



# AGENDA

## For the Ordinary Council Meeting

To be held on the 28<sup>th</sup> June 2024

### Notice of Meeting

The next Ordinary Council Meeting for the Shire of Yalgoo will be held on Friday 28<sup>th</sup> June 2024 in the Council Chambers, 37 Gibbons Street Yalgoo, commencing at 10:00am.



**Ian Holland**

CHIEF EXECUTIVE OFFICER

10<sup>th</sup> June 2024

#### Disclaimer:

The Shire of Yalgoo gives notice to members of the public that any decisions made at the meeting, can be revoked, pursuant to the Local Government Act 1995. Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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**1 DECLARATION OF OPENING**

The Shire President welcomed those in attendance and declared the meeting open at.

**2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

In accordance with section 14 of the Local Government (Administration) Regulations 1996 “Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))”, the President to declare that this Meeting may take place via instantaneous communication. All Councillors and staff are to be available either via telephone (teleconference) or in person.

**President**

**Deputy President**

**Councillors**

**Chief Executive Officer**

**Deputy Chief Executive Officer**

**Executive Assistant**

**APOLOGIES**

**3 LEAVE OF ABSENCE**

**4 DISCLOSURE OF INTERESTS**

Councillors and Officers are reminded of the requirements of s5.65 of the Local Government Act 1995, to verbally disclose any interest during the meeting before the matter is discussed or to provide in writing the nature of the interest to the CEO before the meeting.

**5 PUBLIC QUESTION TIME**

**RESPONSES TO QUESTIONS TAKEN ON NOTICE**

**QUESTIONS TAKEN WITHOUT NOTICE**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

**7 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS**

17.1 Flood Damage Tenders

**8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

## **9 CONFIRMATION OF MINUTES**

### 9.1 MINUTES OF THE ORDINARY COUNCIL MEETING – 31<sup>st</sup> May 2024

#### **RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on the 31<sup>st</sup> May 2024 as attached be confirmed as a true and correct record.

### 9.2 MINUTES OF THE SHIRE OF YALGOO ANNUAL ELECTORS MEETING – 28<sup>th</sup> June 2024.

#### **RECOMMENDATION**

That the minutes of the Shire of Yalgoo Annual Electors Meeting held on 28<sup>th</sup> June 2024 be confirmed as a true and accurate record.

## **10 REPORTS OF COMMITTEE MEETINGS**

**11 TECHNICAL REPORTS****11.1 CAPITAL PROGRESS REPORT**

Applicant:	Shire of Yalgoo
Date:	18 June 2024
Reporting Officer:	Charles Brown
Disclosure of Interest:	NIL
Attachments:	Capital Expenditure Report

**SUMMARY**

To receive the Progress Report on the 2023/24 Capital Works Program to the 31<sup>st</sup> May 2024.

**BACKGROUND**

The Shire in its 2023-24 Annual Budget has allocated the sum of \$5,937,720 for the acquisition of capital assets and the undertaking of infrastructure works.

**COMMENT**

The Capital Projects detailed below are projects incorporated in the 2023-24 Annual Budget.

**STATUTORY ENVIRONMENT**

NIL

**POLICY/FINANCIAL IMPLICATIONS**

To deliver the Capital Works Program within budgeted allocations.

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

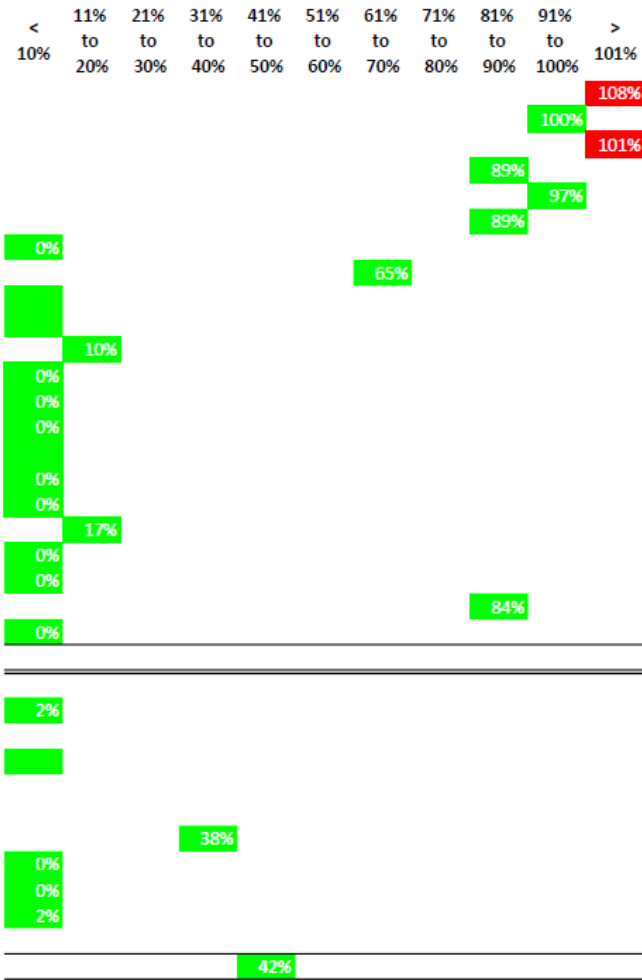
***That Council receive the Progress Report on the Capital Works Program as at 30<sup>th</sup> April 2024.***

Capital Expenditure 2023 - 2024

COA	Job	Description	Current Budget	YTD Actual	< 10%	11% to 20%	21% to 30%	31% to 40%	41% to 50%	51% to 60%	61% to 70%	71% to 80%	81% to 90%	91% to 100%	> 101%
4090110		STF HOUSE - Building (Capital)													
4090110	BC041	Unit 21A & 21B Campbell Street	\$407,160.00	\$133,926.20				33%							
4100711		COM AMEN Anthropology Report Cemetery	\$35,000.00	\$0.00	0%										
4100730		COM AMEN - Plant & Equipment (Capital)	\$0.00	\$0.00											
4100790		COM AMEN - Infrastructure Other (Capital)													
4100790	CC001	Niche Wall Capital - Paynes Find Cemetery	\$10,000.00	\$6,181.82											
4110110		HALLS - Building (Capital)	\$450,949.00	\$0.00	0%										
4110309		REC - Other Rec Land (Capital)	\$127,766.00	\$3,050.79	2%										
4110330		REC - Plant & Equipment (Capital)													
4110330	8018	Mower	\$35,000.00	\$29,197.77								83%			
4110330	8019	Fertilizer Spreader	\$2,000.00	\$0.00	0%										
4110370		REC - Infrastructure Parks & Gardens (Capital)													
4110370	BC039	Tennis Court (Capital)	\$100,000.00	\$0.00	0%										
4110370	BC037	Core Pavilion (Sports Stadium) - Building (Capital)	\$0.00	\$3,954.55											
4110370	PC007	Stadium Fence Relocate	\$47,077.00	\$0.00	0%										
4110370	PC010	Water Treatment Railway Bore	\$60,000.00	\$0.00	0%										
4110390		REC - Infrastructure Other (Capital)													
4110390	8020	Excercise Equip, Seating & Bbq	\$22,000.00	\$0.00	0%										
4120110		ROADC - Building (Capital)													
4120110	BC005	Works Depot (Capital)	\$60,000.00	\$0.00	0%										
4120110	BC043	Depot Storage Shed	\$16,000.00	\$11,345.45							71%				
4120140		ROADC - Roads Built Up Area - Sealed - Council Funded													
4120140	RC005	Henty St (Capital)	\$40,000.00	\$0.00	0%										
4120140	RC050	Piesse Street	\$100,000.00	\$0.00	0%										
4120140	RC075	Paynes Find Town Rd (Capital)	\$130,000.00	\$0.00	0%										
4120141		ROADC - Roads Outside BUA - Sealed - Council Funded													
4120141	RC008	Yalgoo - Ninghan Rd (Capital)	\$732,110.00	\$401,409.29				55%							
4120141	RC076	Morawa - Yalgoo Rd (Capital)	\$834,586.00	\$0.00	0%										
4120143		ROADC - Roads Outside BUA - Formed - Council Funded													
4120143	RC056	Joker Mine Rd (Capital)	\$40,000.00	\$0.00	0%										
4120145		ROADC - Roads Outside BUA - Sealed - Roads to Recovery													
4120145	R2R008	Yalgoo - Ninghan Rd (R2R)	\$0.00	\$25,908.17											
4120149		ROADC - Roads Outside BUA - Sealed - Regional Road Group													
4120149	RRG008	Yalgoo - Ninghan Rd (Rrg)	\$450,000.00	\$450,000.00									100%		
4120165		ROADC - Drainage Built Up Area (Capital)	\$45,000.00	\$0.00	0%										
4120190		ROADC - Infrastructure Other (Capital)													
4120190	6000	Tourist Projects As Per Plan	\$35,000.00	\$0.00	0%										
4120190	ES001	Paynes Find Entry Statement	\$18,652.00	\$0.00	0%										
4120190	FS001	Various Flood Stabilisation & Mitigation	\$100,000.00	\$0.00	0%										
4120190	SL001	Street Lighting	\$22,000.00	\$0.00	0%										
4120190	WF001	Wayfinding Signage	\$15,000.00	\$0.00	0%										
4120330		PLANT - Plant & Equipment (Capital)													
4120330	8001	Gensets	\$10,500.00	\$10,500.00									100%		
4120330	8002	Slasher With Catcher	\$40,000.00	\$0.00	0%										
4120330	8003	Multi Tyred Roller	\$250,000.00	\$165,000.00						66%					

Capital Expenditure 2023 - 2024

COA	Job	Description	Current Budget	YTD Actual	
4120330	8004	Prime Mover	\$315,909.00	\$339,953.09	
4120330	8005	Grader	\$475,000.00	\$475,000.00	100%
4120330	8006	Side Tipping Trailer	\$230,909.00	\$232,236.36	
4120330	8007	Utility Dual Cab	\$59,500.00	\$52,804.01	89%
4120330	8008	Utility Works Supervisors	\$105,000.00	\$102,187.54	97%
4120330	8009	Utility Works Crew	\$59,500.00	\$52,804.01	89%
4120330	8010	Box Top Trailer	\$5,500.00	\$0.00	0%
4120330	8011	Sat Phones & Vehicle Tracking	\$55,000.00	\$35,597.48	65%
4120330	8017	Crane X 3	\$19,000.00	\$0.00	
4130210		TOUR - Building (Capital)			
4130210	BC007	Caravan Park (Capital)	\$167,000.00	\$17,424.23	10%
4130230		TOUR - Plant & Equipment (Capital)	\$40,000.00	\$0.00	0%
4130290		TOUR - Infrastructure Other (Capital)	\$35,000.00	\$0.00	0%
4130510		NURSERY - Building (Capital)	\$15,000.00	\$0.00	0%
4140230		ADMIN - Plant and Equipment (Capital)			
4140230	8012	Motor Vehicle (Rav4 Replace)	\$70,000.00	\$0.00	0%
4140230	8013	Motor Vehicle (Mfin)	\$45,000.00	\$0.00	0%
4140230	8014	Computer Hardware System Upgrades & Phone Replace	\$10,000.00	\$1,741.73	17%
4140230	8015	Conference Equipment	\$8,500.00	\$0.00	0%
4140230	8016	External Monitor Display	\$21,602.00	\$0.00	0%
4140231		ADMIN - Furniture & Equipment (Capital)	\$5,000.00	\$4,207.82	84%
4140290		ADMIN - Infrastructure Other (Capital)	\$40,000.00	\$0.00	0%
			<b>\$6,018,220.00</b>	<b>\$2,554,430.31</b>	
508		Land	\$127,766.00	\$3,050.79	2%
512		Buildings	\$1,060,109.00	\$155,304.98	
514		Buildings Specialised	\$91,000.00	\$11,345.45	
520		Furniture & Equipment	\$5,000.00	\$4,207.82	
530		Plant & Equipment	\$1,857,920.00	\$1,497,021.99	
540		Roads	\$2,326,696.00	\$877,317.46	38%
550		Drainage	\$45,000.00	\$0.00	0%
570		Parks & Ovals	\$207,077.00	\$0.00	0%
590		Other Infrastructure	\$297,652.00	\$6,181.82	2%
			<b>\$6,018,220.00</b>	<b>\$2,554,430.31</b>	<b>42%</b>



## 11.2 TECHNICAL SERVICES REPORT AS OF 21<sup>st</sup> June 2024

Applicant:	Shire of Yalgoo
Date:	21 June 2024
Reporting Officer:	Craig Holland Works Foreman
Disclosure of Interest:	NIL
Attachments:	NIL

### **SUMMARY**

That Council receive the Technical Services Report as at the 21<sup>st</sup> June 2024

### **COMMENT**

#### **Road Construction and Capital**

- Yalgoo/Morawa Road - Rowe Contractors working on the
- Yalgoo/Ninghan Road – Bitumen laid on southern end.

#### **Road Maintenance**

Maintenance grading carried out on:

- Yalgoo/Ninghan Road.
- Barnong/Wurarga Road.
- Thundelarra Road.
- Narndee West Road.

Maintenance work carried out on:

- Nil

#### **Other Infrastructure**

- 1IEE 929 – grader ute serviced.
- Hino dual cab serviced.
- 18-ton LH concrete ordered & arrived.

#### **Parks, Reserves and Properties**

##### **4.1 Art & Culture Centre**

- General gardening maintenance carried out.

##### **4.2 Community Town Hall**

- NIL

##### **4.3 Community Town Oval**

- General gardening maintenance and fertilizing conducted to the oval and core stadium gardens.



**4.4 Community Park, Gibbons Street**

- General gardening maintenance conducted on a weekly basis mowing, pruning and watering.

**4.5 Community Park, Shamrock Street**

- General gardening maintenance conducted on a weekly basis – Mowing, pruning & watering.

**4.6 Water Park**

- General gardening maintenance conducted.

**4.7 Yalgoo Caravan Park**

- General gardening maintenance is done every two weeks.
- New manhole done at back of units for retic valve.

**4.8 Paynes Find Tip**

- NIL

**4.9 Railway Station**

- General gardening maintenance conducted on a weekly basis – Mowing, pruning & watering.
- New P.E. switch for lights.

**4.10 Staff Housing**

- NIL

**4.11 Yalgoo Rubbish Tip**

- Pushed over on a weekly basis.

**4.12 Yalgoo & Paynes Find Airstrip**

- Paynes Find Airstrip – checked and all good.
- Yalgoo Airstrip – checked and all good.

**5. Staff**

- Ian Scott & Caleb Hawkins – OHS Training.

**6. Purchasing**

- NIL.

**STATUTORY ENVIRONMENT**

NIL

**POLICY/FINANCIAL IMPLICATIONS**

To deliver the Capital Works Program within budgeted allocations.

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council receive the Technical Services Report as of 21<sup>st</sup> June 2024.

**12 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS**  
NIL

**13 FINANCIAL REPORTS**

13.1 LIST OF ACCOUNTS

Applicant:	Shire of Yalgoo
Date:	18 June 2024
Reporting Officer:	Charles Brown
Disclosure of Interest:	NIL
Attachments:	Accounts Paid April

**SUMMARY**

The attached list of accounts paid during the month of May 2024, under Delegated Authority, is provided for Council’s information and endorsement.

