easements under the <i>Transfer of Land Act 1893</i>;</li> <li>b. reciprocal access and/or parking agreements;</li> <li>c. rights of carriageway agreements;</li> <li>d. caveats under the <i>Transfer of Land Act 1893</i>; and</li> <li>e. easements or deeds under the <i>Land Administration Act 1997</i> or <i>Strata Titles Act 1985</i>.</li> </ol> </li> <li>2. The Common Seal is to be kept in the custody of the CEO.</li> <li>3. Application of the Common Seal has no effect unless countersigned by the President</li> </ol> <p>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).</p> <p>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.</p> |
| <b>Express power to subdelegate</b>    | N/A  |

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| <b>Statutory framework</b> | <p><i>Local Government Act 1995</i></p> <p>s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government</p> <p>s.9.49A(1) – only affixed as authorised by Council</p> <p>s.9.49A(2) – only to documents as authorised by Council</p> <p>s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO</p> <p>s.9.49A(4) – Council may authorise person to sign documents</p> <p>s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed</p> |
| <b>Record keeping</b>      | <p>i. Report to Council’s Monthly Briefing Session</p> <p>ii. Recording in the Common Seal Register of Use</p>   |
| <b>Date adopted</b>        | 18 July 2018   |
| <b>Adoption references</b> | 2.1  |
| <b>Last reviewed</b>       | 27 May 2026  |

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| <b>Delegation</b>                      | <b>3.2 Municipal Fund and Trust Fund; Payments from Bank Accounts</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.6.8 – expenditure from Municipal Fund<br>s.6.8(1)(c) – Payment in an emergency  |
| <b>Express power or duty delegated</b> | <i>Local Government (Financial Management) Regulations 1996</i><br>r.5 – CEO’s duties as to financial management<br>r.11 – Payments, procedures for making etc.<br>r.12 – Payments from municipal fund or trust fund, restrictions on making<br>r.13 – Duties of CEO  |
| <b>Function</b>                        | 1. The CEO is delegated power to make payments from the Municipal Bank Account and Trust Bank Account subject to –<br><br>a. being in accordance with the adopted Budget;<br>b. being authorised by a resolution of Council;<br>c. disbursement as authorised, of funds lodged to the Trust Account, or<br>d. being authorised emergency expenditure.   |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | 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. This is because these are matters regarding incurring a liability and this is controlled by the CEO in accordance with developing appropriate systems and procedures. See Local Government (Financial Management) Regulations 5 and 11.   |
| <b>Subdelegates</b>                    | Coordinator Financial Services<br>Deputy CEO  |
| <b>Subdelegate conditions</b>          | 1. Delegates must comply with approvals by the CEO as follows: –<br>a. systems and procedures required by FM Reg. r.5;<br>b. compliance with procedures developed in accordance with FM Reg r.11;<br>c. constant review of procedures in accordance with Audit Reg. r.17<br>2. All transactions are to have the approved signatures or secure electronic passwords by any two of the following approved persons, jointly –<br>CEO<br>DCEO<br>Coordinator Finance Services                               |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.6.8 – expenditure from Municipal Fund<br>s.6.8(1)(c) – Payment in an emergency<br><i>Local Government (Financial Management) Regulations 1996</i><br>r.5 – CEO’s duties as to financial management<br>r.11 – Payments, procedures for making etc.<br>r.12 – Payments from municipal fund or trust fund, restrictions on making<br>r.13 – Duties of CEO<br><i>Local Government (Audit) Regulations 1996</i><br>r.16 – CEO to review certain systems and procedures |

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| <b>Record keeping</b>      | i. Copy of approval, authorisation, payment of invoice etc. with financial transaction<br>ii. Monthly report to Council Meeting |
| <b>Date adopted</b>        | 18 June 2018  |
| <b>Adoption references</b> | 3.2   |
| <b>Last reviewed</b>       | 27 May 2026   |

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| <b>Delegation</b>                      | <b>3.3 Investments</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.6.14 – Power to invest   |
| <b>Express power or duty delegated</b> | <i>Local Government (Financial Management) Regulations</i><br>r.19 – Investments, control procedure for<br>r.19C – Investments of money, restrictions on   |
| <b>Function</b>                        | 1. The CEO is delegated power to invest money held in any Shire fund that is not required for immediate use, provided that sufficient working funds are retained at all times.   |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | FM Reg r.19C imposes limits on institutions, duration of investment, type of investment etc.   |
| <b>Subdelegates</b>                    | Coordinator Financial Services<br>Deputy CEO   |
| <b>Subdelegate conditions</b>          | 1. All transactions are to have two authorised signatures or secure electronic passwords, at least one of whom must be –<br>a. CEO; or<br>b. DCEO<br>c. Second signatories may be Finance Coordinator                    |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.6.14 – Power to invest<br><i>Local Government (Financial Management) Regulations</i><br>r.19 – Investments, control procedure for<br>r.19C – Investments of money, restrictions on |
| <b>Record keeping</b>                  | Record of lodgement of funds for investment, and instructions given.   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 3.3  |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>3.4 Rates record, extensions and objections</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.6.39 (2) – amend rate records for up to 5 years<br>s.6.40 (3) – refund of rates after overpayment<br>s.6.76 (4) – extension of time to make objection to rate record<br>s.6.76 (5) – determination of objection to rate record   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i><br>s.6.39 (2) – amend rate records for up to 5 years<br>s.6.40 (3) – refund of rates after overpayment<br>s.6.76 (4) – extension of time to make objection to rate record<br>s.6.76 (5) – determination of objection to rate record   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to – <ol style="list-style-type: none"> <li>a. amend rate records for the past five years preceding the current year,</li> <li>b. refund of rates overpaid following an adjustment to the rate record if requested,</li> <li>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.</li> <li>d. consider any objection to the rate record and may either disallow it or allow it, wholly or in part.</li> </ol> </li> </ol> |
| <b>Delegates</b>                       | CEO  |
| <b>Subdelegates</b>                    | Deputy CEO   |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.6.39 (2) – amend rate records for up to 5 years<br>s.6.40 (3) – refund of rates after overpayment<br>s.6.76 (4) – extension of time to make objection to rate record<br>s.6.76 (5) – determination of objection to rate record   |
| <b>Record keeping</b>                  | <ol style="list-style-type: none"> <li>i. File copy of rates notice, payment agreement or determination</li> <li>ii. Property / Assessment file</li> </ol>   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 3.4  |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>3.5 Sundry and rate debtors – Recovery and agreements</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.6.49 – Agreement as to payment of rates and service charges<br>s.6.56 (1) – recovery of rates by complaint or action<br>s.6.60 (2) – recovery of rates by requiring payment of rent to Shire   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i><br>s.6.49 – Agreement as to payment of rates and service charges<br>s.6.56 (1) – recovery of rates by complaint or action<br>s.6.60 (2) – recovery of rates by requiring payment of rent to Shire   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated 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.</li> <li>2. The CEO is delegated power to recover unpaid rates or service charges after becoming due and payable, together with the costs of proceedings, if any, for that recovery <ul style="list-style-type: none"> <li>• by use of a debt collection agency,</li> <li>• in a court of competent jurisdiction;</li> <li>• by serving notice on a tenant to pay rent to the Shire;</li> <li>• other such means as is provided for and appropriate.</li> </ul> </li> <li>3. The CEO is delegated power to recover unpaid sundry debtors, together with the costs of proceedings, if any, for that recovery <ul style="list-style-type: none"> <li>• by use of a debt collection agency,</li> <li>• in a court of competent jurisdiction;</li> <li>• other such means as is provided for and appropriate.</li> </ul> </li> </ol> |
| <b>Delegates</b>                       | CEO  |
| <b>Subdelegates</b>                    | Deputy CEO   |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.6.49 – Agreement as to payment of rates and service charges<br>s.6.56 (1) – recovery of rates by complaint or action<br>s.6.60 (2) – recovery of rates by requiring payment of rent to Shire   |
| <b>Record keeping</b>                  | <ol style="list-style-type: none"> <li>i. File copy of instruction to court or debt collection agency etc., written agreement with debtor, notice to tenant etc.</li> <li>ii. Property file</li> </ol>   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 3.5  |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>3.6 Write off of rate and sundry debts</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.5.95– information that is required to remain confidential<br>s.6.12(c) – Power to write off any amount of money   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i><br>s.5.95– information that is required to remain confidential<br>s.6.12(c) – Power to write off any amount of money   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to write off small amounts to a maximum of \$1,000.00 ex GST per individual debt for – <ol style="list-style-type: none"> <li>a. sundry debtors and any interest, charges and associated cost where the debtor can no longer be traced, or recovery is deemed unlikely.</li> <li>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 – <ol style="list-style-type: none"> <li>i. whereas 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</li> <li>ii. on transfer of the property from one owner to the next,</li> <li>iii. the value of the debt makes recovery attempts uneconomical.</li> </ol> </li> </ol> </li> </ol> |
| <b>Delegates</b>                       | CEO   |
| <b>Subdelegates</b>                    | Deputy CEO  |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.5.95– information that is required to remain confidential<br>s.6.12(c) – Power to write off any amount of money   |
| <b>Policy</b>                          | <p>Where a write-off is intended for rates or service, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation.</p> <p>Debt information –</p> <ul style="list-style-type: none"> <li>• includes rate debts as well as sundry debts</li> <li>• 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.</li> </ul>   |
| <b>Record keeping</b>                  | <ol style="list-style-type: none"> <li>i. Listing of debts written off to be signed by CEO</li> <li>ii. Report to Council via monthly briefing papers of the number of debts and total amount only</li> <li>iii. Value of rates and service charges written off to be included in the annual report</li> </ol>  |
| <b>Date adopted</b>                    | 18 July 2018  |
| <b>Adoption references</b>             | 3.6   |
| <b>Last reviewed</b>                   | 27 May 2026   |

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| <b>Delegation</b>                      | <b>3.7 Tenders – power to set specifications, criteria, call, accept, vary</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <p><i>Local Government Act 1995</i><br/> s.3.57– Tenders for providing goods or services<br/> s.3.58 – Disposing of property<br/> 5.43(b) – Limits on delegation to accept tenders</p>   |
| <b>Express power or duty delegated</b> | <p><i>Local Government (Functions and General) Regulations 1996</i><br/> Part 4 – provision of goods and service<br/> Division 1 – Purchasing policies for local government</p> <ul style="list-style-type: none"> <li>• r.11A – requirement for a purchasing policy</li> <li>• r.11 – when tenders have to be publicly invited and exemptions from inviting</li> </ul> <p>Division 2 – Tenders for providing goods and services, specifically –</p> <ul style="list-style-type: none"> <li>• r.14(2a) – criteria for deciding on tender to be determined in writing prior</li> <li>• r.14(4) – information to be disclosed, specifications, own tender to be determined prior</li> <li>• r.14(5) – vary information disclosed subject to all being informed</li> <li>• r.20 – Minor variation of requirements before entry into contract</li> <li>• r.23 – Rejecting and accepting expressions of interest</li> </ul> <p>Division 3 – Panels of pre-qualified suppliers, specifically –</p> <ul style="list-style-type: none"> <li>• r.24AD(2a) – requirements to join panel of pre-qualified suppliers</li> </ul> <p>Part 4A – Regional Price Preference<br/> Part 6 - Miscellaneous</p> <ul style="list-style-type: none"> <li>• 30 (3) – exempt disposition of property</li> </ul> |
| <b>Function</b>                        | <p>1. The CEO is delegated power, subject to prior budget provision having been made or to give effect to a Council decision, to –</p> <ol style="list-style-type: none"> <li>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;</li> <li>b. determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;</li> <li>c. invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or</li> <li>d. approve a minor variation to a 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 – <ol style="list-style-type: none"> <li>i. reduction;</li> <li>ii. increase in cost to a cumulative total of \$25,000 ex GST or 10% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or</li> <li>iii. reasonable and unforeseen increase in duration of the contract.</li> </ol> </li> </ol>  |
| <b>Delegates</b>                       | CEO  |

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| <b>Conditions</b>             | <ol style="list-style-type: none"> <li>1. Acceptance of tenders and expressions of interest, equal to or above the threshold, are to be by Council, unless prior delegation had been resolved.</li> <li>2. Acceptance and variation of tenders is limited to the CEO only.</li> <li>3. Variation of a tender after acceptance of the tender is not permitted unless provided for in the accepted tender.</li> <li>4. 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.</li> </ol>   |
| <b>Subdelegates</b>           | Deputy CEO<br>Manager Works and Services   |
| <b>Subdelegate conditions</b> | <ol style="list-style-type: none"> <li>1. Acceptance of tenders and expressions of interest, equal to or above the threshold, are to be by Council, unless prior delegation had been resolved.</li> <li>2. Acceptance and variation of tenders is limited to the CEO only.</li> <li>3. Variation of a tender after acceptance of the tender is not permitted unless provided for in the accepted tender.</li> <li>4. 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.</li> </ol>   |
| <b>Statutory framework</b>    | <p><i>Local Government Act 1995 –</i><br/> s.3.57– Tenders for providing goods or services<br/> s.3.58 – Disposing of property<br/> 5.43(b) – Limits on delegation to accept tenders<br/> <i>Local Government (Functions and General) Regulations 1996 –</i><br/> Part 4 – provision of goods and services<br/> Division 1 – Purchasing policies for local government</p> <ul style="list-style-type: none"> <li>• r.11A – requirement for a purchasing policy</li> <li>• r.11 – when tenders have to be publicly invited and exemptions from inviting</li> </ul> <p>Division 2 – Tenders for providing goods and services, specifically –</p> <ul style="list-style-type: none"> <li>• r.14(2a) – criteria for deciding on tender to be determined in writing prior</li> <li>• r.14(4) – information to be disclosed, specifications, own tender to be determined prior</li> <li>• r.14(5) – vary information disclosed subject to all being informed</li> <li>• r.20 – Minor variation of requirements before entry into contract</li> <li>• r.23 – Rejecting and accepting expressions of interest</li> </ul> <p>Division 3 – Panels of pre-qualified suppliers, specifically –</p> <ul style="list-style-type: none"> <li>• r.24AD(2a) – requirements to join panel of pre-qualified suppliers</li> </ul> <p>Part 4A – Regional Price Preference<br/> Part 6 - Miscellaneous</p> <ul style="list-style-type: none"> <li>• 30 (3) – exempt disposition of property</li> </ul> <p>CORPORATE CONTEXT<br/> Delegation Register –<br/> 3.1 – Municipal Fund – Incurring expenditure</p> |

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| <b>Policy</b>              | <p>Policy Manual<br/> 3.1 – Purchasing – Framework<br/> 3.2 – Local Price Preference</p> <p>Expression of interest is <b>not</b> a quote – refer Functions &amp; General Regulations r.21(3). The mandatory requirements are equivalent to those for a tender.<br/> This delegation applies to all tenders – whether acquisition or disposal.</p> |
| <b>Record keeping</b>      | <ul style="list-style-type: none"> <li>i. Report to Council via monthly briefing papers</li> <li>ii. Tender register and documentation on file</li> </ul>   |
| <b>Date adopted</b>        | 18 July 2018  |
| <b>Adoption references</b> | 3.7   |
| <b>Last reviewed</b>       | 27 May 2026   |