**COMMENT**

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer to present a list of accounts paid and/or payable to Council and to record those accounts in the minutes of the meeting.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

6.10 Financial Management regulations

Regulations may provide for –

- a. The security and banking of money received by a local government’ and
- b. The keeping of financial records by a local government; and
- c. The management by a local government of its assets, liabilities and revenue; and
- d. The general management of, and the authorisation of payments out of –
  - I. The municipal fund; and
  - II. The trust fund, of a local government.

Local Government (Financial Management) Regulations 1996

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

- 1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
  - I. The payee’s name; and
  - II. The amount of the payment; and
  - III. The date of the payment; and
  - IV. Sufficient information to identify the transaction.
- 2. A list of accounts for approval to be paid is to be prepared each month showing –
  - a. For each account which requires council authorisation in that month –
    - I. The payee’s name; and
    - II. The amount of the payment; and
    - III. Sufficient information to identify the transaction; and

- b. The date of the meeting of the council to which the list is to be presented.
- 3. A list prepared under sub regulation (1) or (2) is to be –
  - a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - b. Recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
  - (a) the payee’s name;
  - (b) the amount of the payment;
  - (c) the date of the payment;
  - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**POLICY/FINANCIAL IMPLICATIONS**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

***That Council receive the schedule of accounts paid during May 2024 as listed covering EFT’s directly debited payments, Credit Card Payments and wages as numbered and totalling \$1,082,714.32 from the Shire of Yalgoo’s Municipal Bank Accounts.***

**List of Accounts Due & Submitted to Council**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Type</b>
55	01/05/2024	Pivotel Satellite Pty Limited	March 2024 Satalite Charges	-151.00	CSH
56	01/05/2024	Telstra Corporation Ltd	Telstra Charges - to 24.04.24	-8,375.85	CSH
57	08/05/2024	Horizon Power	Power Usage March 2024	-12,170.04	CSH
58	15/05/2024	Horizon Power	Street Lighting 01.04.24 - 30.04.24	-968.48	CSH
59	15/05/2024	Telstra Corporation Ltd	Telstra Charges to 20.05.24	-9,277.95	CSH
EFT2024	07/05/2024	Tamilla Pty Ltd t/as Wagin Motel	Meals - Wagin-Return from Picking up Hire Vehicle	-98.00	CSH
EFT2025	07/05/2024	ATOM Supply	Jumbo Toilet Rolls for Railway Station	-117.81	CSH
EFT2026	07/05/2024	Beaurepaires	Tyres for P633	-710.18	CSH
EFT2027	07/05/2024	Bunnings Building Supplies Pty Ltd	Hardware for Caravan Park, Plant and Shire Housing on PO 11597	-733.79	CSH
EFT2028	07/05/2024	Five Star Business Equipment & Comms	Toner Kits for Arts Centre	-2,625.74	CSH
EFT2029	07/05/2024	Geraldton Trophy Centre	S/S Plaque - In Memory RJ Winfield	-370.00	CSH
EFT2030	07/05/2024	Mt Magnet Waste Disposal	Pump Out 19 Campbell on PO 11598	-2,200.00	CSH
EFT2031	07/05/2024	Pemco Diesel Pty Ltd	on-site Service Grader P660	-6,356.93	CSH
EFT2032	07/05/2024	Wurth Australia Pty Ltd	Assorted Replacement Tools, Protective Gear on PO 11592	-1,249.98	CSH
EFT2033	07/05/2024	Patience Sandlands	Supply - Natural Mulch on PO 11595	-303.60	CSH
EFT2034	07/05/2024	St John Ambulance WA Ltd	Snake Bite Bandages & Kits - Various Plant and Buildings	-634.70	CSH
EFT2035	07/05/2024	Cekas Pest Management	Laying Tile Unit 7 Caravan Park on PO 11594	-6,572.56	CSH
EFT2036	07/05/2024	Midwest Windscreens	Balance from LGWIS - for Windscreen Replacement on 1GBH036	-231.82	CSH
EFT2037	07/05/2024	Hersey'S Safety Pty Ltd	Concrete Lifting Eye Green Inspection Tags	-412.61	CSH
EFT2038	07/05/2024	Tutt Bryant	Bomag BW213D-5SL Roller on PO11486	-181,500.00	CSH
EFT2039	08/05/2024	Right 4 The Road	Yearly Inspection of Community Bus YA415	-241.40	CSH
EFT2040	08/05/2024	Water Corporation	Water Charges - Sept - Oct 2023	-3,320.74	CSH
EFT2041	09/05/2024	Integrated ICT	Wi-Fi Maintenance for April 24	-176.00	CSH
EFT2042	09/05/2024	Exelnetwork Pty Ltd	Tags - for Caravan Park, Depot and Admin Buildings on PO 11478	-243.76	CSH
EFT2043	09/05/2024	FleetNetwork	Payroll Deductions/Contributions	-1,392.64	CSH
EFT2044	09/05/2024	Message4U Pty Ltd t/as Sinch MessageMedia	Monthly Access Fee - May 2024	-119.90	CSH
EFT2045	09/05/2024	G.T. Movers W.A.	Freight Charges - Atom - Gero to Yalgoo	-27.50	CSH
EFT2046	09/05/2024	Kieran Thomas Payne	Cr Sitting Fees, Allowances for April 2024	-692.17	CSH
EFT2047	09/05/2024	Angus Troup Nichols	Cr Sitting Fees, Comms Allowances & Travelling Fees	-739.69	CSH
EFT2048	09/05/2024	Iris Consulting	Training - Keyword Classification - Hodder & Kroon	-638.00	CSH
EFT2049	09/05/2024	Christopher Hodder	Surveying - Jokers Tunnel for Cultural Artifacts	-1,500.00	CSH

**List of Accounts Due & Submitted to Council**

EFT2050	09/05/2024	Joshua Callow	Surveying - Jokers Tunnel for Cultural Artifacts	-1,500.00 CSH
EFT2051	09/05/2024	Down South Timber Company Pty Ltd	Wet Hire - Vegetation Clearing and Mulching on PO 11576	-26,730.00 CSH
EFT2052	09/05/2024	ATOM Supply	Goods for Yalgoo-Ningham Road Culverts on PO 11585	-1,731.97 CSH
EFT2053	09/05/2024	Bridged Group Pty Ltd	Sophos Costs for May 24	-346.50 CSH
EFT2054	09/05/2024	Bunnings Building Supplies Pty Ltd	Supplies for Repairs to Units at Caravan Park on PO 11590	-629.68 CSH
EFT2055	09/05/2024	Canine Control	Ranger Services - 06.05.24	-1,456.05 CSH
EFT2056	09/05/2024	Gail Trenfield	Cr Sitting Fees, Allowances and Deputy Allowance - April 2024	-833.33 CSH
EFT2057	09/05/2024	Geraldton Mower & Repair Specialist	Parts for Chainsaw on PO 11606	-184.00 CSH
EFT2058	09/05/2024	MT Magnet Meats	Meat Packs - Resale at Caravan Park	-190.00 CSH
EFT2059	09/05/2024	Polstar Holdings P/L t/as Localworks	Computer - Depot	-1,633.76 CSH
EFT2060	09/05/2024	Pool & Spa Mart	Chemicals for Water Park Operations on PO11605	-240.05 CSH
EFT2061	09/05/2024	Raul. Valenzuela	Cr Sitting Fees, Travel, and Allowances for March 2024	-5,275.84 CSH
EFT2062	09/05/2024	IPEC Pty Ltd (Toll Global Express)	Freight Charges - Art Centre & Goods to Estate of R Winfield	-151.00 CSH
EFT2063	09/05/2024	Darren Long Consulting	Asset and Annual Financial Report	-275.00 CSH
EFT2064	09/05/2024	Shire of Perenjori	CESM Shared Costs Jan to March 2024	-3,573.77 CSH
EFT2065	09/05/2024	Incite Security	Monitoring Service Fee	-147.00 CSH
EFT2066	09/05/2024	Margaret Simpson	YACC # 302 - Sale of Bookmarks - Margaret Simpson	-8.00 CSH
EFT2067	09/05/2024	Mcdonalds Wholesalers	Goods for Resale - Caravan Park	-428.35 CSH
EFT2068	09/05/2024	Maureen Page	YACC #346 - Blue Scarf - Maureen Page	-60.00 CSH
EFT2069	09/05/2024	Gail Simpson	YACC#405 - Painted Emu Egg (Country) & YACC#406 - Painted Emu Egg	-750.00 CSH
EFT2070	09/05/2024	Lo-Go Appointments	Contract Corporate Services WE 27.04.24	-2,604.12 CSH
EFT2071	09/05/2024	Shire Of Mt Magnet	Building & Health Services for April 2024	-154.02 CSH
EFT2072	09/05/2024	Bai Communications Pty Ltd	Power Recovery - Broadcast License Contract - Jan to March 2024	-237.31 CSH
EFT2073	09/05/2024	I.T. Vision Software Pty Ltd	Rates Services - April 2024	-4,019.40 CSH
EFT2074	09/05/2024	Midwest Safety & Training Pty Ltd	Electrical Test & Tag Course: I Scott and C Bell (No Show)	-1,650.00 CSH
EFT2075	09/05/2024	Url Networks Pty Ltd	Admin Phone Expenses - April 2024	-125.24 CSH
EFT2076	16/05/2024	Ian Scott	Reimbursement - Self Closing Latch for Core Oval	-20.44 CSH
EFT2077	16/05/2024	Beachlands Plumbing Pty Ltd	Plumbing Repairs - 19 Campbell	-1,987.70 CSH



List of Accounts Due & Submitted to Council

EFT2078	16/05/2024 FleetNetwork	Payroll Deductions/Contributions	-1,392.64 CSH
EFT2079	16/05/2024 G.T. Movers W.A.	Delivery of Library Books - Yalgoo to Perth	-110.00 CSH
EFT2080	16/05/2024 Fleet Complete Australia Pty Ltd	Tracking - 01.04.24 - 30.04.24	-569.94 CSH
EFT2081	16/05/2024 Bunnings Building Supplies Pty Ltd	Asstd Goods for Caravan Park Repairs & Art Centre Displays	-959.41 CSH
EFT2082	16/05/2024 Civic Legal	Preparation & Presentation - Workshop - Legal Responsibilities of Elected Members	-19,196.80 CSH
EFT2083	16/05/2024 David Rocke	Reimbursement - Assorted Goods for Community Centre, Paynes Find (RFDS Clinic)	-32.02 CSH
EFT2084	16/05/2024 Refuel Australia	Fuel Usage for April 2024	-28,209.25 CSH
EFT2085	16/05/2024 Pirtek Geraldton	Coolant Hose on PO 11612	-82.75 CSH
EFT2086	16/05/2024 WA Local Government Association (WALGA)	Rates in LG - Clerical - P Kroon	-1,089.00 CSH
EFT2087	16/05/2024 Yalgoo Hotel Motel	Meals & Accomodation - Excavator Driver - Yalgoo-Ningham Road on PO11593	-8,977.74 CSH
EFT2088	16/05/2024 Rowe Contractors	Yalgoo - Ningham Road - Construct and Seal - Installment 1	-212,808.20 CSH
EFT2089	16/05/2024 Margaret Simpson	Payment - Bookmarks	-4.00 CSH
EFT2090	16/05/2024 Gail Simpson	Sale - Painting	-200.00 CSH
EFT2091	16/05/2024 Lo-Go Appointments	Contract Corporate Services WE 11.05.24	-5,384.78 CSH
EFT2092	16/05/2024 Cekas Pest Management	Repairs to Caravan Park Units on PO 11594	-2,792.05 CSH
EFT2093	16/05/2024 Hersey'S Safety Pty Ltd	Assorted Goods on PO 11607	-6,274.88 CSH
EFT2094	16/05/2024 Nick Stevenson	Repair Works - Caravan Park and 48 Gibbons	-6,923.00 CSH
EFT2095	17/05/2024 Peta Anne-Marie Kroon	Reimbursement - Meals - Training	-426.17 CSH
EFT2096	17/05/2024 Dominic Carbone & Associates	Consultancy Services April 2024	-1,512.50 CSH
EFT2097	17/05/2024 Landgate	Consolidated Mining Tenement Roll	-5,030.35 CSH
EFT2098	17/05/2024 Veolia Environmental Services	Refuse Collections - March 2024	-10,117.35 CSH
EFT2099	17/05/2024 Canning Bridge Auto Lodge	Accomodation / Training - P Kroon	-1,050.00 CSH
EFT2100	17/05/2024 Siteminder Limited	Services On Demand	-13.50 CSH
EFT2101	21/05/2024 G.T. Movers W.A.	Freight Charges - Jacksons to Art Centre	-110.00 CSH
EFT2102	21/05/2024 Kojonup Commercial Hotel Pty Ltd	Accomodation - R Jarvis	-356.50 CSH
EFT2103	21/05/2024 Road Safety Commission WA Police	Recoup for Grant - NRSW202342EVENT - Unused portion of Grant Refunded	-2,086.39 CSH
EFT2104	21/05/2024 Core Business Australia pty ltd	DRFAWA Supervision March 2022 Claim 19 March 2024 on PO 10539	-14,901.37 CSH
EFT2105	21/05/2024 Pemco Diesel Pty Ltd	Repairs to YA1000	-3,479.04 CSH
EFT2106	21/05/2024 Rowe Contractors	Yalgoo-Ningham Road - Construct & Seal - Installment 2	-212,808.20 CSH

**List of Accounts Due & Submitted to Council**

EFT2107	21/05/2024	Mcdonalds Wholesalers	Water -Caravan Park Operations	-32.70 CSH
EFT2108	21/05/2024	Western Communications	Fire Equipment - 6 monthly Service	-737.00 CSH
EFT2109	23/05/2024	Able Sales	Filter and Freight for P1628	-260.00 CSH
EFT2110	23/05/2024	Access Electrical Contracting	New Mains to Unit A & B 21 Campbell St / Test & Certification of Installation	-12,066.56 CSH
EFT2111	23/05/2024	Great Northern Drilling & Irrigation	Clean out Bores: Ninghan Road & Core Stadium on PO 11617	-4,862.00 CSH
EFT2112	23/05/2024	Canine Control	Ranger Services - Friday 17.05.24	-1,456.05 CSH
EFT2113	23/05/2024	Moore Australia (Wa) Pty Ltd	2024 Budget Workshop - 23 Feb 2024 Livestream Attendance on PO 11451	-1,320.00 CSH
EFT2114	23/05/2024	Winc Australia Pty Limited	Meter Charges 22.04.24 - 20.05.24	-674.07 CSH
EFT2115	23/05/2024	Lo-Go Appointments	Contract Corporate Services Officer WE18.05.24	-3,354.45 CSH
EFT2116	23/05/2024	Independent Rural	Part Order - Attachments for Water Tank	-258.72 CSH
EFT2117	23/05/2024	Midwest Windscreens	Supply & fit new Windscreen - Toyota Hilux 1GDR633 (was YA499)	-965.00 CSH
EFT2118	23/05/2024	Hersey'S Safety Pty Ltd	Protective Equipment	-104.54 CSH
DD5152.1	17/05/2024	Water Corporation	Water Charges / Usage for April 2024	-1,341.36 CSH
DD5157.1	01/05/2024	Bank of Bendigo Credit Card	CREDIT CARD TRANSACTIONS APRIL	-3,494.10 CSH
DD5159.1	17/05/2024	Telstra Corporation Ltd	Trackers - April - May 2024	-2,261.29 CSH
DD5169.1	24/05/2024	Horizon Power	Electricity Charges 23.03.24 - 21.05.24	-3,645.96 CSH
DD5170.1	24/05/2024	Horizon Power	Electricity Charges 23.03.24 - 21.05.24	-9,112.80 CSH
DD5173.1	01/05/2024	Bendigo Bank	Bank Charges 0105	-8.61 CSH
DD5173.2	08/05/2024	Department of Transport	DOT Takings	-188.30 CSH
DD5173.3	09/05/2024	Bendigo Bank	Bank Charges 0905	-5.25 CSH
DD5173.4	15/05/2024	Shire of Yalgoo Municipal Fund	Payrun # 100	-53,339.00 CSH
DD5173.5	15/05/2024	Bendigo Bank	Bank Charges 1505	-4.80 CSH
DD5173.6	16/05/2024	Department of Transport	DOT Takings	-27.30 CSH
DD5173.7	17/05/2024	Bendigo Bank	Bank Charges 1705	-2.85 CSH
DD5173.8	16/05/2024	Shire of Yalgoo Municipal Fund	Suparannuation # 100	-12,957.04 CSH
DD5173.9	20/05/2024	Bendigo Bank	Bank Charges 2005	-248.11 CSH
DD5178.1	31/05/2024	National Australia Bank	Bank Charges National Bank	-121.60 CSH
DD5173.10	23/05/2024	Bendigo Bank	Bank Charges 2305	-1.20 CSH
DD5173.11	24/05/2024	Bendigo Bank	Bank Charges 2405	-1.50 CSH
DD5173.12	01/05/2024	Shire of Yalgoo Municipal Fund	Payrun # 99	-53,536.86 CSH
DD5173.13	29/05/2024	Shire of Yalgoo Municipal Fund	Payrun # 101	-66,926.74 CSH
DD5173.14	29/05/2024	Bendigo Bank	Bank Charges 2905	-4.65 CSH
DD5173.15	02/05/2024	Department of Transport	DOT Takings	-31.10 CSH



**List of Accounts Due & Submitted to Council**

DD5173.16	03/05/2024	Department of Transport	DOT Takings	-20.40	CSH
DD5173.17	03/05/2024	Shire of Yalgoo Municipal Fund	Superannuation Returned & Repaid	-1,346.81	CSH
DD5173.18	07/05/2024	Bendigo Bank	Bank Charges 0705	-2.25	CSH
DD5173.19	08/05/2024	Bendigo Bank	Bank Charges 0805	-0.15	CSH

**-1,082,714.32**

**Credit Card Transactions**

7/06/2024	RETAIL PURCHASE BUNNINGS	-23.20
2/06/2024	RETAIL PURCHASE Adobe, Sydney	-104.97
30/05/2024	CARD FEE 1 @ \$4.00	-4.00
27/05/2024	RETAIL PURCHASE OFFICEWORKS,	-394.89
24/05/2024	INTERNATIONAL TRANSACTION FEE	-0.67
24/05/2024	RETAIL PURCHASE-INTERNATIONAL ZOOM	-22.39
24/05/2024	RETAIL PURCHASE TOOLMART AUSTRALIA	-548.00
23/05/2024	RETAIL PURCHASE DEPT OF JUSTICE-CTG PA	-662.00
17/05/2024	RETAIL PURCHASE Shire of Yalgoo,	-6.90
17/05/2024	RETAIL PURCHASE Shire of Yalgoo,	-20.40
9/05/2024	RETAIL PURCHASE GERALDTON CERAMIC	-342.96
9/05/2024	RETAIL PURCHASE QANTAS	-11.02
9/05/2024	RETAIL PURCHASE QANTAS	-1,415.54
8/05/2024	RETAIL PURCHASE Shire of Yalgoo	-31.10
4/05/2024	RETAIL PURCHASE City of Bunbury	-10.00
2/05/2024	RETAIL PURCHASE City of Bunbury	-10.00
2/05/2024	RETAIL PURCHASE Adobe	-104.97
2/05/2024	RETAIL PURCHASE MAIN ROADS WA HEAVY	-50.00
		<b>-3,763.01</b>

## 13.2 INVESTMENTS AS AT 31 MARCH 2024

Applicant:	Shire of Yalgoo
Date:	18 June 2024
Reporting Officer:	Charles Brown
Disclosure of Interest:	NIL
Attachments:	Investment Register

### **SUMMARY**

That Council receive the investments report as at 31 May 2024.

### **COMMENT**

Money held in the Municipal Fund of the Shire of Yalgoo that is not required for the time being may be invested under the Trustee Act 1962 Part III.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995.*

6.14 Power To Invest.

Local Government (Financial Management) Regulations 1996

19 Investments, control procedures for

19C Investment of money, restrictions on (Act s6.14(2)(a))

Shire Delegated Authority

### **POLICY/FINANCIAL IMPLICATIONS**

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICERS RECOMMENDATION**

***That Council Receive the Investment Report as at 31 May 2024.***

**Monthly Investment Register**

**For the Period Ended:**                      **May 2024**  
**Date of Compilation:**                      **03/06/2024**

**Compliance**

The Investments outlined below have been undertaken in accordance with Council Policy

Deposit Ref	Deposit Date	Institution	Term (Days)	Maturity Date	Invested Rate	Expected Interest	UP TO 31	32 - 60	61 - 90	91 - 120	121 +	Total
<b>Municipal</b>												
24-831-4222	1/07/2023	National Bank	365	30/06/2024	1.30%	92					7,068	7,068 **
						<u>92</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,068</u>	<u>7,068</u>
<b>Reserve</b>												
4708658	27/03/2024	Bendigo Bank	93	28/06/2024	4.69%	2,181				182,479		182,479
4708662	27/03/2024	Bendigo Bank	93	28/06/2024	4.69%	6,080				508,755		508,755
4708648	27/03/2024	Bendigo Bank	93	28/06/2024	4.69%	14,621				1,223,497		1,223,497
4708635	27/03/2024	Bendigo Bank	93	28/06/2024	4.69%	4,179				349,748		349,748
4708860	27/03/2024	Bendigo Bank	93	28/06/2024	4.69%	13,333				1,115,751		1,115,751
	1/07/2023	Bendigo Bank	365	30/06/2024	4.80%	48,000					1,000,000	1,000,000
						<u>88,393</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,380,229</u>	<u>1,000,000</u>	<u>4,380,229</u>
		<b>Total Funds Invested</b>				<u>88,485</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,380,229</u>	<u>1,007,068</u>	<u>4,387,298</u>

**Other Bank Accounts**

Municipal	Institute	Balance
50-832-4540	National Bank	11.72
24-831-4222	National Bank	53,178.97 **
171336274	Bendigo Bank	1,341,002.31
171336282	Bendigo Bank	25,639.32
	<b>Total</b>	<u>1,419,832.32</u>

### 13.3 MONTHLY FINANCIAL STATEMENTS AS AT 31 MAY 2024

Applicant:	Shire of Yalgoo
Date:	18 June 2024
Reporting Officer:	Charles Brown
Disclosure of Interest:	NIL
Attachments:	Statement of Financial Activity Detailed Schedules Variances at Sub Program Level

#### **SUMMARY**

The Statement of Financial Activity report for the month ended 31 May 2024 is presented to council in accordance with *Regulation 34 of the Local Government (Financial Management) regulations 1996*.

#### **COMMENT**

##### **Income and Expenditure Variance Operating.**

Income based on the current profiling is up 41.11% whilst expenditure reporting a 42.22% variance.

The major cause of the variance relates to Flood damage income and Expenditure.

Further explanation of Variances at Sub Program Level can be seen in the attached and the detailed look at individual COA or Job numbers can also be seen.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 - Section 6.4

Local Government (Financial Management) Regulations 1996 - Regulation 34

#### **POLICY/FINANCIAL IMPLICATIONS**

The adoption of the Statements of Financial Activity is retrospective. Accordingly, the financial implications associated with adopting this are nil.

#### **VOTING REQUIREMENT**

Simple Majority

#### **RISK IMPLICATIONS**

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer (CEO) has implemented internal controls measures such as regular Council and Management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established by council of \$10,000.00 for budget operating and capital items to alert management prior to there being irreversible impacts.

It should be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud.

The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the control of the CEO as laid out in the *Local Government (Financial Management) Regulations 1996 regulation 5*, seek to mitigate the possibility of this occurring.

These controls are set in place to provide daily, weekly and monthly check to ensure that the integrity of the data provided is reasonably assured.

#### **OFFICERS RECOMMENDATION**

***That Council receive the Statement of Financial Activity for the period ended 31 May 2024 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.***

**14 ADMINISTRATION REPORTS**

14.1 General Report

Applicant:	Shire of Yalgoo
Date:	20/06/2024
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	Bushfire Volunteer Letter

**SUMMARY**

That Council consider the Chief Executive Officers general operation report.

**COMMENT**

**Roadwise Council – Advisor Visit**

Ian McCabe the Shires Roadwise advisor will be visiting Yalgoo at 10am on Tuesday the 9<sup>th</sup> July. Councillors interested and available are invited to accompany Ian on an inspection of Shire roads to look at existing work and discuss safety treatments.

**Upcoming Training**

31<sup>st</sup> July 2024 - The Role of Mayors and Presidents

Feedback is sought on numbers and the preferred format for training – CEO recruitment and performance management.

Registrations are now open for Convention Registration. An item will be provided in July.

**Bushfire Letter**

The Chief Executive Officer intends to provide the attached letter to the wider community. Work is also being undertaken on Job Descriptions and Policies for volunteer brigade positions.

**External CEO Movements May**

1<sup>st</sup> – 2<sup>nd</sup> Road Safety Vanguard Program

5<sup>th</sup> Firefighter Memorial – Inclusion of Ray Winfield

23<sup>rd</sup> Paynes Find Bushfire AGM

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council:

1. receive the Chief Executive Officers General Report;

14.2 Review of Delegations Register

Applicant:	Shire of Yalgoo
Date:	20/06/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	2024 Delegations Register

**SUMMARY**

That Council review the Delegations Register.

**COMMENT**

The Delegations Register was last reviewed in 2023. Council is required to review the Delegations Register at least annually.

A following changes are proposed.

- Disposal of property by auction – Where independent reserve not met increase from 5% to 10%. This is suggested due to the ongoing volatility of vehicle supply chains.
- Minor increases to Rate Write offs and the waiving of debt. Remove condition 1.2.21

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Absolute Majority

**OFFICERS RECOMMENDATION**

That Council review and adopt the as presented Delegations Register.

14.3 Rotary Donation

Applicant:	Shire of Yalgoo
Date:	20/06/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council give consideration to sponsor the Rotary Club of Geraldton Radio Auction by making a pledge in the form of an accommodation voucher at the Yalgoo Caravan Park and prospecting license fee.

**COMMENT**

The Rotary Club of Geraldton has been conducting annual radio auction for the last 29 years and this initiative will help to provide further exposure for the Shires prospecting attraction.

The Shire of Yalgoo has supported this initiative for the Rotary Club for the past four years.

The involvement by the Shire has the potential for the tourism promotion of the area and an identical offer was provided to the Rotary Club last year.

The Fees and Charges for 2023/24 will be considered/adopted alongside the Budget and may change prior to the Auction.

**POLICY/FINANCIAL IMPLCATIONS**

Policy 7.7 Donations and Sponsorship

**VOTING REQUIREMENT**

Absolute Majority

**OFFICERS RECOMMENDATION**

That Council provides Yalgoo Caravan Park Accommodation and a Prospecting Permit up to \$300 to the Rotary Club of Geraldton.



14.4 Update the Shires Purchasing Policy and Fees and Charges for 2024/25

Applicant:	Shire of Yalgoo
Date:	20/06/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Shire of Yalgoo Purchasing Policy

**SUMMARY**

That Council give consideration to the Shire Purchasing Policy.

**COMMENT**

The only change to the Purchasing Policy is the inclusion of over \$250,000 expenditure for the Chief Executive Officer. This is for unplanned situations such as the long running use of Core Business for consecutive flood damage events.

It would only be applicable through WALGA preferred suppliers and where an appropriate budget allocation exists. Council are requested to consider if this should be applicable for the acceptance of WALGA equotes for large lump sums such as road construction.

**POLICY/FINANCIAL IMPLCATIONS**

Purchasing Policy

**VOTING REQUIREMENT**

Absolute Majority

**OFFICERS RECOMMENDATION**

That Council review and adopt the Shire of Yalgoo Purchasing Policy.

14.5 Payment of Councillor Expenses not covered by the attendance at events policy

Applicant:	Shire of Yalgoo
Date:	20/06/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council give consideration to the payment of travel and accommodation expenses incurred by the Shire President.

**COMMENT**

The Shire President attended the Fallen Fire Fighter Memorial at Kings Park Perth on the 5<sup>th</sup> May 2024. This event does not fall under the Shires existing attendance at events policy. A travel reimbursement of \$1049.51 is sought for travel to and from Perth.

A separate claim is also being sought for accommodation at Cue Parliament on the 18<sup>th</sup> April. A booking existed at the Queen of the Murchison but a claim has been received from another accommodation supplier totaling \$145.00

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council reimburse the Shire President for \$1,194.51 relating to the described accommodation and travel.

14.6 Penalty for the unsafe placement of signage

Applicant:	Shire of Yalgoo
Date:	23/06/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

**SUMMARY**

That Council give consideration to the issuing of a \$5000 fine for the unapproved placement of signage on a Shire Road.

**COMMENT**

Signage, since removed by the Shire, was placed without permission on the Jokers Mine Road.

The Shire is not aware of any lawful authority or application for the placement of such a sign on local government property or to obstruct a public thoroughfare. The positioning of the obstruction less than 1m from the carriageway on a bend was determined as a public hazard on local government property and was removed.

Under the Local Government (Uniform Local Provisions) Regulations 1996  
 17. Private works on, over, or under public places — Sch. 9.1 cl. 8 (1) A person must not, without lawful authority, construct anything on, over, or under a public thoroughfare or other public place that is local government property. Penalty: a fine of \$5 000.



The location of the sign was at

Lat: 28.426° S      Lon: 116.745° E

Within

Lot on Plan      P ROAD

Land ID Number 3694943

Joker Mine Road is registered with Main Roads WA as Road 7070056

The signage was within both the gazette area as well as the maintenance zone of the physical road.

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council authorize the Chief Executive Officer to issue a \$5000 penalty under the Local Government (Uniform Local Provisions) Regulations 1996 for the described work/obstruction.

**15 NOTICE OF MOTIONS**

**16 URGENT BUSINESS**

**17 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

**17.1 AGRN962 and AGRN1021 Flood Damage Tenders**

Applicant:	Shire of Yalgoo
Date:	10/06/2024
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	Proposed to be confidential

**SUMMARY**

That Council consider quotes for the provision of Flood Damage Works.

**COMMENT**

N/A

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY/FINANCIAL IMPLCATIONS**

NIL

**VOTING REQUIREMENTS:**

Simple majority 1 & 2

Absolute majority 3 & 4

**COUNCIL RESOLUTION**

Moved:                      Second:

**That Council accepts the following recommendation:**

Recommendation 1.      Resolve that Evaluation Report and Attachment is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting s5.23 (2): (c) “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”

Recommendation 2. That Council award the tender for RFT 01/24 Yalgoo Flood Recovery Works to Down South Timber Company Unit Trust T/a MCC Civil for the lump sum price of \$4,479,475.00 (EX GST)

Recommendation 3.      That Council delegate authority to the Chief Executive Officer to finalise and execute a contract subject to Department of Fire and Emergency Services

approval of the final Scope of Works and Cost Estimate.