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| <b>Delegation</b>                      | <b>3.8 Contracts – Variations</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government (Functions and General) Regulations 1996</i><br>r.21A – Varying a contract for the supply of goods or services<br>r.24AJ – Contracts with pre-qualified suppliers  |
| <b>Express power or duty delegated</b> | <i>Local Government (Functions and General) Regulations 1996</i><br>r.21A – Varying a contract for the supply of goods or services<br>r.24AJ – Contracts with pre-qualified suppliers  |
| <b>Function</b>                        | <p>1. The CEO is delegated 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 –</p> <ol style="list-style-type: none"> <li>a. reduction;</li> <li>b. the cumulative value remains below the tender threshold;</li> <li>c. increase in cost to a cumulative total of \$25,000 or 10% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or</li> <li>d. reasonable and unforeseen increase in duration of the contract.</li> </ol> |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | N/A  |
| <b>Subdelegates</b>                    | Deputy CEO<br>Manager Works and Services   |
| <b>Statutory framework</b>             | <i>Local Government (Functions and General) Regulations 1996</i><br>r.21A – Varying a contract for the supply of goods or services<br>r.24AJ – Contracts with pre-qualified suppliers  |
| <b>Record keeping</b>                  | i. File copy of approved variation   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 3.8  |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>3.9 Disposing of property, and impounded, confiscated or uncollected goods</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <p><i>Local Government Act 1995 –</i></p> <p>s.3.39 – Power to remove an impound</p> <p>s.3.40 – Vehicle may be removed if goods to be impounded are in or on it</p> <p>s.3.40A – Abandoned vehicle wreck – disposal</p> <p>s.3.41 – Impounded perishable goods</p> <p>s.3.42 – Impounded non-perishable goods</p> <p>s.3.43 – Impounded non-perishable goods, court may confiscate</p> <p>s.3.44 – Notice to collect goods if not confiscate</p> <p>s.3.47(1) – Confiscated or uncollected goods, disposal of</p> <p>s.3.47(2b) – Periods of retention before disposal</p> <p>s.3.48 – Impounding expenses, recovery of</p> <p>s.3.58 – Disposing of property</p>  |
| <b>Express power or duty delegated</b> | <p><i>Local Government (Functions and General) Regulations 1996 –</i></p> <p>r.29A – Abandoned vehicle wrecks, value etc. prescribed for</p> <p>r.30 – Disposition of property excluded from Act s.3.58</p> <p>r.31 – Anti-avoidance provision for Act s.3.58</p>   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to dispose of a vehicle considered to be an abandoned vehicle wreck under section 3.40A(3).</li> <li>2. The CEO is delegated power to dispose of goods confiscated under section 3.43.</li> <li>3. The CEO is delegated power to take all appropriate action under section 3.48 that may be necessary to recover the costs of impounding good or vehicles.</li> <li>4. The CEO is delegated power to dispose of property under section 3.58.</li> </ol>  |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | <p>This delegated power –</p> <ol style="list-style-type: none"> <li>a. is subject to the operation of Delegation 3.1 Tenders;</li> <li>b. applies to property other than land and buildings;</li> <li>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);</li> <li>d. applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;</li> <li>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;</li> </ol> <p>Restrictions –</p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>c. And price offered is paid</li> </ol> |
| <b>Subdelegates</b>                    | Deputy CEO<br>Manager Works and Services  |

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| <b>Subdelegate conditions</b> | <ol style="list-style-type: none"> <li>1. This delegated power <ol style="list-style-type: none"> <li>a. is subject to the operation of Delegation 3.1 Tenders;</li> <li>b. applies to property other than land and buildings;</li> <li>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);</li> <li>d. applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;</li> <li>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;</li> </ol> </li> <li>2. Restrictions <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>c. And price offered is paid</li> </ol> </li> </ol> |
| <b>Statutory framework</b>    | <p><i>Local Government Act 1995</i></p> <p>s.3.39 – Power to remove an impound<br/> s.3.40 – Vehicle may be removed if goods to be impounded are in or on it<br/> s.3.40A – Abandoned vehicle wreck – disposal<br/> s.3.41 – Impounded perishable goods<br/> s.3.42 – Impounded non-perishable goods<br/> s.3.43 – Impounded non-perishable goods, court may confiscate<br/> s.3.44 – Notice to collect goods if not confiscate<br/> s.3.47(1) – Confiscated or uncollected goods, disposal of<br/> s.3.47(2b) – Periods of retention before disposal<br/> s.3.48 – Impounding expenses, recovery of<br/> s.3.58 – Disposing of property</p> <p><i>Local Government (Functions and General) Regulations 1996</i></p> <p>r.29A – Abandoned vehicle wrecks, value etc. prescribed for<br/> r.30 – Disposition of property excluded from Act s.3.58<br/> r.31 – Anti-avoidance provision for Act s.3.58</p>   |
| <b>Policy</b>                 | 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.   |
| <b>Record keeping</b>         | i) Acceptance of offer on disposal file  |
| <b>Date adopted</b>           | 18 July 2018   |
| <b>Adoption references</b>    | 3.9  |
| <b>Last reviewed</b>          | 27 May 2026  |

| <b>Amendments</b> |                |                  |                   |
|-------------------|----------------|------------------|-------------------|
| <b>Date</b>       | <b>Type</b>    | <b>Amendment</b> | <b>References</b> |
| 18 Jul 2018       | New delegation | N/a              | ---               |

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| <b>Delegation</b>                      | <b>3.10 Disposing of land – leases, rentals etc.</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.3.58 – disposition of assets  |
| <b>Express power or duty delegated</b> | <i>Local Government (Function and General) Regulations 1996</i><br>r.30 – limited exemption for disposition of assets   |
| <b>Function</b>                        | 1. The CEO is delegated power 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.  |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | 1. This delegation applies where the consideration is less than \$20,000 ex GST, unless prior authorisation given by Council specifically or by reference.<br>2. 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.<br>3. All sale of land requires authorisation by Council resolution. |
| <b>Subdelegates</b>                    | Deputy CEO  |
| <b>Subdelegate conditions</b>          | 1. This delegation applies where the consideration is less than \$20,000 ex GST, unless prior authorisation given by Council specifically or by reference.<br>2. 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.<br>3. All sale of land requires authorisation by Council resolution. |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.3.58 – disposition of assets<br><i>Local Government (Function and General) Regulations 1996</i><br>r.30 – limited exemption for disposition of assets   |
| <b>Policy</b>                          | 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.<br><i>Functions and General Regulations</i> r.30 has different exemptions and different values for land and other property   |
| <b>Record keeping</b>                  | i. File copy of notice  |
| <b>Date adopted</b>                    | 18 July 2018  |
| <b>Adoption references</b>             | 3.10  |
| <b>Last reviewed</b>                   | 27 May 2026   |

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| <b>Delegation</b>                      | <b>3.11 Donations – Financial and In-kind Works / Services</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.6.8 – expenditure from Municipal Fund  |
| <b>Express power or duty delegated</b> | <i>Local Government (Financial Management) Regulations 1996</i><br>r.5 – CEO’s duties as to financial management<br>r.11 – Payments, procedures for making etc.<br>r.12 – Payments from municipal fund or trust fund, restrictions on making   |
| <b>Function</b>                        | <p>The CEO is delegated power to –</p> <p><b>Financial</b></p> <p>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.</p> <p>Financial donations within the non-specified amount in the adopted Budget may be made by the CEO where –</p> <ul style="list-style-type: none"> <li>• the amount does not exceed \$1000 ex GST in any financial year;</li> <li>• the recipient is a community group, sporting club or non-profit organisation;</li> <li>• the recipient is based locally, or the purpose has particular benefit or application to the district.</li> </ul> <p>Financial and works/service in-kind donations will not be considered for –</p> <ul style="list-style-type: none"> <li>• businesses</li> <li>• individuals;</li> <li>• recipients of funding from the annual Budget allocation.</li> </ul> <p>Donations for specific appeals such as a crisis appeal, will be considered individually by Council.</p> <p><b>In-kind</b></p> <p>In-kind works or services may be authorised by the CEO where –</p> <ul style="list-style-type: none"> <li>• the amount does not exceed \$1000 ex GST in any financial year;</li> <li>• the recipient is a community group, sporting club or non-profit organisation;</li> <li>• the recipient is based locally, or the purpose has particular benefit or application to the district.</li> </ul> |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | N/A  |
| <b>Subdelegates</b>                    | Deputy CEO<br>Manager Works and Services   |
| <b>Subdelegate conditions</b>          | CEO has discretion to sub-delegate   |

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| <b>Statutory framework</b> | <p><i>Local Government Act 1995</i><br/> s.6.8 – expenditure from Municipal Fund<br/> <i>Local Government (Financial Management) Regulations 1996</i><br/> r.5 – CEO’s duties as to financial management<br/> r.11 – Payments, procedures for making etc.<br/> r.12 – Payments from municipal fund or trust fund, restrictions on making</p> <p>CORPORATE CONTEXT<br/> Delegations Register<br/> 3.1 – Municipal Fund – Incurring expenditure</p> |
| <b>Record keeping</b>      | Office copy of approval / authorisation   |
| <b>Date adopted</b>        | 18 July 2018  |
| <b>Adoption references</b> | 3.11  |
| <b>Last reviewed</b>       | 27 May 2026   |

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| <b>Delegation</b>                      | <b>3.12 Contracts – Fuel Cost Recovery (Change in Law)</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | Local Government (Functions and General) Regulations 1996:<br>- regulation 21A (Varying a contract for the supply of goods and services)<br>- regulation 24AJ (Contracts with pre-qualified suppliers)   |
| <b>Express power or duty delegated</b> | Local Government (Functions and General) Regulations 1996:<br>- regulation 21A<br>- regulation 24AJ  |
| <b>Function</b>                        | To approve temporary and variable adjustments to existing contracts solely to give effect to a binding change in law, including Orders or instruments made under the Fair Work Act2009 (Cth), where such adjustment is required to ensure legal compliance.  |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <p>This delegation may only be exercised where all of the following conditions are satisfied:</p> <p>a) Change in Law Trigger<br/>The adjustment arises directly from a binding legislative or quasi-legislative instrument (including an Order of the Fair Work Commission) and constitutes a “change in law” for the purposes of the contract.</p> <p>b) Scope Limitation<br/>The adjustment is strictly limited to recovery of the specific cost component affected by the change in law (for example, fuel costs).<br/>The adjustment must not include margins, contingencies, overhead recovery, repricing of the contract, or scope expansion.</p> <p>c) Evidence-Based<br/>The adjustment is supported by contract-specific, proportionate and auditable evidence demonstrating the actual cost impact attributable to the change in law.</p> <p>d) No Change to Contract Intent or Risk<br/>The adjustment does not alter the intent of the original contract, reallocate risk, vary service levels, or extend the scope of works or services.</p> <p>e) Temporary and Reversible<br/>The adjustment is temporary in nature and capable of downward adjustment or cessation should the external trigger cease or be amended.</p> <p>f) Financial Control<br/>The adjustment must not convert the contract into an open-ended financial commitment. Cumulative financial impacts must be actively monitored.</p> <p>Limitations / Exclusions (within Conditions)<br/>This delegation does not authorise:</p> <ul style="list-style-type: none"> <li>- general repricing of contracts;</li> <li>- the introduction of discretionary rise-and-fall pricing mechanisms not required by law;</li> <li>- variations driven primarily by contractor commercial risk;</li> <li>- variations that materially alter contract scope, term, or value beyond what is strictly necessary to give effect to the change in law.</li> </ul> |

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| <b>Subdelegate conditions</b> | <p>It is noted that the Chief Executive Officer has the authority to sub-delegate this authority to an employee of the local government only where:</p> <ul style="list-style-type: none"> <li>a) the sub-delegation is limited to the administrative calculation and implementation of adjustments strictly in accordance with an approved methodology;</li> <li>b) the sub-delegate holds a position with direct responsibility for contract management or financial control;</li> <li>c) all evidentiary, financial control and record-keeping requirements under this delegation are met; and</li> <li>d) the Chief Executive Officer retains overall accountability for the exercise of the delegation.</li> </ul> <p>No sub-delegation may authorise discretionary decision-making beyond the parameters of this delegation.</p> |
| <b>Statutory framework</b>    | <p>This delegation is exercised in accordance with, but not limited to, the following legislative framework:</p> <ul style="list-style-type: none"> <li>- Local Government Act 1995</li> <li>- Local Government (Functions and General) Regulations 1996</li> <li>- Fair Work Act 2009 (Cth)</li> <li>- Road Transport Contractual Chain Order – Fuel Cost Recovery (as amended or replaced)</li> </ul>  |
| <b>Policy</b>                 | <p>Shire of Victoria Plains Procurement and Purchasing Policy:</p> <ul style="list-style-type: none"> <li>- Policy 3.1 – Procurement and Purchasing (including compliance with legislative and regulatory requirements)</li> </ul>   |
| <b>Record keeping</b>         | <p>For each adjustment approved under this delegation, the following records must be retained:</p> <ul style="list-style-type: none"> <li>- the legislative or quasi-legislative instrument giving rise to the change in law;</li> <li>- contractor submissions and all supporting evidence relied upon;</li> <li>- the calculation methodology applied and resulting adjustment;</li> <li>- approval documentation and financial impact assessment; and</li> <li>- a cumulative register of adjustments applied to the contract.</li> </ul> <p>All records are to be retained in accordance with the Shire's record-keeping obligations and audit requirements.</p>   |
| <b>Date adopted</b>           | 27 May 2026  |
| <b>Adoption references</b>    | 3.12   |
| <b>Last reviewed</b>          | 27 May 2026  |

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| <b>Delegation</b>                      | <b>4.1 Disposal of sick or injured animals</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.3.47A – Sick or injured animals, disposal of   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i><br>s.3.47A – Sick or injured animals, disposal of   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to arrange for an impounded animal that is ill or injured to an extent that treatment is not practical, to be humanely destroyed.</li> <li>2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of destroying the animal.</li> </ol> |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | N/A  |
| <b>Subdelegates</b>                    | Deputy CEO<br>Emergency Management Officer<br>Manager Works and Services   |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.3.47A – Sick or injured animals, disposal of   |
| <b>Record keeping</b>                  | File copy of written instruction or record of destruction of animal  |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 4.1  |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>4.2 Cat Act 2011</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Cat Act 2011</i><br>s.44 – Council may delegate to CEO<br>s.45 – CEO may delegate to any employee<br>s.70 – Dealing with objections – to be by Council (re s.9, s.10, s.37 or s.38)<br>s.79 – Making local laws  |
| <b>Express power or duty delegated</b> | <i>Cat Regulations 20113</i><br>r.22 – Other circumstances leading to refusal of approval to breed cats   |
| <b>Function</b>                        | 1. The CEO is delegated power to exercise all discretionary matters in the <i>Cat Act 2011</i> , including s.3, s.9, s.9(5), s.10, s.11, s.12, s.13, s.26, s.37, s.37(3), s.38, s.40, s.42, s.47, s.49, s.37 (reg.22)   |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | 1. This delegation excludes functions in the Act reserved to Council, specifically: –<br>a. Section 44(1) - Delegation of powers and duties to the CEO;<br>b. Section 46(1)(b) - Decision to amend or revoke a delegation;<br>c. Section 70 - Dealing with objections to decisions made under s.9 (cat registrations), s.10 (cancel of registrations), s.37 (approval to breed cats), s.38 (cancellation of approval to breed cats);<br>d. Section 79 - Making local laws.<br><br>This delegation must be exercised in accordance with any relevant Council Policies or Shire local laws as approved from time to time. |
| <b>Subdelegates</b>                    | Community Development Officer<br>Customer Service Officer<br>Deputy CEO<br>Emergency Management Officer   |
| <b>Subdelegate conditions</b>          | 1. This delegation excludes functions in the Act reserved to Council, specifically: –<br>a. Section 44(1) - Delegation of powers and duties to the CEO;<br>b. Section 46(1)(b) - Decision to amend or revoke a delegation;<br>c. Section 70 - Dealing with objections to decisions made under s.9 (cat registrations), s.10 (cancel of registrations), s.37 (approval to breed cats), s.38 (cancellation of approval to breed cats);<br>d. Section 79 - Making local laws.<br><br>This delegation must be exercised in accordance with any relevant Council Policies or Shire local laws as approved from time to time. |
| <b>Statutory framework</b>             | <i>Cat Act 2011</i><br>s.44 – Council may delegate to CEO<br>s.45 – CEO may delegate to any employee<br>s.70 – Dealing with objections – to be by Council (re s.9, s.10, s.37 or s.38)<br>s.79 – Making local laws<br><i>Cat Regulations 20113</i><br>r.22 – Other circumstances leading to refusal of approval to breed cats   |

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| <b>Record keeping</b>      | File copy of notice, approval etc. |
| <b>Date adopted</b>        | 18 July 2018                       |
| <b>Adoption references</b> | 4.2                                |
| <b>Last reviewed</b>       | 27 May 2026                        |

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| <b>Delegation</b>                      | <b>4.3 Dog Act 1976: Appointment of dog registration officer</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Dog Act 1976</i><br>s.3 – appointment of dog registration officer<br>s.10AA – delegations must be to CEO, who may delegate functions   |
| <b>Express power or duty delegated</b> | <i>Dog Act 1976</i><br>s.3 – appointment of dog registration officer<br>s.10AA – delegations must be to CEO, who may delegate functions<br><i>Dogs Local Law 2018</i>   |
| <b>Function</b>                        | <p>1. The CEO is delegated power to exercise the following functions of the Dog Act 1976:</p> <ol style="list-style-type: none"> <li>a. Authority to appoint registration officers with the powers and authorities conferred on a registration officer under the Dog Act 1976 [s.3].</li> <li>b. Authority to establish and maintain dog management facilities.</li> <li>c. Authority to discount or waive a registration fee [s.15(4A)].</li> <li>d. Authority to direct the registration officer to refuse a dog registration and refund the fee, if any [s. 16(2)].</li> <li>e. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog and give notice of such decisions in accordance with s.16(3) and s.17A(2).</li> <li>f. Authority to refund registration fees upon cancellation of registration and return of registration tags [s.19].</li> <li>g. Authority to grant an exemption from the limitations as to the number of Dogs [s.26].</li> <li>h. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].</li> <li>i. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)]</li> </ol> |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> <li>2. Registration Officers are to be appointed in writing by issuing a Certificate of Authorisation.</li> <li>3. The CEO has power to waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.</li> <li>4. <i>Dog Act 1976</i>: s.10AA(3) the delegation may expressly authorise the delegate to further delegate the power or duty</li> </ol>   |
| <b>Express power to subdelegate</b>    | <i>Dog Act 1976</i> s.10AA – delegations must be to CEO, who may delegate functions   |
| <b>Subdelegates</b>                    | Community Development Officer<br>Customer Service Officer<br>Customer Service Officer<br>Deputy CEO<br>Emergency Management Officer<br>Manager Finance and Administration   |

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| <b>Subdelegate conditions</b> | <p>Sub-delegation to Customer Service Officer and Community Safety Officer only applies to the authority to refund registration fees upon cancellation of registration and return of registration tags [s.19].</p> <p>Sub-delegation to Manager Finance and Administration and the Community Safety excludes functions (a), (b) and (g) – (i).</p> |
| <b>Statutory framework</b>    | <p><i>Dog Act 1976</i><br/>s.3 – appointment of dog registration officer<br/>s.10AA – delegations must be to CEO, who may delegate functions<br/><i>Dogs Local Law 2018</i></p>  |
| <b>Record keeping</b>         | File copy of notice  |
| <b>Date adopted</b>           | 18 July 2018   |
| <b>Adoption references</b>    | 4.3  |
| <b>Last reviewed</b>          | 27 May 2026  |

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| <b>Delegation</b>                      | <b>4.5 Impounding of vehicles and goods</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions:<br>s.3.37 to s.3.48   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i><br>Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions:<br>s.3.37 to s.3.48   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated the power to remove and impound goods from a public place if – <ol style="list-style-type: none"> <li>a. the goods or vehicle present a hazard to public safety;</li> <li>b. the goods or vehicle obstruct the lawful use of any place;</li> <li>c. the goods or vehicle have been, or appear to have been abandoned</li> </ol> </li> <li>2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.</li> </ol> |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | N/A   |
| <b>Subdelegates</b>                    | Deputy CEO<br>Emergency Management Officer<br>Manager Works and Services  |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions:<br>s.3.37 to s.3.48   |
| <b>Policy</b>                          | Disposal of impounded vehicles or goods is covered by Delegation 3.9  |
| <b>Record keeping</b>                  | File copy of notice   |
| <b>Date adopted</b>                    | 18 July 2018  |
| <b>Adoption references</b>             | 4.5   |
| <b>Last reviewed</b>                   | 27 May 2026   |

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| <b>Delegation</b>                      | <b>4.6 Impounding of cattle etc</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government (Miscellaneous Provisions) Act 1960</i><br>s.458 – power to impound trespassing cattle<br>s.459 – power to destroy cattle in certain circumstances<br>s.460 – impounding in other than a public pound<br>s.462 – fees for impounded cattle<br>s.463 – damage by trespassing cattle<br>s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette                            |
| <b>Express power or duty delegated</b> | <i>Local Government (Miscellaneous Provisions) Act 1960</i><br>s.458 – power to impound trespassing cattle<br>s.459 – power to destroy cattle in certain circumstances<br>s.460 – impounding in other than a public pound<br>s.462 – fees for impounded cattle<br>s.463 – damage by trespassing cattle<br>s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette                            |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to enforce the provisions of the Local Government (<i>Miscellaneous Provisions) Act 1960</i>, and Regulations.</li> <li>2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding the animal.</li> </ol>   |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. The CEO is authorised to recover the costs and charges imposed by the landholder from the owner of the cattle.</li> </ol> |
| <b>Subdelegates</b>                    | Deputy CEO<br>Emergency Management Officer<br>Manager Works and Services  |
| <b>Statutory framework</b>             | <i>Local Government (Miscellaneous Provisions) Act 1960</i><br>s.458 – power to impound trespassing cattle<br>s.459 – power to destroy cattle in certain circumstances<br>s.460 – impounding in other than a public pound<br>s.462 – fees for impounded cattle<br>s.463 – damage by trespassing cattle<br>s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette                            |

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| <b>Policy</b>              | <p>The <i>Local Government (Miscellaneous Provisions) Act 1960</i> provides for charges for various animals impounded as set out in:</p> <ul style="list-style-type: none"> <li>• Schedule 2 – Ranger’s fees;</li> <li>• Schedule 3 – Poundage and sustenance charges;</li> <li>• Schedule 4 – rates for damage by trespassing cattle.</li> </ul> <p>Animals listed in the Schedules, in various combinations, include:</p> <ol style="list-style-type: none"> <li>1. Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years</li> <li>2. Entire horses, mules, asses, camels, bulls or boars under the age of 2 years</li> <li>3. Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs</li> <li>4. Pigs of any description</li> <li>5. Rams, wethers, ewes, lambs, goats</li> <li>6. Sheep of any description</li> <li>7. Goats</li> </ol> |
| <b>Record keeping</b>      | Impounding register   |
| <b>Date adopted</b>        | 18 July 2018  |
| <b>Adoption references</b> | 4.6   |
| <b>Last reviewed</b>       | 27 May 2026   |

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| <b>Delegation</b>                      | <b>5.1 Issue of burning permits – CEO</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <p><i>Bush Fires Act 1954</i></p> <p>s.18 – Restricted burning times</p> <p>(1) – nothing in this section permits burning in prohibited period</p> <p>(2) – prohibited &amp; restricted times to be published in Government Gazette</p> <p>(5) – Local government may vary burning periods after consultation</p> <p>(5B) – variation for maximum of 14 days</p> <p>(5C) – burning period restrictions apply to variation period</p> <p>(6) – permit required to set fire to bush from either FCO or CEO</p> <p>(7) – person issuing permit may apply requirements or conditions</p> <p>(8) – permit holder to comply with conditions</p> <p>(9) – permit may authorise burning of bush on adjoining road reserve</p> <p>(10A) – local government may adopt enforceable schedule for burning</p> <p>(11) – if fire escapes etc. expenses up to \$10,000 may be recouped</p> <p>(12) – penalty on first breach \$4,500, subsequent breaches \$10,000</p> <p>s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only</p> <p>s.24A – clover may be burnt in prohibited burning period with permit</p> |
| <b>Express power or duty delegated</b> | <p><i>Bush Fire Regulations 1954</i></p> <p>r.15(1) – Permit to burn as per section 18 of the Act</p> <p>r.15(2) – If request to burn is conditional or refused, review is only by the local government or CBFCO</p> <p>r.15A – BFCO to comply with directions of local government</p> <p>r.15B – Permit holder to comply with permit conditions</p> <p>r.15C – Local Government may prohibit burning on certain days</p> <p>r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period</p> <p>r.17 – permit required to burn clover</p> <p>r.18 – 7 days notice of clover burn required, under specified restrictions</p> <p>r.19A – duties of clover burning permit holder</p> <p>r.20 – local government may prohibit issue of clover burn permits</p> <p>r.21A – permit holder may be required to advertise clover burn</p> <p>r.21B – FCO may postpone clover burn</p> <p>Public Places and <i>Local Government Property Local Law 2018</i><br/>activities on land under Council management and control including roads.</p>  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>The CEO is delegated power to issue, vary or prohibit burning permits in accordance with <i>Bush Fires Act</i> s.18 and <i>Bush Fires Regulations</i> r.15(1).</li> <li>The CEO is delegated power, 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.</li> <li>The CEO is delegated power to issue, vary or prohibit permits to burn clover in accordance with <i>Bush Fires Act</i> s.18 and <i>Bush Fires Regulations</i> r.16.</li> <li>The CEO is delegated power to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the <i>Bush Fires Act 1954</i> s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.</li> <li>The CEO is delegated power, 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.</li> </ol>                       |
| <b>Delegates</b>                       | CEO  |

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| <b>Conditions</b>                   | N/A  |
| <b>Express power to subdelegate</b> | Not permitted  |
| <b>Statutory framework</b>          | <p><i>Bush Fires Act 1954</i></p> <p>s.18 – Restricted burning times</p> <p>(1) – nothing in this section permits burning in prohibited period</p> <p>(2) – prohibited &amp; restricted times to be published in Government Gazette</p> <p>(5) – Local government may vary burning periods after consultation</p> <p>(5B) – variation for maximum of 14 days</p> <p>(5C) – burning period restrictions apply to variation period</p> <p>(6) – permit required to set fire to bush from either FCO or CEO</p> <p>(7) – person issuing permit may apply requirements or conditions</p> <p>(8) – permit holder to comply with conditions</p> <p>(9) – permit may authorise burning of bush on adjoining road reserve</p> <p>(10A) – local government may adopt enforceable schedule for burning</p> <p>(11) – if fire escapes etc. expenses up to \$10,000 may be recouped</p> <p>(12) – penalty on first breach \$4,500, subsequent breaches \$10,000</p> <p>s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only</p> <p>s.24A – clover may be burnt in prohibited burning period with permit</p> <p><i>Bush Fire Regulations 1954</i></p> <p>r.15(1) – Permit to burn as per section 18 of the Act</p> <p>r.15(2) – If request to burn is conditional or refused, review is only by the local government or CBFCO</p> <p>r.15A – BFCO to comply with directions of local government</p> <p>r.15B – Permit holder to comply with permit conditions</p> <p>r.15C – Local Government may prohibit burning on certain days</p> <p>r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period</p> <p>r.17 – permit required to burn clover</p> <p>r.18 – 7 days notice of clover burn required, under specified restrictions</p> <p>r.19A – duties of clover burning permit holder</p> <p>r.20 – local government may prohibit issue of clover burn permits</p> <p>r.21A – permit holder may be required to advertise clover burn</p> <p>r.21B – FCO may postpone clover burn</p> <p>Public Places and Local Government Property Local Law 2018 – activities on land under Council management and control including roads</p> |
| <b>Policy</b>                       | <p>The Act s.16(6)(a) stipulates</p> <p><i>...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 ...</i></p>  |
| <b>Record keeping</b>               | Duplicate copy of permit issued  |
| <b>Date adopted</b>                 | 18 July 2018   |
| <b>Adoption references</b>          | 5.1  |
| <b>Last reviewed</b>                | 27 May 2026  |

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| <b>Delegation</b>                      | <b>5.3 Restricted burning periods – Variations</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Bush Fires Act, 1954</i><br>s.18(5) – power to vary restricted burning time<br>s.18(5B) – time may not be varied by more than 14 days<br>s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)<br>s.48(1) – power to delegate to CEO                              |
| <b>Express power or duty delegated</b> | <i>Bush Fires Act, 1954</i><br>s.18(5) – power to vary restricted burning time<br>s.18(5B) – time may not be varied by more than 14 days<br>s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)<br>s.48(1) – power to delegate to CEO                              |
| <b>Function</b>                        | 1. The CEO is delegated power to exercise the powers of Council under the <i>Bush Fires Act 1954</i> s.18(5) variate of restricted burning periods.  |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | Prior to advertising the variation, the CEO is to consult with – <ul style="list-style-type: none"> <li>• the Dept of Parks and Wildlife in accordance with s.18(5), and</li> <li>• the Chief BFCO if available, or Deputy Chief BFCO if Chief BFCO is unavailable.</li> </ul> |
| <b>Express power to subdelegate</b>    | Not permitted  |
| <b>Statutory framework</b>             | <i>Bush Fires Act, 1954</i><br>s.18(5) – power to vary restricted burning time<br>s.18(5B) – time may not be varied by more than 14 days<br>s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)<br>s.48(1) – power to delegate to CEO                              |
| <b>Record keeping</b>                  | File copy of variations approved   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 5.3  |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>6.1 Control of environmental health matters</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <p><i>Public Health Act 2016</i><br/> s.4(2) – authorised person<br/> s.21 – power to delegate to CEO<br/> s.24 – authorised person must be qualified<br/> s.25 – authorised person must have acceptable qualifications or be an EHO</p>   |
| <b>Express power or duty delegated</b> | <p><i>Health (Miscellaneous Provisions) Act 1911</i><br/> 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<br/> <i>Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers</i></p>  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>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 <i>Public Health Act 2016</i> and Regulations.</li> <li>2. 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 <i>Health Act 1911</i> and Regulations, including but not limited to – <ol style="list-style-type: none"> <li>a. Part IV Sanitary Provisions;</li> <li>b. Part V Dwellings;</li> <li>c. Part VI Public Buildings;</li> <li>d. Part VII Nuisances and Offensive Trades;</li> <li>e. Part IX Infectious Diseases;</li> <li>f. Part XV Miscellaneous Provisions;</li> <li>g. Regulations made under the above parts of the <i>Health (Miscellaneous Provisions) Act 1911</i>.</li> </ol> </li> </ol>   |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. Where approvals are required, compliance is also mandatory with – <ol style="list-style-type: none"> <li>a. the Health legislation and Regulations,</li> <li>b. the Building Code of Australia,</li> <li>c. the Local Planning Scheme and Planning Policies</li> <li>d. the Shire of Victoria Plains Health Local Law 2004</li> </ol> </li> <li>2. 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.</li> <li>3. This delegation excludes – <ol style="list-style-type: none"> <li>a. determination of any fee or charge;</li> <li>b. dealing with an objection,</li> </ol> </li> <li>4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence – <ol style="list-style-type: none"> <li>a. is of such severity that the action is appropriate or</li> <li>b. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ol> </li> <li>5. Any prosecution proposed is to be referred to Council for decision to proceed.</li> </ol> |
| <b>Express power to subdelegate</b>    | Not permitted  |