Recommendation 4. That Council delegate authority to the CEO to authorise claims to the Department of Fire and Emergency Services for the works undertaken by the Contractor

CARRIED:

**18 NEXT MEETING**

The next Ordinary Meeting of Council is due to be held in the Council Chambers, Gibbons Street Yalgoo on Friday 26<sup>th</sup> July 2024 commencing at 10.00am.

**19 MEETING CLOSURE**

There being no further business the Shire President declared the Ordinary Council Meeting closed at.

## **PUBLIC QUESTION TIME - FOR INFORMATION PURPOSES ONLY**

The Shire of Yalgoo welcomes community participation during public question time of Council Meetings. The following is a summary of s5.24 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and Shire Policy, to provide a guide for public question time.

To enable a prompt and detailed response to questions, members of the public are requested to lodge questions in writing to the Chief Executive Officer at least two days prior to a Council meeting. This can be done:

- a. In person at the Shire of Yalgoo Office, 37 Gibbons St, Yalgoo
- b. By emailing the Executive Support Officer pa@yalgoo.wa.gov.au
- c. By phoning the Executive Support Officer (08) 9962 8042

When registering a question members of the public will be required to provide the following for record keeping and response:

- a. Name, Address, Contact Number and Name of Organisation representing (if any)
- b. A written copy of the question to be asked at Public Question Time

It is recommended to arrive at the Council Meeting 15 minutes to commencement if you have not registered a question in advance.

The presiding Member will open Public Question Time where appropriate and, if necessary, provide a brief summary of the rules, regulations and procedures of Public Question Time.

1. The person asking the question is to state their name prior to asking the question.
2. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
3. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
4. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
5. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.

6. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
7. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
8. The priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
9. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
10. There are circumstances where it may be necessary to place limits on the asking of questions to enable all members of the public a fair and equitable opportunity to participate in Public Question Time. In these events the Presiding Member will apply the most appropriate limit for the circumstance. Generally each member of the public shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
11. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask further questions (with necessary limits in place as discussed above if required) until the initial period for Public Question Time has expired.
12. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.
13. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
14. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).



**MATTERS FOR WHICH THE MEETING MAY BE CLOSED- FOR INFORMATION PURPOSES ONLY**

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed.

The following legislative extracts were downloaded from [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au) on 7 July 2021.

**Local Government Act 1995****s5.23. Meetings generally open to the public**

(1) Subject to subsection (2), the following are to be open to members of the public —

- (a) all council meetings; and
- (b) all meetings of any committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and

- (f) a matter that if disclosed, could be reasonably expected to —
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

and

- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

#### **s5.92 Access to information by council, committee members**

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
- (a) all written contracts entered into by the local government; and
  - (b) all documents relating to written contracts proposed to be entered into by the local government.

#### **s5.93. Improper use of information**

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person. Penalty: \$10 000 or imprisonment for 2 years.

### **Local Government (Model Code of Conduct) Regulations 2021**

#### **s.21 Disclosure of Information**

(1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## **ATTENDANCE - FOR INFORMATION PURPOSES ONLY**

### **Local Government Act 1995**

#### **S2.25 Disqualification for failure to attend meetings**

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
  - (a) a meeting that has concluded; or
  - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

- (5) The non attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —
- (a) if no meeting of the council at which a quorum is present is actually held on that day; or
- (b) if the non attendance occurs —
- (i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or
- (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
- (iiia) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or
- (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
- (6) A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

### **Urgent Business**

General business will not be admitted to Council. In cases of urgency or other special circumstances, where a matter cannot or should not be deferred until the next meeting, urgent items may, with the consent of a majority of Elected Members present, be heard and dealt with. Any such business shall be in the form of a clear motion, and the President may require such a motion to be written and signed by the Councillor or officer proposing the motion or recommendation.

### **Deputations**

Persons wishing to appear before Council or a Committee as a deputation should apply to the CEO at least one week before the date of the meeting, specifying the purpose of the deputation and the number of persons in the deputation. Deputations may be permitted at the discretion of the Presiding Member or by a resolution of the Council or Committee (as the case may not be). Not more than two members of a deputation may address the Council or Committee, except to answer questions from members of the Council or Committee.

A motion was mover by Cr\_\_\_\_\_ and seconded by Cr\_\_\_\_\_ to adjourn the meeting for lunch/a break and to reconvene at \_\_\_\_\_am/pm

## MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2024

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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**SHIRE OF YALGOO**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates	9	2,853,774	2,853,774	<b>2,888,042</b>	34,268	1.20%	▲
Grants, subsidies and contributions	12	5,695,553	3,804,177	<b>497,974</b>	(3,306,203)	(86.91%)	▼
Fees and charges		237,150	218,571	<b>234,541</b>	15,970	7.31%	▲
Interest revenue		184,474	99,212	<b>102,104</b>	2,892	2.91%	▲
Other revenue		3,500	3,212	<b>67,861</b>	64,649	2012.73%	▲
Profit on asset disposals	6	140,937	129,195	<b>395,189</b>	265,994	205.89%	▲
		<b>9,115,388</b>	<b>7,108,141</b>	<b>4,185,711</b>	(2,922,430)	(41.11%)	▼
<b>Expenditure from operating activities</b>							
Employee costs		(2,347,346)	(2,151,851)	<b>(1,783,791)</b>	368,060	17.10%	▲
Materials and contracts		(6,980,697)	(5,120,581)	<b>(1,789,922)</b>	3,330,659	65.04%	▲
Utility charges		(112,399)	(103,037)	<b>(114,539)</b>	(11,502)	(11.16%)	▼
Depreciation		(1,494,620)	(1,370,083)	<b>(1,214,038)</b>	156,045	11.39%	▲
Finance costs		(2,069)	(1,892)	<b>(1,655)</b>	237	12.53%	▲
Insurance		(303,297)	(290,582)	<b>(302,854)</b>	(12,272)	(4.22%)	▼
Other expenditure		(195,361)	(168,626)	<b>(118,162)</b>	50,464	29.93%	▲
Loss on asset disposals	6	(10,300)	(9,438)	<b>0</b>	9,438	100.00%	▲
		<b>(11,446,089)</b>	<b>(9,216,090)</b>	<b>(5,324,961)</b>	3,891,129	42.22%	▲
Non-cash amounts excluded from operating activities	Note 2(b)	1,363,983	1,250,326	<b>818,849</b>	(431,477)	(34.51%)	▼
<b>Amount attributable to operating activities</b>		<b>(966,718)</b>	<b>(857,623)</b>	<b>(320,401)</b>	537,222	62.64%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	13	1,920,388	451,692	<b>280,267</b>	(171,425)	(37.95%)	▼
Proceeds from disposal of assets	6	1,049,202	593,202	<b>711,520</b>	118,318	19.95%	▲
		<b>2,969,590</b>	<b>1,044,894</b>	<b>991,787</b>	(53,107)	(5.08%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(3,141,795)	(2,991,801)	<b>(1,670,931)</b>	1,320,870	44.15%	▲
Payments for construction of infrastructure	5	(2,876,425)	(2,548,465)	<b>(883,499)</b>	1,664,966	65.33%	▲
		<b>(6,018,220)</b>	<b>(5,540,266)</b>	<b>(2,554,430)</b>	2,985,836	53.89%	
<b>Amount attributable to investing activities</b>		<b>(3,048,630)</b>	<b>(4,495,372)</b>	<b>(1,562,643)</b>	2,932,729	65.24%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	4	200,000	0	<b>0</b>	0	0.00%	
		<b>200,000</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings	10	(46,815)	(33,779)	<b>(33,779)</b>	0	0.00%	
Transfer to reserves	4	(2,278,725)	0	<b>(2,194,813)</b>	(2,194,813)	0.00%	▼
		<b>(2,325,540)</b>	<b>(33,779)</b>	<b>(2,228,592)</b>	(2,194,813)	(6497.57%)	
<b>Amount attributable to financing activities</b>		<b>(2,125,540)</b>	<b>(33,779)</b>	<b>(2,228,592)</b>	(2,194,813)	(6497.57%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		6,140,888	6,140,888	<b>5,785,228</b>	(355,660)	(5.79%)	▼
Amount attributable to operating activities		(966,718)	(857,623)	<b>(320,401)</b>	537,222	62.64%	▲
Amount attributable to investing activities		(3,048,630)	(4,495,372)	<b>(1,562,643)</b>	2,932,729	65.24%	▲
Amount attributable to financing activities		(2,125,540)	(33,779)	<b>(2,228,592)</b>	(2,194,813)	(6497.57%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>754,114</b>	<b>1,673,592</b>	919,478	121.93%	▲

**KEY INFORMATION**

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

\* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF YALGOO**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

	Supplementary Information	30 June 2023	31 May 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	7,498,086	5,754,941
Trade and other receivables		2,059,564	1,787,288
<b>TOTAL CURRENT ASSETS</b>		<b>9,557,650</b>	<b>7,542,229</b>
<b>NON-CURRENT ASSETS</b>			
Investment in associate	14	20,793	20,793
Property, plant and equipment		12,165,713	12,954,155
Infrastructure		74,746,377	74,981,997
<b>TOTAL NON-CURRENT ASSETS</b>		<b>86,932,883</b>	<b>87,956,945</b>
<b>TOTAL ASSETS</b>		<b>96,490,533</b>	<b>95,499,174</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	8	1,296,530	1,214,267
Other liabilities	11	26,433	15,939
Borrowings	10	(1,763)	11,272
Employee related provisions	11	315,645	309,807
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,636,845</b>	<b>1,551,285</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	10	0	(46,815)
Employee related provisions		65,461	65,461
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>65,461</b>	<b>18,646</b>
<b>TOTAL LIABILITIES</b>		<b>1,702,306</b>	<b>1,569,931</b>
<b>NET ASSETS</b>		<b>94,788,227</b>	<b>93,929,243</b>
<b>EQUITY</b>			
Retained surplus		37,448,986	34,395,189
Reserve accounts	4	2,185,417	4,380,230
Revaluation surplus		55,153,824	55,153,824
<b>TOTAL EQUITY</b>		<b>94,788,227</b>	<b>93,929,243</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2024

### 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

#### BASIS OF PREPARATION

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

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

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

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

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

#### Judgements and estimates

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

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

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

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

#### SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 00 January 1900



**SHIRE OF YALGOO**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>				
Cash and cash equivalents	3	\$ 9,188,087	\$ 7,498,086	5,754,941
Trade and other receivables		119,996	2,059,564	1,787,288
Inventories		210,296	0	0
		9,518,379	9,557,650	7,542,229
<b>Less: current liabilities</b>				
Trade and other payables	8	(732,649)	(1,296,530)	(1,214,267)
Other liabilities	11	(482,688)	(26,433)	(15,939)
Borrowings	10		1,763	(11,272)
Employee related provisions	11	(191,909)	(315,645)	(309,807)
		(1,407,246)	(1,636,845)	(1,551,285)
<b>Net current assets</b>		<b>8,111,133</b>	<b>7,920,805</b>	<b>5,990,944</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,993,508)	(2,135,577)	(4,317,355)
<b>Closing funding surplus / (deficit)</b>		<b>6,117,625</b>	<b>5,785,228</b>	<b>1,673,589</b>

**(b) Non-cash amounts excluded from operating activities**

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(140,937)	(129,195)	(395,189)
Add: Loss on asset disposals	6	10,300	9,438	0
Add: Depreciation		1,494,620	1,370,083	1,214,038
<b>Total non-cash amounts excluded from operating activities</b>		<b>1,363,983</b>	<b>1,250,326</b>	<b>818,849</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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.

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	4	(2,185,417)	(2,185,417)	(4,380,230)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10		(1,763)	11,272
- Current portion of employee benefit provisions held in reserve	4	191,909	51,603	51,603
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,993,508)</b>	<b>(2,135,577)</b>	<b>(4,317,355)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF YALGOO**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.  
The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
Rates	34,268	1.20%	▲
Grants, subsidies and contributions	(3,306,203)	(86.91%)	▼
Fees and charges	15,970	7.31%	▲
Other revenue	64,649	2012.73%	▲
Profit on asset disposals	265,994	205.89%	▲
<b>Expenditure from operating activities</b>			
Employee costs	368,060	17.10%	▲
Materials and contracts	3,330,659	65.04%	▲
Utility charges	(11,502)	(11.16%)	▼
Depreciation	156,045	11.39%	▲
Finance costs	237	12.53%	▲
Insurance	(12,272)	(4.22%)	▼
Other expenditure	50,464	29.93%	▲
Loss on asset disposals	9,438	100.00%	▲
Non-cash amounts excluded from operating activities	(431,477)	(34.51%)	▼
<b>Inflows from investing activities</b>			
Proceeds from capital grants, subsidies and contributions	(171,425)	(37.95%)	▼
Proceeds from disposal of assets	118,318	19.95%	▲
<b>Outflows from investing activities</b>			
Payments for property, plant and equipment	1,320,870	44.15%	▲
Payments for construction of infrastructure	1,664,966	65.33%	▲
<b>Outflows from financing activities</b>			
Transfer to reserves	(2,194,813)	0.00%	▼
<b>Surplus or deficit at the start of the financial year</b>	<b>(355,660)</b>	<b>(5.79%)</b>	<b>▼</b>
<b>Surplus or deficit after imposition of general rates</b>	<b>919,478</b>	<b>121.93%</b>	<b>▲</b>
Due to variances described above			

**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
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**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>Opening</b>	<b>\$6.14 M</b>	<b>\$6.14 M</b>	<b>\$5.79 M</b>	<b>(\$0.36 M)</b>
<b>Closing</b>	<b>\$0.00 M</b>	<b>\$0.75 M</b>	<b>\$1.67 M</b>	<b>\$0.92 M</b>

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$5.75 M</b>	<b>% of total</b>
<b>Unrestricted Cash</b>	<b>\$1.37 M</b>	<b>23.9%</b>
<b>Restricted Cash</b>	<b>\$4.38 M</b>	<b>76.1%</b>

Refer to 3 - Cash and Financial Assets

<b>Payables</b>		
	<b>\$1.21 M</b>	<b>% Outstanding</b>
<b>Trade Payables</b>	<b>\$0.02 M</b>	
0 to 30 Days		<b>84.9%</b>
Over 30 Days		<b>15.1%</b>
Over 90 Days		<b>8.0%</b>

Refer to 8 - Payables

<b>Receivables</b>		
	<b>\$1.66 M</b>	<b>% Collected</b>
<b>Rates Receivable</b>	<b>\$0.08 M</b>	<b>96.1%</b>
<b>Trade Receivable</b>	<b>\$1.66 M</b>	
Over 30 Days		<b>(267.4%)</b>
Over 90 Days		<b>(239.7%)</b>

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$0.97 M)</b>	<b>(\$0.86 M)</b>	<b>(\$0.32 M)</b>	<b>\$0.54 M</b>

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
	<b>YTD Actual</b>	<b>% Variance</b>
	<b>\$2.89 M</b>	
	<b>\$2.85 M</b>	<b>1.2%</b>

Refer to 9 - Rate Revenue

<b>Grants and Contributions</b>		
	<b>YTD Actual</b>	<b>% Variance</b>
	<b>(\$0.50 M)</b>	
	<b>\$3.80 M</b>	<b>(113.1%)</b>