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| <p><b>Statutory framework</b></p> | <p><i>Public Health Act 2016</i><br/> s.4(2) – authorised person<br/> s.21 – power to delegate to CEO<br/> s.24 – authorised person must be qualified<br/> s.25 – authorised person must have acceptable qualifications or be an EHO<br/> <i>Health (Miscellaneous Provisions) Act 1911</i><br/> 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.<br/> <i>Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers</i></p> <p>CORPORATE CONTEXT<br/> Delegations Register<br/> 6.4 Control of Food Matters</p>  |
| <p><b>Policy</b></p>              | <p>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.<br/> Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.<br/> The <i>Public Health Act 2016</i> –<br/> 21. Enforcement agency may delegate</p> <ol style="list-style-type: none"> <li>1. A power or duty conferred or imposed on an enforcement agency may be delegated — <ol style="list-style-type: none"> <li>a. if the enforcement agency is the Chief Health Officer, in accordance with section 9; or</li> <li>b. if the enforcement agency is a local government, to — <ol style="list-style-type: none"> <li>i. the chief executive officer of the local government; or</li> <li>ii. an authorised officer designated by the local government.</li> </ol> <p><b>Note:</b> The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.</p> </li> </ol> </li> </ol> <p>Authorised officer must be either –</p> <ol style="list-style-type: none"> <li>a. an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or hold an appropriate qualification as published in the Government Gazette of 24 January 2017.</li> </ol> <p>s.17 (1) A local government may appoint one or more persons as environmental health officers (EHO).<br/> s.17 (2) An appointee may be –</p> <ol style="list-style-type: none"> <li>a. a person employed by the local government under the Local Government Act 1995 section 5.36; or</li> <li>b. a person engaged by the local government under a contract for services<br/> <p><b>Note:</b> The EHO is currently engaged by the CEO under a contract for services. The CEO in accordance with s5.36 is responsible for the employment of all staff.</p> </li> </ol> |
| <p><b>Record keeping</b></p>      | <ol style="list-style-type: none"> <li>i. Report to Council via monthly briefing papers</li> <li>ii. File copy of notice</li> </ol>  |
| <p><b>Date adopted</b></p>        | <p>18 July 2018</p>  |
| <p><b>Adoption references</b></p> | <p>6.1</p>   |
| <p><b>Last reviewed</b></p>       | <p>27 May 2026</p>   |

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| <b>Delegation</b>                      | <b>6.4 Control of food matters</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Food Act 2008</i><br>s.118(2)(b) – power to delegate functions and obligations to qualified authorised person<br>s.122(2) – authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i><br>s.122 – designated officers for infringement notices  |
| <b>Express power or duty delegated</b> | <i>Food Regulations 2009</i><br>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<br><i>Public Health Act 2016</i><br>s.4(2) – authorised officer<br>s.24 – authorised person must be qualified<br>s.25 – authorised person must have acceptable qualifications or be an EHO<br><br><i>Government Gazette</i> of 24 Jan 2017 – Designation of Health Authorised Officers   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to exercise and discharge the powers and functions of the local government with regard to the <i>Food Act 2008</i>, including but not limited to – <ol style="list-style-type: none"> <li>a. powers of entry to premises;</li> <li>b. taking of food samples for analysis;</li> <li>c. formal warnings;</li> <li>d. improvement notices;</li> <li>e. prohibition orders; and</li> <li>f. infringement notices.</li> </ol> </li> </ol>   |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>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.</li> <li>2. The delegation excludes – <ol style="list-style-type: none"> <li>a. determination of any fee or charge;</li> <li>b. dealing with an objection,</li> </ol> </li> <li>3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence – <ol style="list-style-type: none"> <li>a. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ol> </li> <li>4. Any prosecution proposed is to be referred to Council for decision to proceed.</li> </ol> |
| <b>Express power to subdelegate</b>    | Not permitted  |

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| <b>Statutory framework</b> | <p><i>Food Act 2008</i><br/> s.118(2)(b) – power to delegate functions and obligations to qualified authorised person<br/> s.122(2) – authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i><br/> s.122 – designated officers for infringement notices<br/> <i>Food Regulations 2009</i><br/> 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<br/> <i>Public Health Act 2016</i><br/> s.4(2) – authorised officer<br/> s.24 – authorised person must be qualified<br/> s.25 – authorised person must have acceptable qualifications or be an EHO<br/> <i>Government Gazette</i> of 24 Jan 2017 – Designation of Health Authorised Officers</p> <p>CORPORATE CONTEXT<br/> Delegations Register<br/> 6.1 – Control of environmental health matters<br/> 6.2 – Health Local Law 2004<br/> 1.1.6 – Food Act 2008 (Appointment of an authorised person)</p> |
| <b>Policy</b>              | <p>Council may appoint a person as an authorised person who is not an employee.<br/> CEO may appoint an employee as an authorised person under Delegation 1.1.6<br/> It should be noted that under the Act, the EHO may be required to prosecute, regardless of Council's direction or wishes.</p>   |
| <b>Record keeping</b>      | <p>File copy of notice, record of inspection etc.</p>  |
| <b>Date adopted</b>        | <p>18 July 2018</p>  |
| <b>Adoption references</b> | <p>6.4</p>   |
| <b>Last reviewed</b>       | <p>27 May 2026</p>   |

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| <b>Delegation</b>                      | <b>7.1 Cemetery Local Law 2018</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Cemeteries Act 1976</i>   |
| <b>Express power or duty delegated</b> | Shire of Victoria Plains Cemeteries Local Law 2018   |
| <b>Function</b>                        | The CEO is delegated power to approve all discretionary matters in the Shire of Victoria Plains Cemetery Local Law 2018 including – <ul style="list-style-type: none"> <li>a. granting, refusal, cancellation and setting conditions of approval to conduct activities;</li> <li>b. issue of all notices and infringements etc.</li> <li>c. carrying out of works in default of a duly served notice;</li> </ul>               |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | The delegation excludes – <ul style="list-style-type: none"> <li>a. determination of any fee or charge</li> </ul> Commencement of prosecution is restricted to the CEO, who may instigate action where the offence – <ul style="list-style-type: none"> <li>a. is of such severity that the action is appropriate or</li> <li>b. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ul> |
| <b>Subdelegates</b>                    | Deputy CEO<br>Emergency Management Officer<br>Manager Works and Services   |
| <b>Subdelegate conditions</b>          | The delegation excludes – <ul style="list-style-type: none"> <li>a. determination of any fee or charge</li> </ul> Commencement of prosecution is restricted to the CEO, who may instigate action where the offence – <ul style="list-style-type: none"> <li>a. is of such severity that the action is appropriate or</li> <li>b. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ul> |
| <b>Statutory framework</b>             | <i>Cemeteries Act 1976</i><br>Shire of Victoria Plains Cemeteries Local Law 2018   |
| <b>Record keeping</b>                  | <ul style="list-style-type: none"> <li>i. File copy of approval of grant of right of burial, pre-need certificate, notice etc.</li> <li>ii. Duplicate copy of infringement etc.</li> </ul>   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 7.1  |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>10.1 Building permits</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <p><i>Local Government Act 1995</i><br/>s.5.36 – Local government employees</p> <p><i>Building Act 2011</i><br/>s.3 – authorised person to be designated under s.96<br/>s.96(3) – the local government may designate a person to be authorised<br/>s.127(3) – delegation by a local government must be to an employee<br/>s.127(6A) – further delegation of power given to CEO</p>   |
| <b>Express power or duty delegated</b> | <p><i>Building Regulations 2012</i><br/>r.31B – applicable standards for buildings in bush fire prone areas</p> <p><i>Building Services (Registration) Act 2011</i><br/>s.17 – registration of building service practitioners</p> <p><i>Building Services (Registration) Regulations 2011</i><br/>r.4 – prescribed levels for building surveying<br/>Part 3A – Building surveyors</p>  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to determine matters under – <ol style="list-style-type: none"> <li>a. sections 18, 20, 22, 23, 24 – Building permits</li> <li>b. sections 21, 22, 23, 24 – Demolition permits</li> <li>c. sections 27 – Conditions for building permit or demolition permit</li> <li>d. sections 32 – Duration of building permit or demolition permit</li> <li>e. sections 58, 59, 60 – occupancy permit</li> <li>f. sections 62 – conditions of occupancy permit</li> <li>g. sections 65 – duration of occupancy permit</li> <li>h. sections 110, 111, 112 – Issue of notices and building orders</li> <li>i. sections 117 – Revocation of building orders</li> <li>j. sections 118 – giving effect to building order if non-compliance</li> </ol> </li> </ol>   |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. The CEO is to be consulted prior to use of any sub-delegation in relation to items (b), (h), (i) and (j).</li> <li>2. A building permit may be issued if – <ol style="list-style-type: none"> <li>a. a valid Certificate of Design Compliance is presented;</li> <li>b. compliance with requirements for bush fire prone areas;</li> <li>c. all buildings where permitted in accordance with the Building Act 2011 and</li> <li>d. the information required by the Regulations is provided.</li> </ol> </li> <li>3. A building permit is not to be issued unless payment has been received for – <ol style="list-style-type: none"> <li>a. the assessed building permit fees</li> <li>b. Building Services Levy</li> <li>c. Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable</li> </ol> </li> <li>4. The following matters are to be referred to Council for decision <ol style="list-style-type: none"> <li>a. s.192 – Dangerous Buildings</li> <li>b. s.193 – Removal of Neglected Building</li> </ol> </li> <li>5. Any prosecution proposed is to be referred to Council for decision to proceed.</li> <li>6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.</li> </ol> |

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| <p><b>Subdelegate conditions</b></p> | <ol style="list-style-type: none"> <li>1. The CEO is to be consulted prior to use of any sub-delegation in relation to items (b), (h), (i) and (j).</li> <li>2. A building permit may be issued if – <ol style="list-style-type: none"> <li>a. a valid Certificate of Design Compliance is presented;</li> <li>b. compliance with requirements for bush fire prone areas;</li> <li>c. all buildings where permitted in accordance with the Building Act 2011 and</li> <li>d. the information required by the Regulations is provided.</li> </ol> </li> <li>3. A building permit is not to be issued unless payment has been received for – <ol style="list-style-type: none"> <li>a. the assessed building permit fees</li> <li>b. Building Services Levy</li> <li>c. Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable</li> </ol> </li> <li>4. The following matters are to be referred to Council for decision <ol style="list-style-type: none"> <li>a. s.192 – Dangerous Buildings</li> <li>b. s.193 – Removal of Neglected Building</li> </ol> </li> <li>5. Any prosecution proposed is to be referred to Council for decision to proceed.</li> <li>6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.</li> </ol> |
| <p><b>Statutory framework</b></p>    | <p><i>Local Government Act 1995</i><br/>s.5.36 – Local government employees</p> <p><i>Building Act 2011</i><br/>s.3 – authorised person to be designated under s.96<br/>s.96(3) – the local government may designate a person to be authorised<br/>s.127(3) – delegation by a local government must be to an employee<br/>s.127(6A) – further delegation of power given to CEO</p> <p><i>Building Regulations 2012</i><br/>r.31B – applicable standards for buildings in bush fire prone areas</p> <p><i>Building Services (Registration) Act 2011</i><br/>s.17 – registration of building service practitioners</p> <p><i>Building Services (Registration) Regulations 2011</i><br/>r.4 – prescribed levels for building surveying<br/>Part 3A – Building surveyors</p> <p>CORPORATE CONTEXT<br/>Delegations Register –<br/>1.1 Appointment of Authorised Persons<br/>(4) – restrictions on issue, withdrawal and extension of time to pay infringements</p>  |

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| <p><b>Policy</b></p>              | <p>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.</p> <p><i>The Building Act 2011</i> requires response –</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• for Class 1 and 10 buildings only, within 25 days of lodgement if a valid CDC is not presented, and the local government is required to source/provide the CDC.</li> </ul> <p>With the Building Act 2011, the functions separated are –</p> <ol style="list-style-type: none"> <li>a. Issue of permits, notices etc. – <ul style="list-style-type: none"> <li>• does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person</li> <li>• 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</li> <li>• delegation to issue permits can be made under this amended delegation</li> </ul> </li> <li>b. Building inspection and certification of plans still requires a registered person – <ul style="list-style-type: none"> <li>• who is registered as per the Act and Regulations and holding appropriate qualifications</li> <li>• to provide a building certification service.</li> </ul> </li> </ol> |
| <p><b>Record keeping</b></p>      | <ol style="list-style-type: none"> <li>i. Report to Council via monthly briefing papers – Items (a), (b), (h), (i)</li> <li>ii. File copy of permit, notice etc. issued</li> </ol>   |
| <p><b>Date adopted</b></p>        | <p>18 July 2018</p>  |
| <p><b>Adoption references</b></p> | <p>10.1</p>  |
| <p><b>Last reviewed</b></p>       | <p>27 May 2026</p>   |

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| <b>Delegation</b>                      | <b>10.3 Control of planning matters</b>  |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | Local Government Act 1995:<br>s.5.42 Delegation of some powers or duties to the CEO<br>s.5.43 Limitations on delegations to the CEO<br>s.5.44 CEO may delegate powers and duties to other employees<br>s.5.45 Other matters relevant to delegations under this Division<br>s.5.46 Register of, and records relevant to, delegations to CEO and employees.  |
| <b>Express power or duty delegated</b> | Planning and Development Act 2005;<br>Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2 (Deemed Provisions) clauses 82, 83 & 84; and<br>Shire of Victoria Plains Local Planning Scheme No.5.   |
| <b>Function</b>                        | <p>Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 as follows:</p> <ol style="list-style-type: none"> <li>1. Advertising Applications for Development Approval<br/>Public advertising of development applications in accordance with Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 when specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers.</li> <li>2. Consideration and Final Determination of Applications for Development Approval <ol style="list-style-type: none"> <li>2.1 Approve development applications with a use class permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Local Planning Scheme in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, and impose conditions as required where: <ol style="list-style-type: none"> <li>a) the proposed development is compliant with all relevant standards and requirements, including any proposed variations thereto where no substantial impacts are considered likely to occur; and</li> <li>b) no valid planning objections have been received (if advertised).</li> </ol> </li> <li>2.2 Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding development of or associated with a heritage protected place, the Chief Executive Office shall determine the application as required by Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>2.3 Approve an application to amend any aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>2.4 Grant an extension of development approval for up to two (2) years with or without changes to any conditions of approval as per clause 77 in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>2.5 Refusal of all development applications where: <ol style="list-style-type: none"> <li>a) the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Local Planning Scheme; and/or</li> <li>b) where the development does not comply with a mandatory requirement of the Local Planning Scheme, or with the non-discretionary provisions of the Residential Design Codes.</li> </ol> </li> <li>2.6 Cancel a development application where the applicant has, pursuant to clause 65A in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, failed to provide further information or material that the local government reasonably requires to determine the application.</li> <li>2.7 Cancel a development approval previously granted where the owner of the land has submitted an application to do so or the owner has failed to comply with one or more conditions of development approval and the non-compliance has given rise to significant issues</li> </ol> </li> </ol> |

and impacts that have resulted in formal, valid complaints to the local government.

### 3. Use Not Listed

3.1 To determine if a use not specifically listed in the Zoning Table (Table 1) of the Local Planning Scheme is consistent, may be consistent or is not consistent with the objectives of the zone and publicly advertise a development application in accordance with Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 where the use may be consistent with the objectives of the subject land's relevant zoning classification.

3.2 Finally determine development applications for any use not specifically listed in the Zoning Table (Table 1) of the Local Planning Scheme where:

a) the proposed development is compliant with all relevant standards and requirements, including any proposed variations thereto where no substantial impacts are considered likely to occur; and

b) no valid planning objections have been received during public advertising within the specified time

### 4. Waiving of Development Application Fees

Waive the statutory fee payable for an application for development approval where the applicant and/or owner (as appropriate) is a registered not-for-profit organisation and the proposed development is for community benefit.

### 5. Authorisation of Temporary Works and Uses

Authorise any temporary works and/or uses for more than 48 hours in any twelve (12) month period pursuant to the exemption to the need for development approval afforded by clause 61 (1) and clause 61(2)(f) in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

### 6. Directions Regarding Unauthorised Development

To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the Planning and Development Act 2005 incidental to such written direction, including but not limited to:

a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or

b) obtaining legal advice where necessary to assist in the performance of the above mentioned delegations.

These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

### 7. Appeals

Provision of written and oral responses to planning appeals, mediated settlements resulting from appeals, and State Administrative Tribunal's requests for reconsideration when an affected person has applied to the State Administrative Tribunal to review a reviewable determination under the Local Planning Scheme in accordance with Part 14 of the Planning and Development Act 2005.

### 8. Responsible Authority Reports to the Development Assessment Panel

Prepare and submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning and Development (Development Assessment Panels) Regulations 2011 in relation to applications for development approval under the Local Planning Scheme. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting.

### 9. Subdivision Applications

9.1 Prepare and submit formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and green title subdivision applications (including amalgamations and/or amendments to previous approvals) with due regard for the WAPC's Model Subdivision Conditions Schedule (as amended) and the standards and requirements of the Local Planning Scheme including any associated local planning policies of relevance, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land (as applicable).

9.2 Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have

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|                   | <p>been paid by the proponent.</p> <p>10. Structure Plans<br/>Assessment and processing of applications for structure plans, including any amendments thereto and revocation when required, in accordance with the procedural requirements of Part 4 in Schedule 2 of the of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>11. Local Development Plans<br/>Assessment and processing of applications for local development plans, including any amendments thereto, in accordance with the procedural requirements of Part 6 in Schedule 2 of the of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>12. Advertising Extensions for Local Planning Scheme Amendments<br/>To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshop etc.).</p> <p>13. Miscellaneous<br/>13.1 Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Local Planning Scheme, including, but not limited to sufficient information required for the processing of proposals (including development applications, structure plans, local development plans), referral and advertising of such proposals, and interpretation of Local Planning Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.<br/>13.2 The execution of any documents or instruments required to fulfill a condition(s) of subdivision or development approval.<br/>no valid planning objections have been received during public advertising within the specified time.</p>   |
| <b>Delegates</b>  | CEO   |
| <b>Conditions</b> | <p>1. All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.</p> <p>2. With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage-protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination:</p> <p>a) Where the Chief Executive Officer has received a request from a Councilor that the matter be referred to Council for consideration or determination;</p> <p>b) Where the delegated decision would be contrary to the intent of a previous decision made by Council, or any law or regulation;</p> <p>c) Where any written objection is received from any statutory agency;</p> <p>d) Where the proposal is inconsistent with the general objectives and/or intent of a Local Planning Policy, approved Structure Plan, approved Local Development Plan, or the discretionary provisions of the Local Planning Scheme;</p> <p>e) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Local Planning Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:</p> <p>i) the objections can be overcome by imposing a condition(s) on the approval, or the development proposal is amended by the applicant in accordance with the local government's requirements; or</p> <p>ii) the objection does not relate to valid planning and development issues associated with the proposal.</p> <p>f) Where, in the opinion of the Chief Executive Officer:</p> <p>i) any of the requirements of this delegation are not satisfied; or</p> <p>ii) there is insufficient certainty as to whether the application complies with the intent of the Local Planning Scheme, any relevant Local Planning Policy or an approved Local Development Plan; or</p> <p>iii) it would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or</p> <p>iv) the decision involves a matter of principle which, in the opinion of the Chief Executive</p> |

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|  | <p>Officer, should be made by the Council; or</p> <p>v) any condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire.</p> <p>3. Subdivision applications are required to be presented to Council for consideration where the proposed subdivision will result in the creation of twenty (20) lots or more and/or the application is inconsistent with an approved Structure Plan.</p> <p>4. The following compliance and legal matters are required to be referred to Council for determination:</p> <p>a) Whether to commence prosecution action through the Council's solicitors;</p> <p>b) Whether to apply for an injunction to the Supreme Court under Section 216 of the Planning and Development Act 2005;</p> <p>c) The obtainment of urgent legal advice where that advice would exceed \$10,000 excluding GST and there are no specific funds allocated within the budget or funds allocated by a resolution of Council; and</p> <p>d) The determination of a position with respect to any mediation process resulting from an appeal to the State Administrative Tribunal against a decision on a proposal that was previously determined by the Shire.</p> <p>5. Structure Plans</p> <p>a) Prior to the commencement of advertising of any new structure plan, or amendments thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal;</p> <p>b) All new structure plans, or amendments thereto, are to be referred to Council after being advertised for public comment;</p> <p>c) Any recommendation to the Western Australian Planning Commission pursuant to clause 20 (2) in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 as to whether a proposed structure plan, or amendment thereto, may be determined by the Chief Executive Officer after being advertised for public comment provided that:</p> <p>i) Any objection received does not, in the opinion of the Chief Executive Officer, raise relevant planning considerations;</p> <p>ii) Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions;</p> <p>iii) Elected members are provided with five (5) working days in which to request that the proposal be referred to Council for determination; and</p> <p>iv) The recommendation does not include any significant modifications to the advertised structure plan or amendments thereto.</p> <p>6. Local Development Plans</p> <p>a) Prior to the commencement of advertising of any new local development plan, or amendments thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal;</p> <p>b) A local development plan, or amendments thereto, may be determined by the Chief Executive Officer, after being advertised for public comment provided that:</p> <p>i) Any objection received does not, in the opinion of the Chief Executive Officer, raise relevant planning considerations;</p> <p>ii) Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions;</p> <p>iii) Elected members are provided with five (5) working days in which to request that the proposal be referred to Council for determination;</p> <p>iv) The determination will not result in a refusal of or require significant modifications to the advertised local development plan or amendments thereto.</p> |
| <p><b>Express power to subdelegate</b></p> | <p>Local Government Act 1995:<br/>s.5.44 CEO may delegate some powers and duties to other employees.</p>   |

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| <b>Subdelegates</b>           | Principal Building Surveyor   |
| <b>Subdelegate conditions</b> | NIL   |
| <b>Record keeping</b>         | File notes, notices and correspondence to be entered in the Shire of Victoria Plains Central Records system in accordance with Regulation 19 of the Local Government (Administration) Regulations 1996. |
| <b>Date adopted</b>           | 18 July 2018  |
| <b>Adoption references</b>    | 10.3  |
| <b>Last reviewed</b>          | 27 May 2026   |

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| <b>Delegation</b>                      | <b>10.5 Fencing Local Law 2018</b>   |
| <b>Category</b>                        | Section 01 - Council / Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | Fencing Local Law 2018<br>cl.7.1 – dealing with objections – to be by Council  |
| <b>Express power or duty delegated</b> | Local Planning Scheme No. 5<br>Part 9 – Applications for Planning Approval   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to approve all discretionary matters in the Shire of Victoria Plains <i>Fencing Local Law 2018</i> including – <ol style="list-style-type: none"> <li>a. granting, refusal, cancellation and setting conditions of approval to conduct activities;</li> <li>b. issue of all notices and infringements etc.</li> <li>c. carrying out of works in default of a duly served notice.</li> </ol> </li> </ol>   |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. The delegation excludes – <ol style="list-style-type: none"> <li>a. determination of any fee or charge</li> <li>b. dealing with an objection.</li> </ol> </li> <li>2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence – <ol style="list-style-type: none"> <li>a. is of such severity that the action is appropriate or</li> <li>b. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ol> </li> </ol> |
| <b>Subdelegates</b>                    | Emergency Management Officer   |
| <b>Subdelegate conditions</b>          | <ol style="list-style-type: none"> <li>1. The delegation excludes – <ol style="list-style-type: none"> <li>a. determination of any fee or charge</li> <li>b. dealing with an objection.</li> </ol> </li> <li>2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence – <ol style="list-style-type: none"> <li>a. is of such severity that the action is appropriate or</li> <li>b. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ol> </li> </ol> |
| <b>Statutory framework</b>             | <i>Fencing Local Law 2018</i><br>cl.7.1 – dealing with objections – to be by Council<br>Local Planning Scheme No. 5<br>Part 9 – Applications for Planning Approval   |
| <b>Policy</b>                          | Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.  |
| <b>Record keeping</b>                  | File copy of advice of decision to applicant, developer etc.   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 10.5   |

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| <b>Last reviewed</b> | 27 May 2026 |
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PUBLIC OCM AGENDA

## Section 11 - Public Facilities

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| <b>Delegation</b>                      | <b>11.2 Discount/waiver/subsidy of facility hire fees</b>  |
| <b>Category</b>                        | Section 11 - Public Facilities   |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.6.12(1)(b) – Power to defer, grant discounts etc.  |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i> –<br>s.6.12(1)(b) – Power to defer, grant discounts etc.  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to approve reduction in fees and charges of local government owned facilities, subject to – <ol style="list-style-type: none"> <li>a. the request is from a local community, charitable or not-for-profit organisation;</li> <li>or</li> <li>b. the event is for the specific benefit of the local community; and</li> <li>c. each request of the organisation does not exceed \$1000 ex GST;</li> <li>d. cleaning cost of the venue hire is not to be discounted.</li> </ol> </li> </ol> |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | N/A  |
| <b>Subdelegates</b>                    | Deputy CEO   |
| <b>Statutory framework</b>             | <p>Local Government Act 1995<br/>6.12(1)(b) – Power to defer, grant discounts etc.</p> <p>Delegations Register<br/>3.11 – Donations – Financial and in-kind Works / Services</p>   |
| <b>Record keeping</b>                  | Copy of approval of written request  |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 11.2   |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>11.3 Public Places and Local Government Property Local Law 2018</b>   |
| <b>Category</b>                        | Section 11 - Public Facilities   |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Public Places and Local Government Property Local Law 2018</i>  |
| <b>Express power or duty delegated</b> | <i>Public Places and Local Government Property Local Law 2018</i>  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to approve all discretionary matters in the Shire of Victoria Plains <i>Public Places and Local Government Property Local Law 2018</i> including – <ol style="list-style-type: none"> <li>a. hire of facilities, including issue of permit for consumption/sale of alcohol;</li> <li>b. granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property;</li> <li>c. issue of all notices and infringements etc.;</li> <li>d. carrying out of works in default of a duly served notice;</li> </ol> </li> </ol>  |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. The delegation excludes the following clauses of the Public Places and Local Government Property Local Law 2018 – <ol style="list-style-type: none"> <li>a. cl.1.6 – setting of any fee or charge</li> <li>b. cl.2.1 – Activities requiring a license on local government property – erect a structure for amusement in excess of 28 days;<br/>(n) erect a building or refuelling site;<br/>(p) erect or install a structure for water, power, sewer, communication, television or similar service;</li> <li>c. cl.5.13 – giving notice of crossover in unsafe location;</li> <li>d. cl.10.1 – dealing with an objection;</li> </ol> </li> <li>2. 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.</li> <li>3. Every permit issued for consumption/sale of alcohol is to be advised to the relevant Police Station.</li> <li>4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence <ol style="list-style-type: none"> <li>a. is of such severity that the action is appropriate or</li> <li>b. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ol> </li> </ol> |
| <b>Subdelegates</b>                    | Deputy CEO<br>Manager Works and Services   |
| <b>Subdelegate conditions</b>          | Manager Works and Services and Community Safety Officer are restricted to Functions Delegated 1 (c) and 1 (d)  |
| <b>Statutory framework</b>             | <i>Public Places and Local Government Property Local Law 2018</i><br><br>CORPORATE CONTEXT<br>Delegation Register<br>11.2 – Discount/waiver/subsidy of facility hire fees<br>15.2 – Native Flora and Fauna   |

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| <b>Policy</b>              | Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.  |
| <b>Record keeping</b>      | <ul style="list-style-type: none"> <li>i. File copy of hire, approval, notice, etc.</li> <li>ii. File copy of advice of decision to applicant, developer etc.</li> <li>iii. Duplicate copy of infringement etc.</li> <li>iv. Local government property file</li> </ul> |
| <b>Date adopted</b>        | 18 July 2018   |
| <b>Adoption references</b> | 11.3   |
| <b>Last reviewed</b>       | 27 May 2026  |

PUBLIC OCM AGENDA

## Section 13 - Works &amp; Services

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| <b>Delegation</b>                      | <b>13.2 Things to be done on land that is not local government property</b>   |
| <b>Category</b>                        | Section 13 - Works & Services   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power or duty delegated</b> | <p><i>Local Government Act 1995</i> –</p> <p>s.3.24 – Authorising person under this subdivision</p> <p>s.3.27 – Particular things local government can do on land that is not local government property</p> <p>s.3.33 – Entry under warrant</p> <p>s.3.34(2) – Entry in an emergency</p> <p>Sch.3.2 – Particular things local governments can do on land even though it is not local government property</p>  |
| <b>Function</b>                        | <p>1. The CEO is delegated power to carry out work on land that is not local government property subject to –</p> <ol style="list-style-type: none"> <li>a. prior budget provision having been made,</li> <li>b. to give effect to a Council decision,</li> <li>c. if the matter is considered to be an emergency;</li> <li>d. the consent is obtained of – <ul style="list-style-type: none"> <li>◦ the owner of the land;</li> <li>◦ if the land is occupied, the occupier of the land; and</li> <li>◦ if the land is under the control or management of any other person, that other person.</li> </ul> </li> <li>e. compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.</li> </ol> |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | N/A   |
| <b>Subdelegates</b>                    | Manager Works and Services  |
| <b>Policy</b>                          | 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.  |
| <b>Record keeping</b>                  | File copy of notice   |
| <b>Date adopted</b>                    | 18 July 2018  |
| <b>Adoption references</b>             | 13.2  |
| <b>Last reviewed</b>                   | 27 May 2026   |