Refer to 12 - Grants and Contributions

<b>Fees and Charges</b>		
	<b>YTD Actual</b>	<b>% Variance</b>
	<b>\$0.23 M</b>	
	<b>\$0.22 M</b>	<b>7.3%</b>

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$3.05 M)</b>	<b>(\$4.50 M)</b>	<b>(\$1.56 M)</b>	<b>\$2.93 M</b>

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
	<b>YTD Actual</b>	<b>%</b>
	<b>\$0.71 M</b>	
	<b>\$1.05 M</b>	<b>(32.2%)</b>

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$0.88 M</b>	
	<b>\$2.88 M</b>	<b>(69.3%)</b>

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$0.28 M</b>	
	<b>\$1.92 M</b>	<b>(85.4%)</b>

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$2.13 M)</b>	<b>(\$0.03 M)</b>	<b>(\$2.23 M)</b>	<b>(\$2.19 M)</b>

Refer to Statement of Financial Activity

<b>Borrowings</b>	
<b>Principal repayments</b>	<b>(\$0.03 M)</b>
<b>Interest expense</b>	<b>(\$0.00 M)</b>
<b>Principal due</b>	<b>\$0.01 M</b>

Refer to 10 - Borrowings

<b>Reserves</b>	
<b>Reserves balance</b>	<b>\$4.38 M</b>
<b>Interest earned</b>	<b>\$0.08 M</b>

Refer to 4 - Cash Reserves

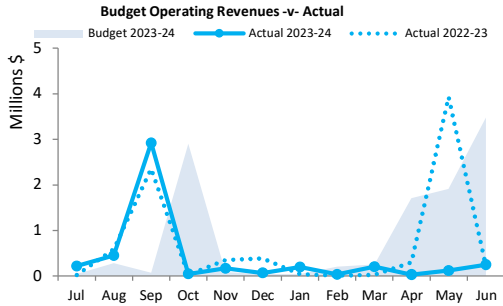
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

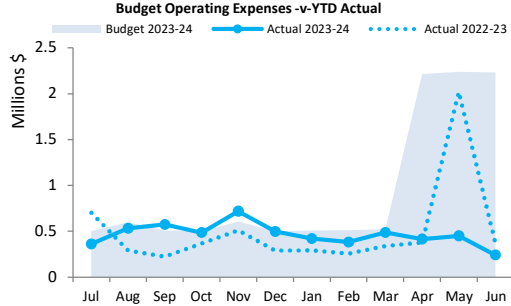
**2 KEY INFORMATION - GRAPHICAL**

**OPERATING ACTIVITIES**

**OPERATING REVENUE**

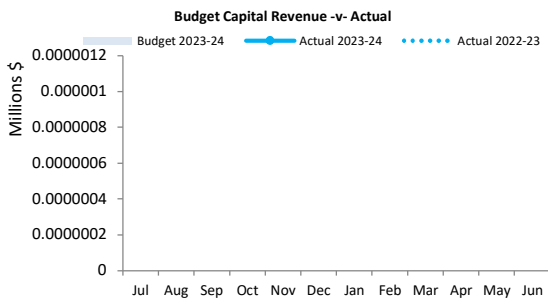


**OPERATING EXPENSES**

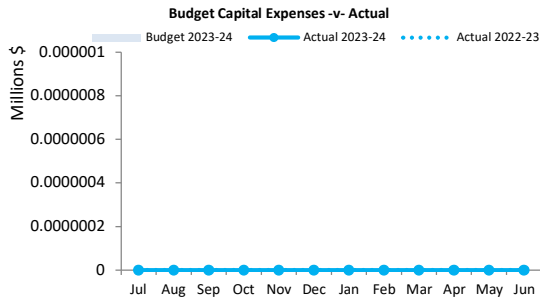


**INVESTING ACTIVITIES**

**CAPITAL REVENUE**



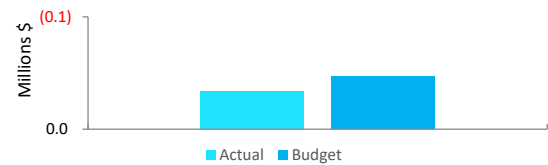
**CAPITAL EXPENSES**



**FINANCING ACTIVITIES**

**BORROWINGS**

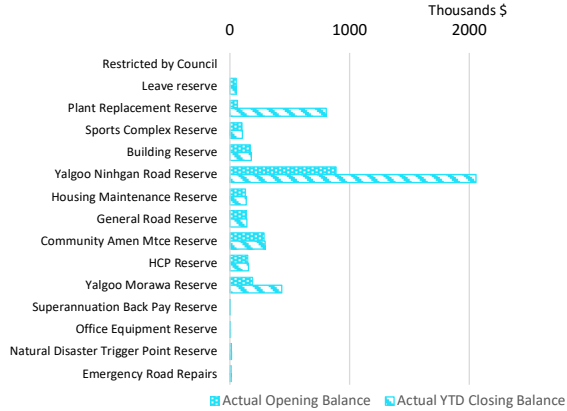
**Principal Repayments**



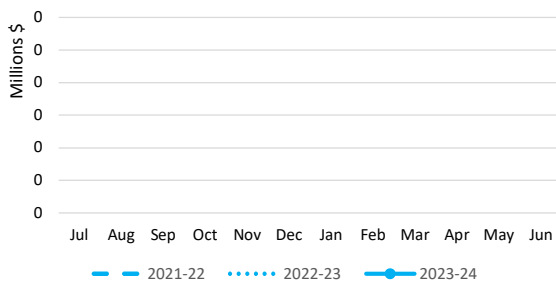
**Principal Outstanding**



**RESERVES**



**Closing funding surplus / (deficit)**



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

**SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash in Municipal Bank		1,321,411		1,321,411				
Cash On Hand - Admin		400		400				
Cash at Bank NAB Municipal		(224)		-224				
Municipal Investment Account		53,124		53,124				
Reserve Bank - Term Deposit Investments		0	4,380,229	4,380,229				
<b>Total</b>		<b>1,374,712</b>	<b>4,380,229</b>	<b>5,754,941</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,374,712	4,380,229	5,754,941	0			
		<b>1,374,712</b>	<b>4,380,229</b>	<b>5,754,941</b>	<b>0</b>			

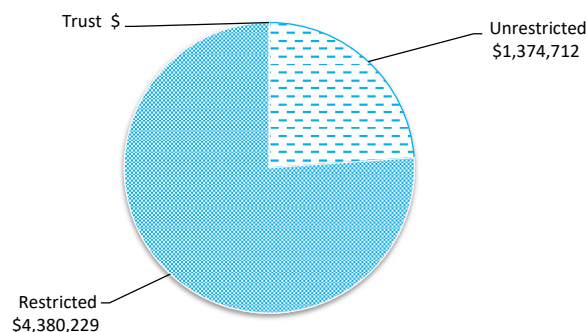
**KEY INFORMATION**

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**4 RESERVE ACCOUNTS**

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfers In	Transfers	Closing	Opening	Interest	Transfers In	Transfers	Closing
	Balance	Earned	(+)	Out (-)	Balance	Balance	Earned	(+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave reserve	51,603	3,848		0	55,451	51,603	1,867	0	0	53,470
Plant Replacement Reserve	63,860	4,759	739,362	(200,000)	607,981	63,860	2,310	739,362	0	805,532
Sports Complex Reserve	100,326	7,482		0	107,808	100,326	3,629	0	0	103,955
Building Reserve	169,937	12,673		0	182,610	169,937	6,148	0	0	176,085
Yalgoo Ninghan Road Reserve	887,476	66,182	1,138,553	0	2,092,211	887,476	32,106	1,138,553	0	2,058,135
Housing Maintenance Reserve	129,083	9,626		0	138,709	129,083	4,670		0	133,753
General Road Reserve	134,893	10,059		0	144,952	134,893	4,880	0	0	139,773
Community Amen Mtce Reserve	284,448	21,212		0	305,660	284,448	10,290	0	0	294,738
HCP Reserve	148,471	11,072		0	159,543	148,471	5,371		0	153,842
Yalgoo Morawa Reserve	189,307	14,120	237,836		441,263	189,307	6,849	237,836		433,992
Superannuation Back Pay Reserve	25	3			28	25	1			26
Office Equipment Reserve	3,795	283			4,078	3,795	137			3,932
Natural Disaster Trigger Point Reser	13,413	1,000			14,413	13,413	485			13,898
Emergency Road Repairs	8,780	655			9,435	8,780	318			9,098
	<b>2,185,417</b>	<b>162,974</b>	<b>2,115,751</b>	<b>(200,000)</b>	<b>4,264,142</b>	<b>2,185,417</b>	<b>79,062</b>	<b>2,115,751</b>	<b>0</b>	<b>4,380,230</b>

**KEY INFORMATION**

**Transfers To**

Plant Replacement	739,362	739,362
Yalgoo Ninghan Road Reserve	1,138,553	1,138,553
Yalgoo Morawa Reserve	<u>237,836</u>	<u>237,836</u>
	<u><u>2,115,751</u></u>	<u><u>2,115,751</u></u>

**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

		Adopted			
		Budget	YTD Budget	YTD Actual	YTD Actual Variance
		\$	\$	\$	\$
<b>Capital acquisitions</b>					
Land - freehold land	508	127,766	117,117	3,051	(114,066)
Buildings - non-specialised	514	91,000	89,750	11,345	(78,405)
Buildings - specialised	512	1,060,109	968,851	155,305	(813,546)
Furniture and equipment	520	5,000	5,000	4,208	(792)
Plant and equipment	530	1,857,920	1,811,083	1,497,022	(314,061)
<b>Acquisition of property, plant and equipment</b>		<b>3,141,795</b>	<b>2,991,801</b>	<b>1,670,931</b>	<b>(1,320,870)</b>
<b>Acquisition of infrastructure</b>					
Infrastructure - roads	540	2,326,696	2,106,134	877,317	(1,228,817)
Infrastructure Airports	590	297,652	211,265	6,182	(205,083)
Infrastructure Others	570	207,077	189,816	0	(189,816)
Infrastructure Drainage	550	45,000	41,250	0	(41,250)
<b>Acquisition of infrastructure</b>		<b>2,876,425</b>	<b>2,548,465</b>	<b>883,499</b>	<b>(4,306,706)</b>
<b>Total capital acquisitions</b>		<b>6,018,220</b>	<b>5,540,266</b>	<b>2,554,430</b>	<b>(5,627,576)</b>
<b>Capital Acquisitions Funded By:</b>					
Capital grants and contributions		1,920,388	451,692	280,267	(171,425)
Other (disposals & C/Fwd)		1,049,202	593,202	711,520	118,318
Reserve accounts					
Plant Replacement Reserve		200,000		0	0
Contribution - operations		2,848,630	4,495,372	1,562,643	(2,932,729)
<b>Capital funding total</b>		<b>6,018,220</b>	<b>5,540,266</b>	<b>2,554,430</b>	<b>(2,985,836)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

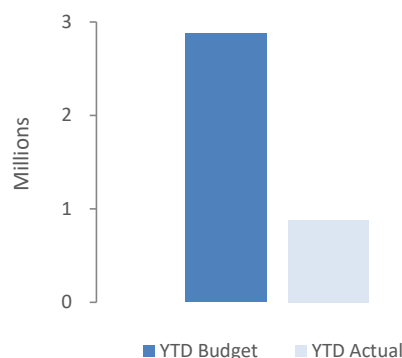
**Initial recognition and measurement for assets held at cost**

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

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

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

**Payments for Capital Acquisitions**





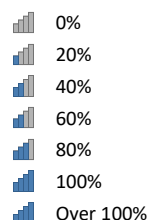
SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

## INVESTING ACTIVITIES

## 5 CAPITAL ACQUISITIONS - DETAILED

## Capital expenditure total

## Level of completion indicators



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

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

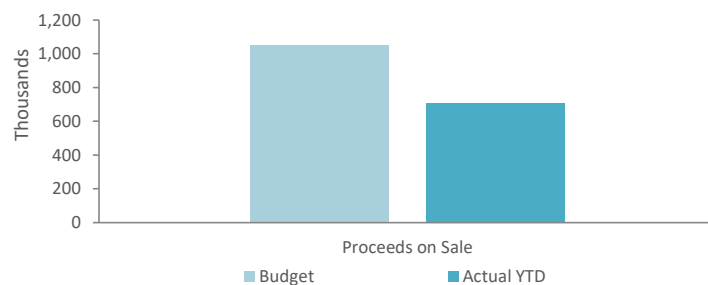
		Adopted			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
		\$	\$	\$	\$	
	BC041	Staff Housing - 21A/B (Lot 53) Campbell St	\$407,160.00	\$373,230.00	\$133,926.20	239,304
	4110309	REC - Other Rec Land (Capital)	\$127,766.00	\$117,117.00	\$3,050.79	114,066
	4100711	COM AMEN Anthropology Report Cemetery	\$35,000.00	\$29,165.00	\$0.00	29,165
	4110110	HALLS - Building (Capital)	\$450,949.00	\$413,369.00	\$0.00	413,369
	BC007	Caravan Park (Capital)	\$167,000.00	\$153,087.00	\$17,424.23	135,663
	4120110	ROADC - Building (Capital)	\$76,000.00	\$76,000.00	\$11,345.45	64,655
	4130510	NURSERY - Building (Capital)	\$15,000.00	\$13,750.00	\$0.00	13,750
	4140231	ADMIN - Furniture & Equipment (Capital)	\$5,000.00	\$5,000.00	\$4,207.82	
	8018	Mower	\$35,000.00	\$35,000.00	\$29,197.77	5,802
	8019	Fertilizer Spreader	\$2,000.00	\$2,000.00	\$0.00	2,000
	8020	Excercise Equip, Seating & Bbq	\$22,000.00	\$0.00	\$0.00	0
	8001	Gensets	\$10,500.00	\$0.00	\$10,500.00	-10,500
	8002	Slasher With Catcher	\$40,000.00	\$40,000.00	\$0.00	40,000
	8003	Multi Tyred Roller	\$250,000.00	\$250,000.00	\$165,000.00	85,000
	8004	Prime Mover	\$315,909.00	\$315,909.00	\$339,953.09	-24,044
	8005	Grader	\$475,000.00	\$475,000.00	\$475,000.00	0
	8006	Side Tipping Trailer	\$230,909.00	\$230,909.00	\$232,236.36	-1,327
	8007	Utility Dual Cab	\$59,500.00	\$59,500.00	\$52,804.01	6,696
	8008	Utility Works Supervisors	\$105,000.00	\$105,000.00	\$102,187.54	2,812
	8009	Utility Works Crew	\$59,500.00	\$59,500.00	\$52,804.01	6,696
	8010	Box Top Trailer	\$5,500.00	\$0.00	\$0.00	0
	8011	Sat Phones & Vehicle Tracking	\$55,000.00	\$55,000.00	\$35,597.48	19,403
	4130230	TOUR - Plant & Equipment (Capital)	\$40,000.00	\$36,663.00	\$0.00	36,663
	8012	Motor Vehicle (Rav4 Replace)	\$70,000.00	\$70,000.00	\$0.00	70,000
	8013	Motor Vehicle (Mfin)	\$45,000.00	\$45,000.00	\$0.00	45,000
	8014	Computer Hardware System Upgrades & Phone Replace	\$10,000.00	\$10,000.00	\$1,741.73	8,258
	8015	Conference Equipment	\$8,500.00	\$0.00	\$0.00	0
	8016	External Monitor Display	\$21,602.00	\$21,602.00	\$0.00	21,602
	RC005	Henty St (Capital)	\$40,000.00	\$26,666.00	\$0.00	26,666
	RC050	Piesse Street	\$100,000.00	\$66,666.00	\$0.00	66,666
	RC075	Paynes Find Town Rd (Capital)	\$130,000.00	\$86,666.00	\$0.00	86,666
	R2R008	Yalgoo - Ninghan Rd (R2R)	\$0.00	\$0.00	\$25,908.17	-25,908
	RC008	Yalgoo - Ninghan Rd (Capital)	\$732,110.00	\$671,099.00	\$401,409.29	269,690
	RC076	Morawa - Yalgoo Rd (Capital)	\$834,586.00	\$771,702.00	\$0.00	771,702
	RC056	Joker Mine Rd (Capital)	\$40,000.00	\$33,335.00	\$0.00	33,335
	RRG008	Yalgoo - Ninghan Rd (Rrg)	\$450,000.00	\$450,000.00	\$450,000.00	0
	R4R008	Yalgoo - Ninghan Rd (R4R)	\$0.00	\$0.00	\$0.00	0
	4120165	ROADC - Drainage Built Up Area (Capital)	\$45,000.00	\$41,250.00	\$0.00	41,250
	BC039	Tennis Court (Capital)	\$100,000.00	\$91,663.00	\$0.00	91,663
	PC007	Stadium Fence Relocate	\$47,077.00	\$43,153.00	\$0.00	43,153
	PC010	Water Treatment Railway Bore	\$60,000.00	\$55,000.00	\$0.00	55,000
	CC001	Niche Wall Capital - Paynes Find Cemetery	\$10,000.00	\$10,000.00	\$6,181.82	3,818
	6000	Tourist Projects As Per Plan	\$35,000.00	\$29,165.00	\$0.00	29,165
	ES001	Paynes Find Entry Statement	\$18,652.00	\$12,434.00	\$0.00	12,434
	FS001	Various Flood Stabilisation & Mitigation	\$100,000.00	\$66,666.00	\$0.00	66,666
	SL001	Street Lighting	\$22,000.00	\$14,666.00	\$0.00	14,666
	WF001	Wayfinding Signage	\$15,000.00	\$15,000.00	\$0.00	15,000
	4130290	TOUR - Infrastructure Other (Capital)	\$35,000.00	\$23,334.00	\$0.00	23,334
	4140290	ADMIN - Infrastructure Other (Capital)	\$40,000.00	\$40,000.00	\$0.00	40,000
	BC037	Core Pavilion (Sports Stadium) - Building (Capital)	\$0.00	\$0.00	\$3,954.55	-3,955
		<b>5,999,220</b>	<b>5,540,266</b>	<b>2,554,430</b>	<b>2,985,044</b>	

**SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
3085	Prado Stn Sedan	46,750.00	55,000.00	8,250	0	0	42,455	42,455	0
662	Pajero Stn Sedan	34,000.00	40,000.00	6,000	0			0	0
	Box Top Trailer	850.00	1,000.00	150	0			0	0
	Slasher	8,500.00	10,000.00	1,500	0			0	0
658	Side Tipper Trailers	68,000.00	80,000.00	12,000	0	50,691	55,227	4,536	0
510	Skidsteer	21,250.00	23,302.00	2,052	0	0	21,183	21,183	0
3073	Cat Prime Mover	110,300.00	100,000.00	0	(10,300)			0	0
4101	Grader	322,915.00	379,900.00	56,985	0	222,882	379,700	156,818	0
525	Multi Tyred Roller	85,000.00	100,000.00	15,000	0			0	0
655	Works Foreman Ute YA1000	46,750.00	55,000.00	8,250	0	42,758	85,000	42,242	0
664	RAV4 Stn Sedan	25,500.00	30,000.00	4,500	0			0	0
	Dual Cab Ute	17,000.00	20,000.00	3,000	0			0	0
	Utility	29,750.00	35,000.00	5,250	0			0	0
	Utility	29,750.00	35,000.00	5,250	0			0	0
	Ride on Mower	8,500.00	10,000.00	1,500	0			0	0
	3 Trailers and Converter Dolly	63,750.00	75,000.00	11,250	0			0	0
602	Roadwest Tipper	0	0	0	0	0	58,409	58,409	0
603	TSE Converter Dolly	0	0	0	0	0	14,773	14,773	0
605	Side Tipper Dongara Builders	0	0	0	0	0	54,773	54,773	0
		<b>918,565</b>	<b>1,049,202</b>	<b>140,937</b>	<b>(10,300)</b>	<b>316,331</b>	<b>711,520</b>	<b>395,189</b>	<b>0</b>

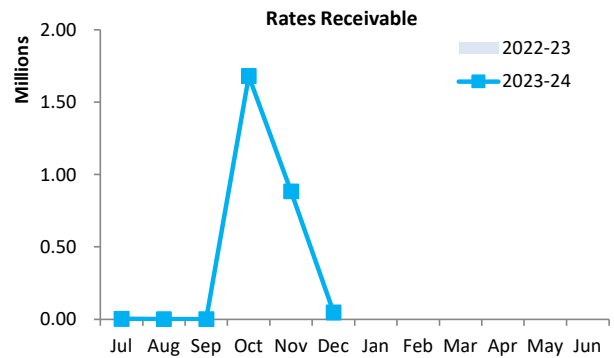


**SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

Rates receivable	30 June 2023	31/05/2024
	\$	\$
Opening arrears previous years	217,415	450,951
Levied this year	2,594,364	2,888,042
Less - collections to date	(2,360,828)	(3,207,547)
Gross rates collectable	<b>450,951</b>	<b>131,446</b>
Allowance for impairment of rates receivable	0	(46,751)
<b>Net rates collectable</b>	<b>450,951</b>	<b>84,695</b>
% Collected	84.0%	96.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(43,034)	17,570	0	1,917	16,616	(6,931)
Percentage	620.9%	(253.5%)	0.0%	(27.7%)	(239.7%)	
<b>Balance per trial balance</b>						
Trade receivables						(38,141)
Other receivables						49,646
GST receivable						861,211
Accrued Income						829,877
Allowance for credit losses of rates and statutory receivables						(46,751)
<b>Total receivables general outstanding</b>						<b>1,655,842</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

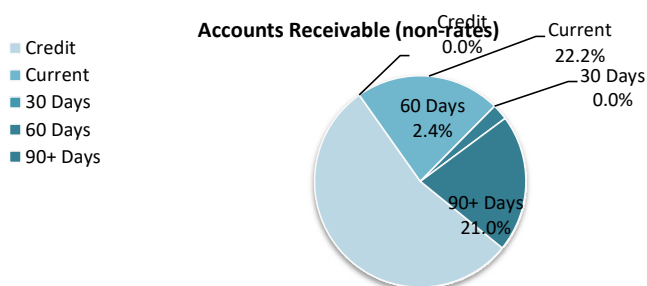
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



**SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

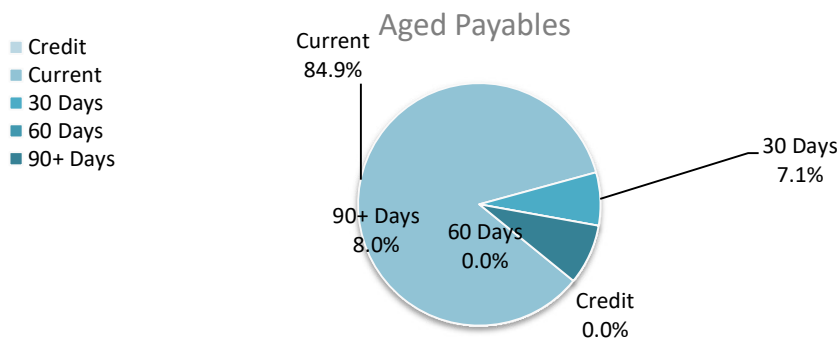
**8 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Payables - general	0	36,177	3,016	0	3,418	42,610
Percentage	0.0%	84.9%	7.1%	0.0%	8.0%	
<b>Balance per trial balance</b>						
Sundry creditors						20,188
Accrued salaries and wages						43,287
ATO liabilities						1,003,990
Payroll Creditors						10,259
Accrued Expenses						92,819
Bonds Held in Muni						4,040
Rates in Advance						39,684
<b>Total payables general outstanding</b>						<b>1,214,267</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**9 RATE REVENUE**

**General rate revenue**

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV General	0.07831818	36	389,072	30,468		30,468	30,468	0	30,468
General Vacant	0.07831840	0	0	0		0	0	0	0
GRV Mining Inf	0.29750000	8	1,343,750	399,766		399,766	399,766	19,180	418,946
<b>Unimproved value</b>									
UV Pastoral Rural	0.06907870	24	974,583	67,323		67,323	64,006	2,763	66,770
UV Mining / Mining Tenements	0.32000000	140	6,252,053	2,000,657		2,000,657	2,001,009	46,204	2,047,213
UV Exploration /Prosoecting	0.19882530	209	1,563,335	310,830	5,000	315,830	308,473	(24,428)	284,045
<b>Sub-Total</b>		<b>417</b>	<b>10,522,793</b>	<b>2,809,044</b>	<b>5,000</b>	<b>2,814,044</b>	<b>2,803,722</b>	<b>43,719</b>	<b>2,847,442</b>
<b>Minimum payment</b>									
					<b>Minimum Payment \$</b>				
<b>Gross rental value</b>									
GRV General	290	5	14,191	1,450		1,450	1,450		1,450
General Vacant	290	12	0	3,480		3,480	3,480		3,480
GRV Mining Inf	290	0	0	0		0	290		290
<b>Unimproved value</b>									
UV Pastoral Rural	290	8		2,320		2,320	2,320		2,320
UV Mining / Mining Tenements	290	13	7,933	3,770		3,770	3,480		3,480
UV Exploration /Prosoecting	290	99	42,644	28,710		28,710	29,580		29,580
<b>Sub-total</b>		<b>137</b>	<b>64,768</b>	<b>39,730</b>	<b>0</b>	<b>39,730</b>	<b>40,600</b>	<b>0</b>	<b>40,600</b>
<b>Total general rates</b>						<b>2,853,774</b>	<b>2,844,322</b>	<b>43,719</b>	<b>2,888,042</b>

**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**FINANCING ACTIVITIES**

**10 BORROWINGS**

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Staff Housing 19A & 19B Stanley	53	10,575	0	0	(10,575)	(10,575)	0	0	(346)	(346)
Staff Housing 18C & 18D Shamrock	55	25,663	0	0	(12,627)	(25,663)	13,036	0	(815)	(1,229)
Staff Housing	56	0	0	0				0	0	0
Public Toilets	54	10,577	0	0	(10,577)	(10,577)	0	0	(494)	(494)
<b>Total</b>		<b>46,815</b>	<b>0</b>	<b>0</b>	<b>(33,779)</b>	<b>(46,815)</b>	<b>13,036</b>	<b>0</b>	<b>(1,655)</b>	<b>(2,069)</b>
Current borrowings		46,815					11,272			
		<b>46,815</b>					<b>11,272</b>			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

**SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**11 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		26,433	0		(10,494)	15,939
<b>Total other liabilities</b>		26,433	0	0	(10,494)	15,939
<b>Employee Related Provisions</b>						
Provision for annual leave		214,362	0		(1,831)	212,531
Provision for long service leave		101,283	0		(4,007)	97,276
<b>Total Provisions</b>		315,645	0	0	(5,838)	309,807
<b>Total other current liabilities</b>		<b>342,078</b>	<b>0</b>	<b>0</b>	<b>(16,332)</b>	<b>325,746</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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

**SHIRE OF YALGOO**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**12 GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023		(As revenue)	31 May 2024	31 May 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
RATES - Reimbursement of Debt Collection Costs				0		0	0	(5,149)
GEN PUR - Financial Assistance Grant - General				0		86,998	86,998	(85,021)
GEN PUR - Financial Assistance Grant - Roads				0		37,224	37,224	(36,378)
FIRE - Grants				0		32,000	32,000	(30,655)
FIRE - Charges - Fire Prevention				0		4,000	4,000	(4,471)
WELFARE - Grants				0		11,348	11,348	0
STF HOUSE - Staff Rental Reimbursements				0		0	0	(1,003)
ROADM - Road Contribution Income				0		5,000,000	3,333,334	0
ROADC - Road Use Agreement EMR				0		150,000	0	0
ROADC - Road Use Agreement Doray Delfector				0		80,000	73,337	(104,929)
ROADM - Direct Road Grant (MRWA)				0		182,398	182,398	(182,398)
TOUR - Contributions & Donations	19,875			19,875		54,000	0	0
TOUR - Healthy Community Projects Grants - Silverlake				0		4,000	3,663	(4,000)
TOUR - Grants MWDC and Members Local Govern	10,085			10,085		10,085	0	0
ADMIN - Reimbursements				0		3,000	2,750	(2,755)
PWO - Other Reimbursements				0		3,000	2,750	0
POC - Reimbursements				0		5,000	4,587	(10,949)
POC - Fuel Tax Credits Grant Scheme				0		32,500	29,788	(12,722)
OTH CUL - Reimbursements				0		0	0	(1,830)
LICENSING - Reimbursements				0		0	0	(2,089)
LDAT	13,613		(10,494)	3,119		0	0	0
Unknown to Me	2,265		(4,530)	(2,265)		0	0	0
PWO - Other Reimbursements				0		0	0	(13,625)
	<b>45,838</b>	<b>0</b>	<b>(15,024)</b>	<b>30,814</b>	<b>0</b>	<b>5,695,553</b>	<b>3,804,177</b>	<b>(497,974)</b>
<b>TOTALS</b>	<b>45,838</b>	<b>0</b>	<b>(15,024)</b>	<b>30,814</b>	<b>0</b>	<b>5,695,553</b>	<b>3,804,177</b>	<b>(497,974)</b>



**SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**INVESTING ACTIVITIES**

**13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023			31 May 2024	31 May 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
GEN PUR - Grant Funding Infrastructure				0	0	414,110	0	0
HALLS - Contributions & Donations				0	0	300,000	300,000	143,940
REC - Grants - CSRFF				0	0	16,000	16,000	16,327
REC - Grants - Regional Talent Program				0	0	15,692	15,692	0
ROADC - Regional Road Group Grants (MRWA)				0	0	420,000	120,000	120,000
ROADC - Roads to Recovery Grant				0	0	754,586	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,920,388</b>	<b>451,692</b>	<b>280,267</b>

**SHIRE OF YALGOO  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**14 INVESTMENT IN ASSOCIATES**

**(a) Investment in associate**

Aggregate carrying amount of interests in associates accounted for using the equity method are reflected in the table below.

**Carrying amount at 1 July**  
**Carrying amount at 30 June**

<b>Adopted Budget Revenue</b>	<b>YTD Budget</b>	<b>YTD Revenue Actual</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>
20,372		20,793
20,372	0	20,793

**SIGNIFICANT ACCOUNTING POLICIES**

**Investments in associates**

An associate is an entity over which the Shire has the power to participate in the financial and operating policy decisions of the investee but not control or joint control of those policies.

Investments in associates are accounted for using the equity method. The equity method of accounting, is whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.