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| <b>Delegation</b>                      | <b>13.3 Works on land outside the district</b>   |
| <b>Category</b>                        | Section 13 - Works & Services  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i> –<br>s.3.20 – performing function outside the district<br>s.3.21 – duties when performing functions<br>s.3.22 - compensation  |
| <b>Function</b>                        | <p>1. The CEO is delegated power to undertake necessary executive functions on land outside the district that is not property of the local government provided that –</p> <p>a. the consent is obtained of –</p> <ul style="list-style-type: none"> <li>◦ the owner of the land;</li> <li>◦ if the land is occupied, the occupier of the land; and</li> <li>◦ if the land is under the control or management of any other person, that other person.</li> </ul> <p>b. compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.</p> |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | N/A  |
| <b>Subdelegates</b>                    | Manager Works and Services   |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.3.20 – performing function outside the district<br>s.3.21 – duties when performing functions<br>s.3.22 - compensation  |
| <b>Policy</b>                          | 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.   |
| <b>Record keeping</b>                  | File copy of agreement, consent etc.   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 13.3   |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>13.4 Materials from land not under local government control</b>   |
| <b>Category</b>                        | Section 13 - Works & Services  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i> –<br>s.3.21 – Duties when performing functions<br>s.3.22 – Compensation for materials, damage, access etc.  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally – <ol style="list-style-type: none"> <li>a. extraction of gravel, sand or other materials from land;</li> <li>b. water, etc.</li> </ol> </li> </ol>   |
| <b>Delegates</b>                       | CEO  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. The CEO is to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.</li> <li>2. The agreement reached with the land owner/occupier is to – <ol style="list-style-type: none"> <li>a. state a specific duration, that it is indefinite or otherwise provide for termination;</li> <li>b. provide for mutually agreed compensation;</li> <li>c. specify rehabilitation responsibilities if appropriate;</li> <li>d. within the budget provision.</li> </ol> </li> </ol> |
| <b>Subdelegates</b>                    | Manager Works and Services   |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.3.21 – Duties when performing functions<br>s.3.22 – Compensation for materials, damage, access etc.  |
| <b>Policy</b>                          | <p>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.</p> <p>Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.</p>   |
| <b>Record keeping</b>                  | <ol style="list-style-type: none"> <li>i. Written agreement with land owner/occupier</li> <li>ii. Property file where the land is within the district</li> </ol>   |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 13.4   |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>13.5 Notices requiring certain things to be done</b>   |
| <b>Category</b>                        | Section 13 - Works & Services   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <p><i>Local Government Act 1995</i></p> <p>s.3.24 – Authorising person under this subdivision</p> <p>s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land</p> <p>s.3.26(2) – Additional powers when notice is given</p> <p>s.3.33 – Entry under warrant</p> <p>s.3.34(2) – Entry in an emergency</p> <p>s.9.60 – Regulations that operate as local laws</p> <p>Sch.3.1 – Powers under notices to owners or occupiers of land</p> <p>Sch 9.1(6) – dangerous excavations in or near public thoroughfare</p> <p>Sch.9.1(7) – Matters for which regulations under s.9.60 may be made</p>  |
| <b>Express power or duty delegated</b> | <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> –</p> <p>r.11 – dangerous excavation in or near public thoroughfare</p> <p>13 – Requirement to construct or repair crossing</p>  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to issue notices requiring certain things to be done by the owner or occupier of land.</li> <li>2. The CEO is delegated 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.</li> <li>3. The CEO is delegated 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.</li> </ol>  |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.  |
| <b>Subdelegates</b>                    | Manager Works and Services  |
| <b>Subdelegate conditions</b>          | Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.  |
| <b>Statutory framework</b>             | <p><i>Local Government Act 1995</i></p> <p>s.3.24 – Authorising person under this subdivision</p> <p>s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land</p> <p>s.3.26(2) – Additional powers when notice is given</p> <p>s.3.33 – Entry under warrant</p> <p>s.3.34(2) – Entry in an emergency</p> <p>s.9.60 – Regulations that operate as local laws</p> <p>Sch.3.1 – Powers under notices to owners or occupiers of land</p> <p>Sch 9.1(6) – dangerous excavations in or near public thoroughfare</p> <p>Sch.9.1(7) – Matters for which regulations under s.9.60 may be made</p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996</i></p> <p>r.11 – dangerous excavation in or near public thoroughfare</p> <p>13 – Requirement to construct or repair crossing</p> |

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| <b>Policy</b>              | Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.<br><br>Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider. |
| <b>Record keeping</b>      | i. File copy of notice   |
| <b>Date adopted</b>        | 18 July 2018   |
| <b>Adoption references</b> | 13.5   |
| <b>Last reviewed</b>       | 27 May 2026  |

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| <b>Delegation</b>                      | <b>13.6 Notice of local government works</b>   |
| <b>Category</b>                        | Section 13 - Works & Services  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i> –<br>s.3.51(3) – notice to adjoining owners affected by works   |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to – <ol style="list-style-type: none"> <li>a. fix or alter the levels, or the alignment of a public thoroughfare, or</li> <li>b. drain water from a public thoroughfare or public place onto adjoining land</li> </ol> </li> </ol> |
| <b>Delegates</b>                       | CEO  |
| <b>Subdelegates</b>                    | Manager Works and Services   |
| <b>Record keeping</b>                  | <ol style="list-style-type: none"> <li>i. File copy of notice</li> <li>ii. Advertisement records</li> <li>iii. Property file</li> </ol>  |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 13.6   |
| <b>Last reviewed</b>                   | 27 May 2026  |

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| <b>Delegation</b>                      | <b>13.7 Private works/infrastructure on, over or under public land</b>  |
| <b>Category</b>                        | Section 13 - Works & Services   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <p><i>Local Government Act 1995</i><br/> s.3.37 – Contraventions that can lead to impounding<br/> s.9.60 – Regulations that operate as local laws<br/> Sch.9.1(8) – Private works/infrastructure on, over, or under public places<br/> Sch.9.2(5) – gates across public thoroughfares</p>   |
| <b>Express power or duty delegated</b> | <p><i>Local Government (Uniform Local Provisions) Regulations 1996 –</i><br/> r.9 – gates across a public thoroughfare<br/> r.17 – Private works on, over, or under public places<br/> (4) approval of local government required<br/> (5) conditions may be imposed<br/> (6) mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired<br/> (7) penalty for non-compliance is \$5,000 and \$500 daily<br/> (8) person constructing is responsible for maintenance, and must ensure structure, specifically indemnifying Council against any claim<br/> (9) unauthorised constructions, or contravention of approval/conditions can lead to impounding</p> <p>Public Places and Local Government Property Local Law 2018<br/> activities on land under Council management and control including roads</p>  |
| <b>Function</b>                        | <p>1. The CEO is delegated power to approve private works/infrastructure on, over or under public places subject to –</p> <ol style="list-style-type: none"> <li>written application being made;</li> <li>the applicant accepts all liability for every part and aspect of the works/infrastructure;</li> <li>imposing of appropriate conditions, such as – <ul style="list-style-type: none"> <li>• building permit, structural engineering certification, environmental assessment etc, where appropriate;</li> <li>• any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)</li> <li>• traffic management plan to be approved</li> </ul> </li> <li>where deemed appropriate, an insurance certificate indemnifying the local government while works are underway, or for any structure, is to be provided;</li> <li>estimated value of works does not exceed \$25,000 ex GST.</li> </ol> |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.</li> <li>Proposed works in excess of \$25,000 ex GST are to be referred to Council.</li> <li>Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed</li> </ol>  |
| <b>Subdelegates</b>                    | Manager Works and Services  |

|                            |  |
|----------------------------|--|
| <b>Statutory framework</b> | <p><i>Local Government Act 1995</i><br/> s.3.37 – Contraventions that can lead to impounding<br/> s.9.60 – Regulations that operate as local laws<br/> Sch.9.1(8) – Private works/infrastructure on, over, or under public places<br/> Sch.9.2(5) – gates across public thoroughfares<br/> <i>Local Government (Uniform Local Provisions) Regulations 1996</i><br/> r.9 – gates across a public thoroughfare<br/> r.17 – Private works on, over, or under public places<br/> (4) approval of local government required<br/> (5) conditions may be imposed<br/> (6) mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired.<br/> (7) penalty for non-compliance is \$5,000 and \$500 daily<br/> (8) person constructing is responsible for maintenance, and must insure structure, specifically indemnifying Council against any claim<br/> (9) unauthorised constructions, or contravention of approval/conditions can lead to impounding<br/> <i>Public Places and Local Government Property Local Law 2018</i><br/> activities on land under Council management and control including roads</p> |
| <b>Policy</b>              | <p>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.<br/> This delegation includes minor works on the road such as</p> <ul style="list-style-type: none"> <li>• drilling for soil testing;</li> <li>• pressure or gravity pipe from a water tank or windmill to a stock trough;</li> <li>• farm drainage.</li> </ul>   |
| <b>Record keeping</b>      | <ol style="list-style-type: none"> <li>i. Report to Council via monthly briefing papers if significant infrastructure</li> <li>ii. File copy of written approval</li> <li>iii. Property file of applicant</li> <li>iv. Copy on road/reserve/local government property file</li> </ol>  |
| <b>Date adopted</b>        | 18 July 2018   |
| <b>Adoption references</b> | 13.7   |
| <b>Last reviewed</b>       | 27 May 2026  |

|  |   |
|--|---|
| <b>Delegation</b>                      | <b>13.9 Temporary road closures</b>   |
| <b>Category</b>                        | Section 13 - Works & Services   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i><br>s.3.50 – closing to vehicles<br>s.3.50A – closure for repairs or maintenance  |
| <b>Express power or duty delegated</b> | <i>Road Traffic Act 1974</i><br>s.81D – how a road is to be closed<br>s.92 – power to close unsafe roads<br><br><i>Public Places and Local Government Property Local Law 2018–</i><br>cl.5.2 – no entry to closed local government property<br>cl.6.13 – no driving on closed thoroughfare  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. The CEO is delegated power to – <ol style="list-style-type: none"> <li>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 – <ul style="list-style-type: none"> <li>• a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;</li> <li>• that the thoroughfare is unsafe for use.</li> </ul> </li> <li>b. temporarily close a road or portion of a road for repairs and maintenance;</li> <li>c. temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.</li> </ol> </li> <li>2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence – <ol style="list-style-type: none"> <li>a. is of such severity that the action is appropriate or</li> <li>b. an infringement notice remains unpaid after reasonable attempts to obtain payment.</li> </ol> </li> </ol> |
| <b>Delegates</b>                       | CEO   |
| <b>Conditions</b>                      | N/A   |
| <b>Subdelegates</b>                    | Deputy CEO<br>Manager Works and Services  |
| <b>Statutory framework</b>             | <i>Local Government Act 1995</i><br>s.3.50 – closing to vehicles<br>s.3.50A – closure for repairs or maintenance<br><i>Road Traffic Act 1974</i><br>s.81D – how a road is to be closed<br>s.92 – power to close unsafe roads<br><i>Public Places and Local Government Property Local Law 2018</i><br>cl.5.2 – no entry to closed local government property<br>cl.6.13 – no driving on closed thoroughfare   |
| <b>Policy</b>                          | Section 14 - Plant / Equipment  |
| <b>Record keeping</b>                  | File copy of public notice, instruction to employee etc.  |
| <b>Date adopted</b>                    | 18 July 2018  |

|                            |             |
|----------------------------|-------------|
| <b>Adoption references</b> | 13.9        |
| <b>Last reviewed</b>       | 27 May 2026 |

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## PART B – PRIMARY DELEGATIONS – to other persons

## Section 13 - Works &amp; Services

|  |   |
|--|---|
| <b>Delegation</b>                      | <b>5.4 Reserves under control of the local government</b>   |
| <b>Category</b>                        | Section 13 - Works & Services   |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995</i> –<br>s.5.44 CEO may delegate some powers and duties to other employees   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995</i> –<br>s.3.54(1) – Reserves under control of a Local Government<br><br><i>Land Administration Act 1997</i>   |
| <b>Function</b>                        | 1. The CEO is delegated power to do anything on land vested or under the control and management of Council –<br>a. subject to prior budget provision having been made, or<br>b. to give effect to a Council decision. |
| <b>Delegates</b>                       | CEO   |
| <b>Subdelegates</b>                    | Manager Works and Services  |
| <b>Policy</b>                          | Policy Manual –<br>13.1 – Standard Crossovers<br>13.2 – Roads – Developer Conditions<br>13.3 – Roads – Access to Lots / Locations without Road Frontage<br>13.4 – Road Reserves – Stormwater Discharge                |
| <b>Record keeping</b>                  | File copy of decision on written application.   |
| <b>Date adopted</b>                    | 18 July 2018  |
| <b>Adoption references</b>             | 13.1  |
| <b>Last reviewed</b>                   | 27 May 2026   |

## Section 17 - Fire Control

|  |  |
|--|--|
| <b>Delegation</b>                      | <b>17.3 Prohibited burning periods – Variations</b>  |
| <b>Category</b>                        | Section 17 - Fire Control  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power or duty delegated</b> | <i>Bush Fires Act, 1954</i><br>s.17(7) – power to vary prohibited burning time<br>s.17(7B) – time may not be varied by more than 14 days<br>s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation<br>s.17(9) – publication requirements<br>s.17(10) – local government may delegate to President and Chief BFCO jointly<br>s.17(11) – Local government may rescind delegation or vary any delegated decision |
| <b>Function</b>                        | The Shire President and Chief Fire Control Officer are delegated power to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.   |
| <b>Delegates</b>                       | Chief Bush Fire Control Officer<br>President   |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>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.</li> <li>If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.</li> <li>The CEO is to be advised in order that public notification may be arranged.</li> </ol>                                 |
| <b>Express power to subdelegate</b>    | Not permitted  |
| <b>Statutory framework</b>             | <i>Bush Fires Act, 1954</i><br>s.17(7) – power to vary prohibited burning time<br>s.17(7B) – time may not be varied by more than 14 days<br>s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation<br>s.17(9) – publication requirements<br>s.17(10) – local government may delegate to President and Chief BFCO jointly<br>s.17(11) – Local government may rescind delegation or vary any delegated decision |
| <b>Record keeping</b>                  | Written advice to CEO  |
| <b>Date adopted</b>                    | 18 July 2018   |
| <b>Adoption references</b>             | 17.3   |
| <b>Last reviewed</b>                   | 27 May 2026  |

## PART C – PRIMARY DELEGATIONS to Committees

## Section 19 - Conduct

|  |   |
|--|---|
| <b>Delegation</b>                      | <b>19.1 Behaviour Complaints Committee (Revised)</b>  |
| <b>Category</b>                        | Section 19 - Conduct  |
| <b>Delegator</b>                       | Local Government  |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995:</i><br>s.5.16 Delegation of some powers and duties to certain committees<br>s.5.17 Limits on delegations of powers and duties to certain committees   |
| <b>Express power or duty delegated</b> | <i>Local Government (Model Code of Conduct) Regulations 2021:</i><br>- clause 14B(2) – Council authorisation of a committee to perform complaint-handling functions.  |
| <b>Function</b>                        | Pursuant to clause 14B of the Shire’s Code of Conduct, and subject to Council authorisation by resolution carried with an absolute majority, the Behaviour Complaints Committee is delegated authority to perform, on behalf of the local government, the local government’s functions under clauses 12 and 13 of the Code of Conduct, being: <ul style="list-style-type: none"> <li>- Making a finding as to whether an alleged behavioural breach that is the subject of a complaint has or has not occurred, based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur, in accordance with clause 12(1) and (3) of the Code of Conduct.</li> <li>- Determining and recording reasons for any finding made, in accordance with clause 12(7) of the Code of Conduct.</li> <li>- Where a finding is made that a behavioural breach has occurred, determining whether to take no further action, or to prepare and implement a plan to address the behaviour of the person to whom the complaint relates, in accordance with clause 12(4), (5) and (6) of the Code of Conduct.</li> <li>- Dismissing a complaint in accordance with clause 13(1) of the Code of Conduct and determining and recording reasons for the dismissal in accordance with clause 13(2) of the Code of Conduct.</li> </ul>   |
| <b>Delegates</b>                       | Behaviour Complaints Committee  |
| <b>Conditions</b>                      | <ol style="list-style-type: none"> <li>1. This delegation is effective only where Council has authorised the Behaviour Complaints Committee to perform the functions under clauses 12 and 13 of the Code of Conduct by resolution carried with an absolute majority, in accordance with clause 14B(2) of the Code of Conduct.</li> <li>2. The Behaviour Complaints Committee must not exercise this delegation where the complaint is required to be referred to the Local Government Inspector, has been referred to the Inspector and not referred back to the local government, or where the Inspector has appointed a monitor and directed the local government to defer dealing with the complaint.</li> <li>3. The Committee must not exercise this delegation in relation to a complaint where a Committee Member is the Complainant or the Respondent. In such cases, the Committee Member must recuse themselves and be replaced by an appointed Deputy Committee Member.</li> <li>4. That part of a Committee meeting dealing with a complaint must be held behind closed doors in accordance with section 5.23(2) of the Local Government Act 1995.</li> <li>5. In exercising this delegation, the Behaviour Complaints Committee must comply with the Code of Conduct, Policy 1.1A – Code of Conduct Behaviour Complaints Management, and Policy 1.1B – Behaviour Complaints Committee Terms of Reference.</li> </ol> |

|                                     |  |
|-------------------------------------|--|
| <b>Express power to subdelegate</b> | Nil  |
| <b>Statutory framework</b>          | <ul style="list-style-type: none"> <li>- Local Government Act 1995 – sections 5.16 and 5.17.</li> <li>- Local Government (Model Code of Conduct) Regulations 2021 – clauses 11, 12, 13, 14A and 14B.</li> <li>- Shire of Victoria Plains Code of Conduct for Council Members, Committee Members and Candidates.</li> </ul> |
| <b>Policy</b>                       | <p>Shire of Victoria Plains Code of Conduct Council Members, Committee Members and Candidates Policy</p> <p>Shire of Victoria Plains Complaints Behaviour Committee Terms of Reference</p> <p>Shire of Victoria Plains Development Framework Code of Conduct Behaviour Complaint Policy</p>                                |
| <b>Record keeping</b>               | Behaviour Complaints Committee minutes must record each decision made under this delegation in accordance with regulation 19 of the Local Government (Administration) Regulations 1996.  |
| <b>Date adopted</b>                 | 22 June 2022   |
| <b>Adoption references</b>          | 19.1   |
| <b>Last reviewed</b>                | 27 May 2026  |

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## Section 20 - Governance

|  |  |
|--|--|
| <b>Delegation</b>                      | <b>20.1 Audit, Risk and Improvement Committee</b>  |
| <b>Category</b>                        | Section 20 - Governance  |
| <b>Delegator</b>                       | Local Government   |
| <b>Express power to delegate</b>       | <i>Local Government Act 1995:</i><br>s.5.16 Delegation of some powers and duties to certain committees<br>s.5.17 Limits on delegations of powers and duties to certain committees<br>s.7.1B Delegation of some powers and duties to audit committees   |
| <b>Express power or duty delegated</b> | <i>Local Government Act 1995:</i><br>s.7.12A (2), (3) & (4) Duties of Local Government with respect to audits  |
| <b>Function</b>                        | <ol style="list-style-type: none"> <li>1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].</li> <li>2. Authority to: <ol style="list-style-type: none"> <li>i. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and</li> <li>ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)].</li> </ol> </li> <li>3. Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].</li> </ol> |
| <b>Delegates</b>                       | Audit, Risk and Improvement Committee  |
| <b>Conditions</b>                      | Nil  |
| <b>Express power to subdelegate</b>    | Nil. Sub-delegation is prohibited by s.7.1B.   |
| <b>Statutory framework</b>             | Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees<br><br>Audit, Risk and Improvement Committee Terms of Reference  |
| <b>Record keeping</b>                  | Audit, Risk and Improvement Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.  |
| <b>Date adopted</b>                    | 22 June 2022   |
| <b>Adoption references</b>             | 20.1   |
| <b>Last reviewed</b>                   | 27 May 2026  |

## 9.5 Proposed Road Closure – Portions of Calingiri-New Norcia Road and Bin Road, Calingiri

|                                       |   |
|---------------------------------------|---|
| <b>File Reference</b>                 |   |
| <b>Report Date</b>                    | 19 May 2026   |
| <b>Applicant/Proponent</b>            | Shire of Victoria Plains  |
| <b>Officer Disclosure of Interest</b> | Nil   |
| <b>Previous Meeting Reference</b>     | Resolution No.2204-13 on 26 April 2023 and Resolution No.2308-09 on 23 August 2023.       |
| <b>Prepared by</b>                    | Joe Douglas – Planning Officer  |
| <b>Senior Officer</b>                 | Not applicable  |
| <b>Authorised by</b>                  | Colin Ashe – Acting Chief Executive Officer   |
| <b>Attachments</b>                    | 1. Proposed Road Closure Image 1 – Page 186<br>2 Proposed Road Closure Image 2 – Page 187 |

### PURPOSE

This report recommends that Council resolve to endorse a revised road closure plan for the proposed permanent closure of portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite pursuant to section 58 of the *Land Administration Act 1997* to account for a drafting error contained in the final proposed road closure plan submitted to the Department of Planning, Lands and Heritage in September 2023 to obtain the Hon. Minister for Lands' final approval.

### BACKGROUND

At its Ordinary Meeting held on 23 August 2023 Council resolved pursuant to section 58 of the *Land Administration Act 1997* to request the Honourable Minister for Lands' approval to permanently close portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite in accordance with the details shown in the plan contained in Attachment 1 to this report.

The plan originally endorsed by Council proposed that a 7,729m<sup>2</sup> portion of Calingiri-New Norcia Road be permanently closed (see the green shaded road closure area in the plan contained in Attachment 1).

### COMMENT

A detailed review of the road closure plan by the Department of Planning, Lands and Heritage has confirmed a 1.29 hectare portion of Calingiri-New Norcia Road must be permanently closed to reflect the Shire's previous agreement with Cooperative Bulk Handling Limited regarding the road closures and future disposition of the road reserves to be permanently closed.

A revised road closure plan has now been prepared to correct the error identified by the Department of Planning, Lands and Heritage which is hereby submitted for Council's formal consideration and endorsement (see Attachment 2).

Council should note the road closure proposal has been formally approved by the Minister for Lands. Council's formal endorsement of the revised road closure plan is required to allow the Department of

Planning, Lands and Heritage to issue formal survey instructions to a licensed surveyor to allow the road closure to be finalised.

## CONSULTATION

The road closure proposal was advertised for public comment in accordance with the procedural requirements of the *Land Administration Regulations 1998* with no objections received. Given the purpose and intent of the proposed road closure and the fact the revised plan does not change anything aside from the land area requirements which are not significant and will have no detrimental impacts, no further public advertising is required.

## STATUTORY CONTEXT

- *Land Administration Act 1997*
  - *Part 5, section 58 – Closing Roads*
- *Land Administration Regulations 1998*
  - *Part 2, clause 99 – Requirements for local government request to close road permanently*

## CORPORATE CONTEXT

### Strategic Business Plan/Corporate Business Plan

| STRATEGIC PRIORITIES                  | WE KNOW WE ARE SUCCEEDING WHEN   |
|---------------------------------------|--|
| <b>4. CIVIC LEADERSHIP</b>            |  |
| 4.3 Proactive and well governed Shire | External audits and reviews confirm compliance   |
|                                       | We have sound financial management policies and attract external funding to help achieve our goals |
|                                       | Councilors attend training and feel supported in their role  |
|                                       | Council is supported by a skilled team   |

### Integrated Strategic Plan 2022-2032

The road closure proposals are consistent with the following elements of the *Shire of Victoria Plains Integrated Strategic Plan 2022 – 2032*:

#### 2. Economy

- Strategic Priority 2.1 - We understand traditional and emerging industries across the Shire;*
- Strategic Priority 2.2 - Safe and efficient transport network enables economic growth.*

#### 3. Environment

- Strategic Priority 3.2 - Conservation of our natural environment and resources.*

#### 4. Civic Leadership

- Strategic Priority 4.1 - Forward planning and implementation of plans to achieve community priorities.*

## Delegation

Nil

## Policy Implications

- Works & Services Policy No.13.5 – *Road Reserves – Closure*

## Other Corporate Document

Nil

## Risk Analysis

The risks associated with this project are considered to be low given the significant amount of work undertaken by the Shire to-date to 'prove up' the proposal which is evidenced by the fact all necessary approvals have now been secured.

## FINANCIAL IMPLICATIONS

All costs associated with the proposed road closure the subject of this report have been shared jointly between the Shire and CBH as per the terms of the deed of agreement between the two parties dated 21 December 2018.

Council should note this report and revised plan attached have been prepared by the reporting officer at nil cost to the Shire given he was ultimately responsible for the drafting error contained in the final proposed road closure plan endorsed by Council in August 2023 and subsequently submitted to the Department of Planning, Lands and Heritage in September 2023 to obtain the Hon. Minister for Lands' final approval.

## VOTING REQUIREMENTS

Simple Majority

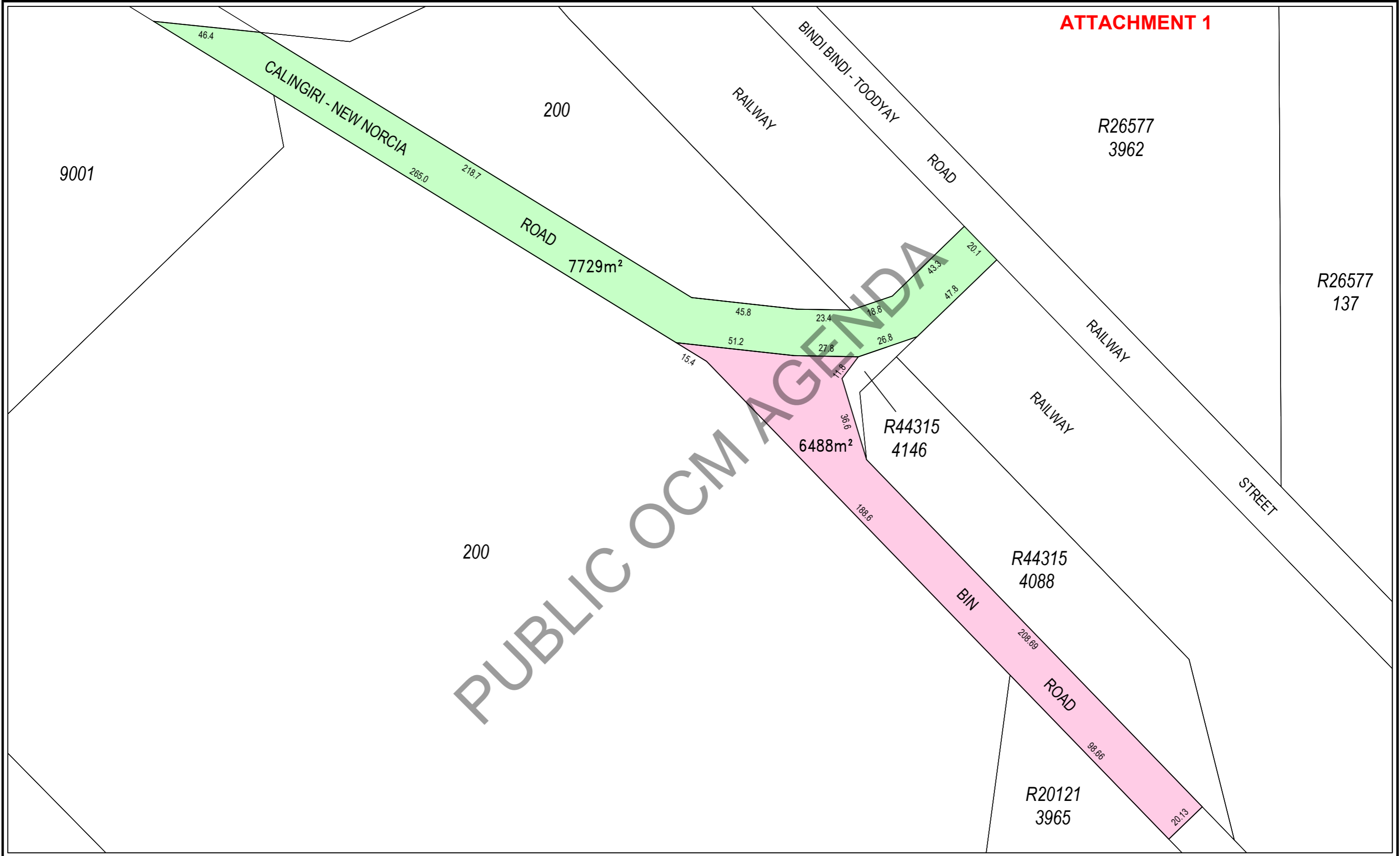
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## Officer Recommendation

That Council **RESOLVE** to:

1. **ENDORSE** the revised road closure plan for the proposed permanent closure of portions of the Calingiri-New Norcia Road and Bin Road in the Calingiri townsite contained in Attachment 2 of this report to account for a drafting error contained in the final proposed road closure plan submitted to the Department of Planning, Lands and Heritage in September 2023 to obtain the Hon. Minister for Lands' final approval pursuant to section 58 of the Land Administration Act 1997; and
2. **AUTHORISE** the Shire Administration to submit the revised road closure plan contained in Attachment 2 of this report to the Lands Division of the Department of Planning, Lands and Heritage to allow the Department to issue formal survey instructions to a licensed surveyor to allow the road closure to be finalised.

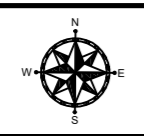
**For / Against**



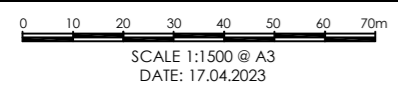
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RURAL & REGIONAL PLANNING

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Mob: 0429 303 100  
PO Box 1695  
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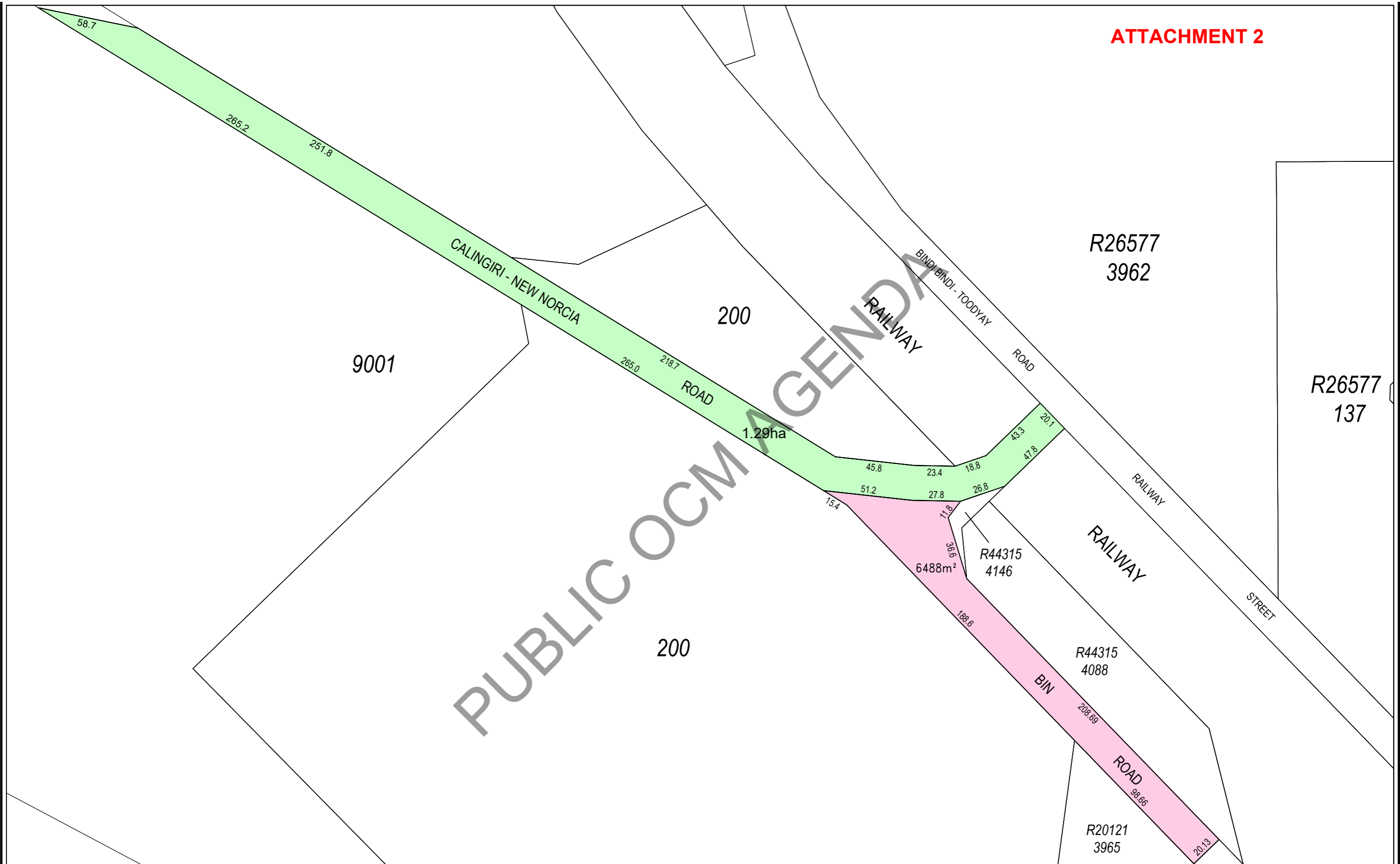
- LEGEND:
- SUBJECT LAND
  - PORTION OF CALINGIRI - NEW NORCIA ROAD TO BE CLOSED
  - PORTION OF BIN ROAD TO BE CLOSED



NOTE:  
1. AREAS AND DIMENSIONS SUBJECT TO SURVEY.