**SHIRE OF YALGOO**

**Detailed Statements**

**FOR THE PERIOD ENDED 31 MAY 2024**

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
03	0301	2	2030111		RATES - Rates Incentive Scheme	\$1,000.00	\$1,000.00	\$0.00
03	0301	2	2030112		RATES - Valuation Expenses	\$10,000.00	\$9,163.00	\$10,980.78
03	0301	2	2030113		RATES - Title/Company Searches	\$3,500.00	\$3,212.00	\$0.00
03	0301	2	2030114		RATES - Debt Collection Expenses	\$15,000.00	\$13,750.00	\$11,538.65
03	0301	2	2030118		RATES - Rates Write Off	\$0.00	\$0.00	\$11,609.79
03	0301	2	2030119		RATES - Refund	\$5,000.00	\$4,587.00	\$11,023.78
03	0301	2	2030152		RATES - Consultants	\$40,000.00	\$36,663.00	\$14,112.00
03	0301	2	2030187		RATES - Other Expenses Relating To Rates	\$500.00	\$462.00	\$0.00
03	0301	2	2030198		RATES - Staff Housing Costs Allocated	\$13,163.00	\$12,067.00	\$6,230.57
03	0301	2	2030199		RATES - Administration Allocated	\$125,967.00	\$115,467.00	\$102,981.73
<b>Operating Expenditure Total</b>						<b>\$214,130.00</b>	<b>\$196,371.00</b>	<b>\$168,477.30</b>
03	0301	3	3030120		RATES - Instalment Admin Fee Received	(\$200.00)	(\$200.00)	(\$1,950.00)
03	0301	3	3030121		RATES - Account Enquiry Charges	(\$100.00)	(\$100.00)	(\$3,509.09)
03	0301	3	3030122		RATES - Reimbursement of Debt Collection Costs	\$0.00	\$0.00	(\$5,148.60)
03	0301	3	3030130		RATES - Rates Levied - Synergy	(\$2,853,774.00)	(\$2,853,774.00)	(\$2,888,042.17)
03	0301	3	3030145		RATES - Penalty Interest Received	(\$15,500.00)	(\$14,212.00)	(\$17,415.23)
<b>Operating Income Total</b>						<b>(\$2,869,574.00)</b>	<b>(\$2,868,286.00)</b>	<b>(\$2,916,065.09)</b>
<b>Rates Total</b>						<b>(\$2,655,444.00)</b>	<b>(\$2,671,915.00)</b>	<b>(\$2,747,587.79)</b>
03	0302	2	2030299		GEN PUR - Administration Allocated	\$78,730.00	\$72,171.00	\$64,365.11
<b>Operating Expenditure Total</b>						<b>\$78,730.00</b>	<b>\$72,171.00</b>	<b>\$64,365.11</b>
03	0302	3	3030210		GEN PUR - Financial Assistance Grant - General	(\$86,998.00)	(\$86,998.00)	(\$85,020.77)
03	0302	3	3030211		GEN PUR - Financial Assistance Grant - Roads	(\$37,224.00)	(\$37,224.00)	(\$36,378.00)
03	0302	3	3030215		GEN PUR - Grant Funding Infrastructure	(\$414,110.00)	\$0.00	\$0.00
03	0302	3	3030220		GEN PUR - Charges - Photocopying / Faxing	\$0.00	\$0.00	(\$29.29)
03	0302	3	3030245		GEN PUR - Interest Earned - Reserve Funds	(\$162,974.00)	(\$79,500.00)	(\$79,061.50)
03	0302	3	3030246		GEN PUR - Interest Earned - Municipal Funds	(\$6,000.00)	(\$5,500.00)	(\$5,627.31)
<b>Operating Income Total</b>						<b>(\$707,306.00)</b>	<b>(\$209,222.00)</b>	<b>(\$206,116.87)</b>
<b>Other General Purpose Funding Total</b>						<b>(\$628,576.00)</b>	<b>(\$137,051.00)</b>	<b>(\$141,751.76)</b>
<b>General Purpose Funding Total</b>						<b>(\$3,284,020.00)</b>	<b>(\$2,808,966.00)</b>	<b>(\$2,889,339.55)</b>
04	0401	2	2040101		MEMBERS - Conference Expenses.	\$20,000.00	\$18,337.00	\$12,583.26
04	0401	2	2040104		MEMBERS - Training & Development	\$20,000.00	\$16,665.00	\$3,617.07
04	0401	2	2040109		MEMBERS - Members Travel and Accommodation	\$12,000.00	\$11,000.00	\$6,405.42
04	0401	2	2040111		MEMBERS - Mayors/Presidents Allowance	\$14,000.00	\$5,840.00	\$10,500.02
04	0401	2	2040112		MEMBERS - Deputy Mayors/Presidents Allowance	\$3,500.00	\$3,212.00	\$2,915.98
04	0401	2	2040113		MEMBERS - Members Sitting Fees	\$30,480.00	\$27,940.00	\$16,926.00

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
04	0401	2	2040114		MEMBERS - Communications Allowance	\$21,000.00	\$19,250.00	\$14,000.10
04	0401	2	2040115		MEMBERS - Printing and Stationery	\$0.00	\$0.00	\$0.00
04	0401	2	2040116		MEMBERS - Election Expenses	\$10,000.00	\$9,163.00	\$6,806.32
04	0401	2	2040129		MEMBERS - Donations to Community Groups	\$10,000.00	\$6,666.00	\$75.00
04	0401	2	2040130		MEMBERS - Insurance Expenses	\$1,054.00	\$1,054.00	\$1,362.17
04	0401	2	2040141		MEMBERS - Subscriptions & Publications	\$2,000.00	\$2,000.00	\$5,040.00
04	0401	2	2040152		MEMBERS - Consultants	\$95,000.00	\$63,334.00	\$0.00
04	0401	2	2040184		MEMBERS - Receptions & Refreshments	\$0.00	\$0.00	\$0.00
04	0401	2	2040187		MEMBERS - Other Expenses	\$7,500.00	\$6,875.00	\$1,989.03
04	0401	2	2040189		MEMBERS - Chambers Building Maintenance	\$5,000.00	\$4,165.00	\$5,032.54
04	0401	2	2040192		MEMBERS - Depreciation	\$1,608.00	\$1,474.00	\$502.47
04	0401	2	2040193		MEMBERS - Receptions & Refreshments.	\$5,000.00	\$4,587.00	\$7,053.49
04	0401	2	2040194		MEMBERS - Contribution to WALGA Murchison Zone	\$3,500.00	\$3,500.00	\$2,800.00
04	0401	2	2040199		MEMBERS - Administration Allocated	\$314,920.00	\$288,673.00	\$257,460.63
<b>Operating Expenditure Total</b>						<b>\$576,562.00</b>	<b>\$493,735.00</b>	<b>\$355,069.50</b>
<b>Members Of Council Total</b>						<b>\$576,562.00</b>	<b>\$493,735.00</b>	<b>\$355,069.50</b>
<b>Governance Total</b>						<b>\$576,562.00</b>	<b>\$493,735.00</b>	<b>\$355,069.50</b>
05	0501	2	2050100		FIRE - Employee Costs	\$0.00	\$0.00	\$0.00
05	0501	2	2050104		FIRE - Training & Development	\$0.00	\$0.00	\$2,871.42
05	0501	2	2050110		FIRE - Motor Vehicle Expenses	\$20,000.00	\$18,326.00	\$40,271.49
05	0501	2	2050113		FIRE - Fire Prevention and Planning	\$0.00	\$0.00	\$551.68
05	0501	2	2050117		FIRE - CESM	\$26,000.00	\$21,665.00	\$10,855.00
05	0501	2	2050130		FIRE - Insurance Expenses	\$2,835.00	\$2,835.00	\$4,326.14
05	0501	2	2050165		FIRE - Maintenance/Operations	\$25,147.00	\$23,045.00	\$4,767.93
05	0501	2	2050186		FIRE - Expensed Minor Asset Purchases	\$0.00	\$0.00	\$4,209.09
05	0501	2	2050187		FIRE - Other Expenditure	\$0.00	\$0.00	\$0.00
05	0501	2	2050189		FIRE - Building Maintenance			
05	0501	2	2050189	BM010	Fire Shed - Building Maintenance	\$7,313.00	\$6,721.00	\$1,687.24
05	0501	2	2050189	BM032	Old Police Station - Selwyn St - Building Maintenance	\$1,512.00	\$1,467.00	\$1,189.97
05	0501	2	2050192		FIRE - Depreciation	\$16,352.00	\$14,993.00	\$1,573.87
05	0501	2	2050199		FIRE - Administration Allocated	\$31,492.00	\$28,864.00	\$25,746.08
<b>Operating Expenditure Total</b>						<b>\$130,651.00</b>	<b>\$117,916.00</b>	<b>\$98,049.91</b>
05	0501	3	3050101		FIRE - Reimbursements	\$0.00	\$0.00	\$0.00
05	0501	3	3050110		FIRE - Grants	(\$32,000.00)	(\$32,000.00)	(\$39,678.00)
05	0501	3	3050120		FIRE - Charges - Fire Prevention	(\$4,000.00)	(\$4,000.00)	(\$4,471.31)

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
<b>Operating Income Total</b>						<b>(\$36,000.00)</b>	<b>(\$36,000.00)</b>	<b>(\$44,149.31)</b>
<b>Fire Prevention Total</b>						<b>\$94,651.00</b>	<b>\$81,916.00</b>	<b>\$53,900.60</b>
05	0502	2	2050266		ANIMAL - Contracr Ranger Services	\$40,000.00	\$36,663.00	\$42,534.08
05	0502	2	2050267		ANIMAL - Sterilisation Program	\$0.00	\$0.00	\$0.00
05	0502	2	2050269		ANIMAL - Sterilisation Program.	\$8,000.00	\$7,337.00	\$3,824.72
05	0502	2	2050287		ANIMAL - Other Expenditure	\$5,000.00	\$4,587.00	\$322.04
05	0502	2	2050292		ANIMAL - Depreciation	\$648.00	\$594.00	\$137.65
05	0502	2	2050299		ANIMAL - Administration Allocated	\$31,492.00	\$28,864.00	\$25,746.08
<b>Operating Expenditure Total</b>						<b>\$85,140.00</b>	<b>\$78,045.00</b>	<b>\$72,564.57</b>
05	0502	3	3050221		ANIMAL - Animal Registration Fees	(\$250.00)	(\$250.00)	(\$170.00)
05	0502	3	3050240		ANIMAL - Fines and Penalties	(\$2,000.00)	(\$1,837.00)	(\$1,255.82)
<b>Operating Income Total</b>						<b>(\$2,250.00)</b>	<b>(\$2,087.00)</b>	<b>(\$1,425.82)</b>
<b>Animal Control Total</b>						<b>\$82,890.00</b>	<b>\$75,958.00</b>	<b>\$71,138.75</b>
05	0503	2	2050313		OLOPS - Community Safety Audit	\$2,745.00	\$2,519.00	\$0.00
05	0503	2	2050389		OLOPS - Building Maintenance	\$0.00	\$0.00	\$0.00
05	0503	2	2050392		OLOPS - Depreciation	\$0.00	\$0.00	\$658.63
05	0503	2	2050399		OLOPS - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$18,491.00</b>	<b>\$16,951.00</b>	<b>\$13,531.62</b>
<b>Other Law, Order &amp; Public Safety Total</b>						<b>\$18,491.00</b>	<b>\$16,951.00</b>	<b>\$13,531.62</b>
05	0505	3	3050502		ESL BFB - Admin Fee/Commission	\$0.00	\$0.00	(\$4,000.00)
<b>Operating Income Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$4,000.00)</b>
<b>Emergency Services Levy - Bush Fire Brigade Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$4,000.00)</b>
<b>Law, Order &amp; Public Safety Total</b>						<b>\$196,032.00</b>	<b>\$174,825.00</b>	<b>\$134,570.97</b>
07	0704	2	2070411		HEALTH - Contract EHO	\$12,000.00	\$8,000.00	\$1,759.04
07	0704	2	2070412		HEALTH - Analytical Expenses	\$1,000.00	\$913.00	\$360.00
07	0704	2	2070487		HEALTH - Other Expenses	\$700.00	\$638.00	\$0.00
07	0704	2	2070499		HEALTH - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$29,446.00</b>	<b>\$23,983.00</b>	<b>\$14,992.03</b>
07	0704	3	3070419		HEALTH - Fees & Charges Septic Tanks	\$0.00	\$0.00	\$0.00
07	0704	3	3070420		HEALTH - Health Regulatory Fees & Charges	(\$150.00)	(\$150.00)	\$0.00
07	0704	3	3070421		HEALTH - Health Regulatory Licenses	(\$250.00)	(\$250.00)	(\$185.00)
<b>Operating Income Total</b>						<b>(\$400.00)</b>	<b>(\$400.00)</b>	<b>(\$185.00)</b>
<b>Preventative Services - Inspection/Admin Total</b>						<b>\$29,046.00</b>	<b>\$23,583.00</b>	<b>\$14,807.03</b>
07	0705	2	2070554		PEST - Mosquito Control Expenses	\$3,500.00	\$3,212.00	\$684.45

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
<b>Operating Expenditure Total</b>						<b>\$3,500.00</b>	<b>\$3,212.00</b>	<b>\$684.45</b>
<b>Preventative Services - Pest Control Total</b>						<b>\$3,500.00</b>	<b>\$3,212.00</b>	<b>\$684.45</b>
07	0706	2	2070692		PREV OTH - Depreciation	\$28,889.00	\$26,477.00	\$1,422.89
07	0706	2	2070699		PREV OTH - Administration Allocated	\$7,873.00	\$7,216.00	\$6,437.12
<b>Operating Expenditure Total</b>						<b>\$36,762.00</b>	<b>\$33,693.00</b>	<b>\$7,860.01</b>
<b>Preventative Services - Other Total</b>						<b>\$36,762.00</b>	<b>\$33,693.00</b>	<b>\$7,860.01</b>
07	0707	2	2070766		OTH HEALTH - Dental Services Expenses	\$500.00	\$462.00	\$0.00
07	0707	2	2070788		OTH HEALTH - Building Operations			
07	0707	2	2070788	BO011	Ambulance Shed - Building Operations	\$1,254.00	\$1,169.00	\$0.00
07	0707	2	2070788	BO009	Nursing Post (Operations Expenses)	\$0.00	\$0.00	\$500.00
07	0707	2	2070789		OTH HEALTH - Building Maintenance			
07	0707	2	2070789	BM009	Nursing Post (Maintenance)	\$0.00	\$220.00	\$136.28
07	0707	2	2070789	BM011	Ambulance Shed - Building Maintenance	\$0.00	\$0.00	\$4,735.85
07	0707	2	2070798		OTH HEALTH - Staff Housing Costs Allocated	\$1,894.00	\$1,738.00	\$3,240.59
07	0707	2	2070799		OTH HEALTH - Administration Allocated	\$31,492.00	\$28,864.00	\$25,746.08
<b>Operating Expenditure Total</b>						<b>\$35,140.00</b>	<b>\$32,453.00</b>	<b>\$34,358.80</b>
<b>Other Health Total</b>						<b>\$35,140.00</b>	<b>\$32,453.00</b>	<b>\$34,358.80</b>
<b>Health Total</b>						<b>\$104,448.00</b>	<b>\$92,941.00</b>	<b>\$57,710.29</b>
08	0802	2	2080254		OTHER ED - Community Development Fund	\$2,500.00	\$2,288.00	\$550.00
08	0802	2	2080299		OTHER ED - Administration Allocated	\$7,873.00	\$7,216.00	\$6,437.12
<b>Operating Expenditure Total</b>						<b>\$10,373.00</b>	<b>\$9,504.00</b>	<b>\$6,987.12</b>
<b>Other Education Total</b>						<b>\$10,373.00</b>	<b>\$9,504.00</b>	<b>\$6,987.12</b>
08	0807	2	2080755		WELFARE - Local Drug Action Team	\$11,348.00	\$10,406.00	\$0.00
08	0807	2	2080799		WELFARE - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$27,094.00</b>	<b>\$24,838.00</b>	<b>\$12,872.99</b>
08	0807	3	3080710		WELFARE - Grants	(\$11,348.00)	(\$11,348.00)	(\$4,900.00)
<b>Operating Income Total</b>						<b>(\$11,348.00)</b>	<b>(\$11,348.00)</b>	<b>(\$4,900.00)</b>
<b>Other Welfare Total</b>						<b>\$15,746.00</b>	<b>\$13,490.00</b>	<b>\$7,972.99</b>
<b>Education &amp; Welfare Total</b>						<b>\$26,119.00</b>	<b>\$22,994.00</b>	<b>\$14,960.11</b>
09	0901	2	2090165		STF HOUSE - Maintenance/Operations	\$34,399.00	\$31,537.00	\$23,060.53
09	0901	2	2090170		STF HOUSE - Loan Interest Repayments	\$1,575.00	\$1,441.00	\$1,160.61
09	0901	2	2090189		STF HOUSE - Staff Housing Building Maintenance			
09	0901	2	2090189	BM008	Staff Housing - Caravan Park	\$0.00	\$0.00	\$3,240.59
09	0901	2	2090189	BM016	Staff Housing - 48 (Lot 68) Gibbons St	\$9,307.00	\$8,620.00	\$7,974.78