**PROPOSED ROAD CLOSURE**

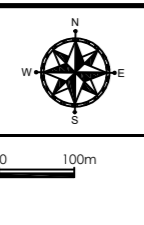
PORTIONS OF CALINGIRI - NEW NORCIA ROAD & BIN ROAD, CALINGIRI  
Shire of Victoria Plains 187



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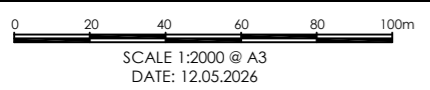
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**LEGEND:**

- SUBJECT LAND
- PORTION OF CALINGIRI - NEW NORCIA ROAD TO BE CLOSED
- PORTION OF BIN ROAD TO BE CLOSED



NOTE:  
1. AREAS AND DIMENSIONS SUBJECT TO SURVEY.

**PROPOSED ROAD CLOSURE**

PORTIONS OF CALINGIRI - NEW NORCIA ROAD & BIN ROAD, CALINGIRI  
Shire of Victoria Plains 188

**9.6 Adjourned Item 9.6 OCM February 2026: Draft policy – Community Engagement: Significant Matters**

|                                       |  |
|---------------------------------------|--|
| <b>File Reference</b>                 |  |
| <b>Report Date</b>                    | 20 May 2026  |
| <b>Applicant/Proponent</b>            | CEO  |
| <b>Officer Disclosure of Interest</b> | Nil  |
| <b>Previous Meeting Reference</b>     | Item 9.6 OCM February 2026 – Resolution OCM2602-8<br>Item 9.13 OCM April 2026 – Resolution OCM 2604-14 |
| <b>Prepared by</b>                    | Gordon Houston; EHOBS  |
| <b>Senior Officer</b>                 | CEO  |
| <b>Authorised by</b>                  | Colin Ashe, Acting CEO   |
| <b>Attachments</b>                    | Nil  |

**Purpose**

To present additional advice on adjourned matter *9.6 Draft policy – Community Engagement: Significant Matters* to enable resolution of the matter.

**Background**

At the February 2026 OCM, Council adjourned the matter subject of this item to enable more information to be provided on representation on the proposed Community Reference Group being suggested as part of the proposal.

The Matters' principal intention was for Council to;

- Adopt a policy that enunciates Council's position in relation to mining and other significant matters; and
- Support the formation of a deliberative forum or Community Reference Group (CRG); a vehicle for formal engagement by proponents (of major projects) of the Shire, its community and relevant stakeholders, on matters of significance likely to have social, environmental and/or economic impact on the municipality.

It is noted that the CRG does not vote on matters before it.

**Comment**

While the proposed policy and the principle of the formation of the CRG appeared to meet acceptance, there were some questions around the proposed membership of the CRG, particularly in relation to community representation.

The background to the item suggested the following community representation:

- *Proponent*
  - *up to 3 representatives appointed by the proponent, including the person responsible for environmental management of the project.*

- *Shire*
  - *Shire President or nominated Councillor representative*
  - *CEO or nominated representative*
- *Community*
  - *Selected or nominated representatives from each townsite*
  - *Selected or nominated representatives from applicable rural location(s)*
- *Environment NGOs*
  - *One nominated representative (on behalf of Australian Conservation Foundation, Conservation Council of WA, The Wilderness Society, Environmental Defenders Office etc)*
- *Environment*
  - *Regional Natural Resources Management*
- *Government*

*(As relevant - nominated senior representative or case-by-case invitation)*

- *Department of Communities*
- *Department of Education*
- *Department of Fire and Emergency Services*
- *Department of Health*
- *Department of Local Government, Industry Regulation and Safety*
- *Department of Mines, Petroleum and Exploration*
- *Department of Planning, Lands and Heritage*
- *Department of Primary Industries and Regional Development,*
- *Department of Transport and Major Infrastructure*
- *Department of Water and Environmental Regulation*
- *Main Roads Western Australia*
- *Water Corporation*
- *WAPOL*
- *Western Power*
- *Executive Support*
  - *Consultant EHO (or other 3rd party) – CRG Chair*
  - *Administration Support (Meeting Coordination – agendas and minutes, minute-taking, CRG member/proponent liaison etc)*

As per above, the suggested option for the Community Membership of the CRG was as follows:

#### Community

- Selected or nominated representatives from each townsite
- Selected or nominated representatives from applicable rural location(s)

This suggested representation could be considered problematic for various reasons, not least of which is a perception that this could be seen to limit wider community participation in the CRGs. A suggested alternative to this representation is as follows:

- That instead of selected or nominated membership, the CRG extends an open invitation to community members to attend CRGs of interest to them;
- That the Victoria Plains community is advised on a regular basis of the opportunity available to them to submit questions of any proponents (with projects in front of the CRG) at any time, for inclusion in subsequent CRG agendas, so that proponents can supply answers which will subsequently be on the record;
- That the method of submitting queries to a CRG is simple and practical for all residents (e.g. through their elected members, via email or online to the Executive etc);
- That groups of residents can attend the CRGs and those groups with a like interest can nominate a spokesperson for interaction with a CRG meeting.

This suggested methodology provides opportunities for any residents of the Shire to submit information to or ask questions of the proponents (and the other stakeholders on the Group such as the agency membership) on all matters pertaining to the projects and to attend the CRGs to hear the responses.

The methodology does not prevent questions being asked by the community members in attendance, but it is envisaged that those queries would be taken on notice unless the proponent or particular stakeholder indicates they are willing to provide a response at the time.

The above suggested community participation model can be detailed in the Terms of Reference to be adopted the inaugural CRG meeting once its formation is supported by Council.

#### Consultation

Subsequent to the initial agenda item, the following consultation has been had:

- Council Briefing Session – May 2026
- All Councillors
- Mr Sean Fletcher, Chief Executive Officer

#### Statutory Context

Local Government Act 1995

##### 3.1 General function

- (1) The general function of a local government is to provide for the good government of persons in its district.

- (1A) Without limiting subsection (1), the general function of a local government must be performed having regard to the following —
- (a) the need —
- (i) to promote the economic, social and environmental sustainability of the district; and
  - (ii) to plan for, and to plan for mitigating, risks associated with climate change; and
  - (iii) in making decisions, to consider potential long-term consequences and impacts on future generations;
- (b) the need —
- (i) to recognise the particular interests of Aboriginal people; and
  - (ii) to involve Aboriginal people in decision-making processes;
- (c) the need to consider collaboration with other local governments.

### Corporate Context Strategic Business Plan/Corporate Business Plan

| STRATEGIC PRIORITIES   | WE KNOW WE ARE SUCCEEDING WHEN  |
|--|---|
| <b>2. ECONOMY</b>  |   |
| 2.1 We understand traditional and emerging industries across the Shire | We forward plan for emerging industries   |
| STRATEGIC PRIORITIES   | WE KNOW WE ARE SUCCEEDING WHEN  |
| <b>4. CIVIC LEADERSHIP</b>   |   |
| 4.2 Shire communication is regular, clear and transparent              | Residents and community groups believe they are being listened to and fairly treated                            |
|  | Staff work closely with the community to successfully achieve projects or outcomes that deliver upon priorities |

The integrated strategic plan and corporate business plan are located on the SoVP website at the following link:

<https://www.victoriaplains.wa.gov.au/documents/606/integrated-strategic-plan-and-corporate-business-plan>

#### Delegation

- Nil

#### Policy Implications

- Nil

**Other Corporate Document**

- Nil

**Risk Analysis**

| Consequence  | Consequence Rating:  | Likelihood Rating:   | Risk Rating | Risk Acceptance/ Controls  | Mitigation and Outcome   |
|--|--|--|-------------|--|--|
| Reputation<br>Lack of a clear policy regarding formal engagement of proponents of significant matters with the Shire and its communities | Insignificant (1)<br><br>Substantiated, low impact, low news profile | Unlikely (2)<br><br>The event could occur at some time(<10% chance)<br><br>At least once in 10 years | Low (2)     | Acceptable<br><br>Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring | <ul style="list-style-type: none"> <li>• New communications policy for Matters of Strategic Significance adopted by Council</li> <li>• CRG formed and operational</li> <li>• Minutes of CRG meetings circulated and accessible.</li> </ul> |

**FINANCIAL IMPLICATIONS**

There are no known meaningful financial implications relative to this matter. Costs will be limited to officer time and minor administrative costs.

**Voting Requirements**

Absolute majority required: No

**Officer Recommendation**

That Council

1. **ACCEPT** the information supplied by staff to support 9.6 OCM February 2026: Draft policy – Community Engagement: Significant Matters
2. **RECEIVES** the document titled *Guiding Principles - Mining and Other Significant Matters and ENDORSES the principles contained there-in;*
3. **ADOPTS** the policy titled “Community Engagement; Significant Matters”; and
4. **ENDORSES** the formation by the CEO of the Significant Matters Community Reference Group.

For \_\_\_\_\_ / Against \_\_\_\_\_

10. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
11. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION
12. MEETING CLOSED TO PUBLIC

PUBLIC OCM AGENDA

## 12.1 Meeting Closed to the Public re Items 12.2 and 12.3

|                                       |                    |
|---------------------------------------|--------------------|
| <b>File Reference</b>                 |                    |
| <b>Report Date</b>                    | 12 May 2026        |
| <b>Applicant/Proponent</b>            | Sean Fletcher, CEO |
| <b>Officer Disclosure of Interest</b> | Nil                |
| <b>Previous Meeting Reference</b>     | Nil                |
| <b>Prepared by</b>                    | Sean Fletcher, CEO |
| <b>Senior Officer</b>                 | N/A                |
| <b>Authorised by</b>                  | Sean Fletcher, CEO |
| <b>Attachments</b>                    | Nil                |

### PURPOSE

For Council to resolve to close the meeting to the public for Agenda Items 12.2 and 12.3 in accordance with the *Local Government Act 1995*.

### BACKGROUND

Council is required to consider matters at this meeting that are of a confidential nature and are not appropriate for discussion in an open meeting.

### COMMENT

Agenda Items 12.2 and 12.3 contain information that meets the criteria for confidential matters under Section 5.23(2) of the *Local Government Act 1995*.

In accordance with the Act and the Shire of Victoria Plains Meeting Procedures Local Law 2018, Council may resolve to close the meeting to members of the public for the consideration of those items.

The information to be considered under Items 12.2 and 12.3 relates to:

- Section 5.23(2)(a) – *a matter affecting an employee or employees, and*
- Section 5.23(2)(c) – *a matter affecting the commercial or financial interests of the local government.*

### CONSULTATION

N/A

### STATUTORY CONTEXT

#### ***Local Government Act 1995***

- Section 5.23(2)(a) – matters affecting employees
- Section 5.23(2)(c) – matters affecting the commercial or financial interests of the local government

Shire of Victoria Plains Meeting Procedures Local Law 2018 – provisions relating to the closure of meetings to the public.

## CORPORATE CONTEXT

### Strategic Business Plan/Corporate Business Plan

N/A

### Delegation

N/A

### Policy Implications

N/A

### Other Corporate Document

N/A

### Risk Analysis

N/A

## FINANCIAL IMPLICATIONS

N/A

## VOTING REQUIREMENTS

Absolute majority required: No

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### Officer Recommendation

That Council, in **ACCORDANCE** with Section 5.23(2)(a) and Section 5.23(2)(c) of the *Local Government Act 1995* and the Shire of Victoria Plains Meeting Procedures Local Law 2018, resolves to **CLOSE** the meeting at \_\_\_\_\_ PM to members of the public for consideration of Agenda Items 12.2 and 12.3.

For \_\_\_\_\_ / Against \_\_\_\_\_

**12.2 Quarterly Update – CEO’s KPIs April 2026 (Confidential)**

|                                       |   |
|---------------------------------------|---|
| <b>File Reference</b>                 |   |
| <b>Report Date</b>                    | 6 May 2026                              |
| <b>Applicant/Proponent</b>            | Sean Fletcher, Chief Executive Officer  |
| <b>Officer Disclosure of Interest</b> | Financial                               |
| <b>Previous Meeting Reference</b>     | Item 12.4 Feb 2026                      |
| <b>Prepared by</b>                    | Sean Fletcher, Chief Executive Officer  |
| <b>Senior Officer</b>                 | N/A                                     |
| <b>Authorised by</b>                  | Sean Fletcher, Chief Executive Officer  |
| <b>Attachments</b>                    | 1. CEO KPI Report April 2026 – Page 201 |

**VOTING REQUIREMENTS**

Absolute majority required: **Yes** (Matters to do with CEO’s Contract)

PUBLIC OCM AGENDA

**12.3 Contract for Services – Delivery of Stage 1 ESA Ground Station, Yarawindah  
(Confidential)**

|                                       |  |
|---------------------------------------|--|
| <b>File Reference</b>                 |  |
| <b>Report Date</b>                    | 6 May 2026   |
| <b>Applicant/Proponent</b>            | Sean Fletcher, Chief Executive Officer                                   |
| <b>Officer Disclosure of Interest</b> | Nil  |
| <b>Previous Meeting Reference</b>     | Item 9.4 OCM 25 February 2026 – Resolution 260225-6                      |
| <b>Prepared by</b>                    | Sean Fletcher, Chief Executive Officer                                   |
| <b>Senior Officer</b>                 | N/A  |
| <b>Authorised by</b>                  | Sean Fletcher, Chief Executive Officer                                   |
| <b>Attachments</b>                    | 1. Contract with Stratham Engineering Consultancy Services –<br>Page 214 |

**VOTING REQUIREMENTS**

Simple Majority

PUBLIC OCM AGENDA

**13. CLOSURE OF MEETING**

There being no further business, the Presiding Member declared the meeting closed at

These minutes were confirmed at the Ordinary Council Meeting held on

Date \_\_\_\_\_

Signed \_\_\_\_\_

(Presiding member at the meeting which confirmed the minutes)

**Council Minutes are unconfirmed until they have been adopted at the following meeting of Council.**

PUBLIC OCM AGENDA