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
09	0901	2	2090189	BM017	Staff Housing - (Lot 16) Shamrock Rd	\$8,907.00	\$8,220.00	\$4,214.77
09	0901	2	2090189	BM018	Staff Housing - (Lot 17) Shamrock Rd (Nursing)	\$0.00	\$0.00	\$143.78
09	0901	2	2090189	BM019	Staff Housing - 43 (Lot 3) Gibbons St	\$9,091.00	\$8,404.00	\$1,322.54
09	0901	2	2090189	BM020	Staff Housing - 1 (Lot 27) Stanley St	\$9,253.00	\$8,566.00	\$35,631.09
09	0901	2	2090189	BM021	Staff Housing - 13 (Lot 6) Henty St	\$9,711.00	\$9,024.00	\$5,069.19
09	0901	2	2090189	BM022	Staff Housing - 19 (Lot 54) Campbell St	\$9,308.00	\$8,620.00	\$17,482.03
09	0901	2	2090189	BM023	Staff Housing - 12A (Lot 1) Shamrock Rd (18A)	\$8,891.00	\$8,193.00	\$7,526.61
09	0901	2	2090189	BM024	Staff Housing - 12B (Lot 1) Shamrock Rd (18B)	\$8,891.00	\$8,193.00	\$2,859.00
09	0901	2	2090189	BM025	Staff Housing - 12C (Lot 1) Shamrock Rd (18C)	\$8,870.00	\$8,172.00	\$5,063.16
09	0901	2	2090189	BM026	Staff Housing - 12D (Lot 1) Shamrock Rd (18D)	\$8,870.00	\$8,172.00	\$6,230.57
09	0901	2	2090189	BM027	Staff Housing - 12E (Lot 1) Shamrock Rd (19A Stanley St)	\$8,892.00	\$8,204.00	\$3,293.19
09	0901	2	2090189	BM028	Staff Housing - 12F (Lot 1) Shamrock Rd (19B Stanley St)	\$8,892.00	\$8,204.00	\$10,646.34
09	0901	2	2090189	BM029	Staff Housing - (Lot 74) Weeks St	\$9,132.00	\$8,444.00	\$6,519.92
09	0901	2	2090189	BM030	Staff Housing - (Lot 75) Weeks St	\$9,253.00	\$8,566.00	\$8,977.26
09	0901	2	2090189	BM031	Staff Housing - 9 (Lot 8) Henty St	\$0.00	\$0.00	\$3,737.74
09	0901	2	2090189	BM041	Staff Housing - 21A (Lot 53) Campbell St	\$0.00	\$0.00	\$8,360.56
09	0901	2	2090189	BM042	Staff Housing - 21B (Lot 53) Campbell St	\$0.00	\$0.00	\$8,273.23
09	0901	2	2090192		STF HOUSE - Depreciation	\$33,054.00	\$30,305.00	\$34,318.01
09	0901	2	2090198		STF HOUSE - Staff Housing Costs Recovered	(\$243,533.00)	(\$223,245.00)	(\$129,932.56)
09	0901	2	2090199		STF HOUSE - Administration Allocated	\$47,238.00	\$43,307.00	\$38,620.33
					<b>Operating Expenditure Total</b>	<b>\$1.00</b>	<b>\$947.00</b>	<b>\$113,793.27</b>
09	0901	3	3090101		STF HOUSE - Staff Rental Reimbursements	(\$16,000.00)	(\$14,663.00)	(\$15,178.40)
					<b>Operating Income Total</b>	<b>(\$16,000.00)</b>	<b>(\$14,663.00)</b>	<b>(\$15,178.40)</b>
09	0901	4	4090110		STF HOUSE - Building (Capital)			
09	0901	4	4090110	BC041	Staff Housing - 21A/B (Lot 53) Campbell St	\$407,160.00	\$373,230.00	\$133,926.20
09	0901	4	4090182		STF HOUSE - Loan Principal Repayments	\$36,238.00	\$23,205.00	\$23,203.34
09	0901	4	4090190		STF HOUSE - Infrastructure Other (Capital)	\$0.00	\$0.00	\$0.00
					<b>Capital Expenditure Total</b>	<b>\$443,398.00</b>	<b>\$396,435.00</b>	<b>\$157,129.54</b>
					<b>Staff Housing Total</b>	<b>\$427,399.00</b>	<b>\$382,719.00</b>	<b>\$255,744.41</b>
09	0902	2	2090292		OTH HOUSE - Depreciation	\$34,770.00	\$31,878.00	\$4,186.12
09	0902	2	2090299		OTH HOUSE - Administration Allocated	\$0.00	\$0.00	\$0.00
					<b>Operating Expenditure Total</b>	<b>\$34,770.00</b>	<b>\$31,878.00</b>	<b>\$4,186.12</b>
					<b>Other Housing Total</b>	<b>\$34,770.00</b>	<b>\$31,878.00</b>	<b>\$4,186.12</b>
					<b>Housing Total</b>	<b>\$462,169.00</b>	<b>\$414,597.00</b>	<b>\$259,930.53</b>
10	1001	2	2100111		SAN - Waste Collection	\$45,000.00	\$41,250.00	\$19,098.47



Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
10	1001	2	2100117		SAN - General Tip Maintenance	\$18,382.00	\$16,861.00	\$17,561.56
10	1001	2	2100118		SAN - Purchase of Bins (Sulo and Other)	\$2,000.00	\$1,837.00	\$0.00
10	1001	2	2100123		SAN - Refuse Site Maintenance - Yalgoo	\$0.00	\$0.00	\$222.91
10	1001	2	2100192		SAN - Depreciation	\$13,667.00	\$12,529.00	\$0.00
10	1001	2	2100199		SAN - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
					<b>Operating Expenditure Total</b>	<b>\$94,795.00</b>	<b>\$86,909.00</b>	<b>\$49,755.93</b>
10	1001	3	3100120		SAN - Domestic Refuse Collection Charges	(\$9,750.00)	(\$9,750.00)	(\$11,150.00)
					<b>Operating Income Total</b>	<b>(\$9,750.00)</b>	<b>(\$9,750.00)</b>	<b>(\$11,150.00)</b>
					<b>Sanitation - General Total</b>	<b>\$85,045.00</b>	<b>\$77,159.00</b>	<b>\$38,605.93</b>
10	1002	2	2100211		SAN OTH - Waste Collection	\$16,000.00	\$14,663.00	\$19,098.49
					<b>Operating Expenditure Total</b>	<b>\$16,000.00</b>	<b>\$14,663.00</b>	<b>\$19,098.49</b>
10	1002	3	3100200		SAN OTH - Commercial Collection Charge	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)
					<b>Operating Income Total</b>	<b>(\$3,500.00)</b>	<b>(\$3,500.00)</b>	<b>(\$3,500.00)</b>
					<b>Sanitation - Other Total</b>	<b>\$12,500.00</b>	<b>\$11,163.00</b>	<b>\$15,598.49</b>
10	1005	2	2100587		ENVIRON - Other Expenses	\$500.00	\$462.00	\$0.00
					<b>Operating Expenditure Total</b>	<b>\$500.00</b>	<b>\$462.00</b>	<b>\$0.00</b>
					<b>Protection Of The Environment Total</b>	<b>\$500.00</b>	<b>\$462.00</b>	<b>\$0.00</b>
10	1006	2	2100650		PLAN - Contract Town Planning	\$5,000.00	\$4,587.00	\$0.00
10	1006	2	2100652		PLAN - Consultants	\$10,000.00	\$9,163.00	\$0.00
10	1006	2	2100699		PLAN - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
					<b>Operating Expenditure Total</b>	<b>\$30,746.00</b>	<b>\$28,182.00</b>	<b>\$12,872.99</b>
10	1006	3	3100620		PLAN - Planning Application Fees	\$0.00	\$0.00	\$0.00
10	1006	3	3100623		PLAN - Fees & Charges	(\$2,000.00)	(\$1,837.00)	\$0.00
					<b>Operating Income Total</b>	<b>(\$2,000.00)</b>	<b>(\$1,837.00)</b>	<b>\$0.00</b>
					<b>Town Planning &amp; Regional Development Total</b>	<b>\$28,746.00</b>	<b>\$26,345.00</b>	<b>\$12,872.99</b>
10	1007	2	2100711		COM AMEN - Cemetery Maintenance/Operations	\$13,150.00	\$12,092.00	\$9,906.28
10	1007	2	2100770		COM AMEN - Loan Interest Repayments	\$494.00	\$451.00	\$494.37
10	1007	2	2100788		COM AMEN - Public Conveniences Operations			
10	1007	2	2100788	BO012	Gibbons St Park (Operating Expenses)	\$0.00	\$0.00	\$301.61
10	1007	2	2100789		COM AMEN - Public Conveniences Maintenance			
10	1007	2	2100789	BM012	Gibbons St Park (Maintenance)	\$57,840.00	\$53,245.00	\$46,749.26
10	1007	2	2100790		COM AMEN - Community Bus Maintenance	\$4,313.00	\$3,949.00	\$22,850.99
10	1007	2	2100792		COM AMEN - Depreciation	\$38,762.00	\$35,530.00	\$19,770.22
10	1007	2	2100799		COM AMEN - Administration Allocated	\$31,492.00	\$28,864.00	\$25,746.08

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
<b>Operating Expenditure Total</b>						<b>\$146,051.00</b>	<b>\$134,131.00</b>	<b>\$125,818.81</b>
10	1007	3	3100720		COM AMEN - Cemetery Fees	(\$1,200.00)	(\$1,100.00)	\$0.00
10	1007	3	3100723		COM AMEN - Community Bus Fees	(\$1,000.00)	(\$913.00)	(\$3,036.38)
<b>Operating Income Total</b>						<b>(\$2,200.00)</b>	<b>(\$2,013.00)</b>	<b>(\$3,036.38)</b>
10	1007	4	4100711		COM AMEN Anthropology Report Cemetery	\$35,000.00	\$29,165.00	\$0.00
10	1007	4	4100782		COM AMEN - Loan Principal Repayments	\$10,577.00	\$10,577.00	\$10,577.12
10	1007	4	4100790		COM AMEN - Infrastructure Other (Capital)			
10	1007	4	4100790	CC001	Niche Wall Capital - Paynes Find Cemetery	\$10,000.00	\$10,000.00	\$6,181.82
<b>Capital Expenditure Total</b>						<b>\$55,577.00</b>	<b>\$49,742.00</b>	<b>\$16,758.94</b>
<b>Other Community Amenities Total</b>						<b>\$199,428.00</b>	<b>\$181,860.00</b>	<b>\$139,541.37</b>
<b>Community Amenities Total</b>						<b>\$326,219.00</b>	<b>\$296,989.00</b>	<b>\$206,618.78</b>
11	1101	2	2110189		HALLS - Town Halls and Public Bldg Maintenance			
11	1101	2	2110189	BM002	Yalgoo Hall - Building Maintenance	\$5,098.00	\$4,804.00	\$6,811.16
11	1101	2	2110189	BM036	Yalgoo Community Hub (Rage Cage) - Building Maintenance	\$5,098.50	\$4,804.50	\$5,653.71
11	1101	2	2110192		HALLS - Depreciation	\$0.00	\$0.00	\$13,323.54
11	1101	2	2110199		HALLS - Administration Allocated	\$78,730.00	\$72,171.00	\$64,365.11
<b>Operating Expenditure Total</b>						<b>\$88,926.50</b>	<b>\$81,779.50</b>	<b>\$90,153.52</b>
11	1101	3	3110100		HALLS - Contributions & Donations	(\$300,000.00)	(\$300,000.00)	(\$143,940.00)
11	1101	3	3110120		HALLS - Town Hall Hire	\$0.00	\$0.00	(\$363.64)
<b>Operating Income Total</b>						<b>(\$300,000.00)</b>	<b>(\$300,000.00)</b>	<b>(\$144,303.64)</b>
11	1101	4	4110110		HALLS - Building (Capital)	\$450,949.00	\$413,369.00	\$0.00
11	1101	4	4110130		HALLS - Plant & Equipment (Capital)	\$0.00	\$0.00	\$0.00
<b>Capital Expenditure Total</b>						<b>\$450,949.00</b>	<b>\$413,369.00</b>	<b>\$0.00</b>
<b>Public Halls And Civic Centres Total</b>						<b>\$239,875.50</b>	<b>\$195,148.50</b>	<b>(\$54,150.12)</b>
11	1103	2	2110300		REC - Employee Costs	\$0.00	\$0.00	\$0.00
11	1103	2	2110360		REC - Recreation Grounds Maintenance/Operations			
11	1103	2	2110360	BM039	Tennis Courts (Maintenance)	\$1,080.00	\$990.00	\$115.54
11	1103	2	2110360	W0002	Yalgoo Racetrack - Maintenance	\$0.00	\$0.00	\$6,559.99
11	1103	2	2110360	W0003	Yalgoo Lookout - Maintenance	\$0.00	\$0.00	\$146.33
11	1103	2	2110360	W0005	Gibbons St Park - Maintenance	\$38,859.00	\$35,629.00	\$62,936.90
11	1103	2	2110360	W0006	Shamrock Park - Maintenance	\$7,573.00	\$6,944.00	\$2,552.73
11	1103	2	2110360	W0007	Yalgoo Community Hub - Maintenance	\$23,760.00	\$22,289.00	\$5,198.97
11	1103	2	2110360	W0008	Core Stadium Oval - Maintenance	\$0.00	\$0.00	\$13,275.05
11	1103	2	2110360	W0009	Paynes Find Community Centre - Maintenance	\$0.00	\$0.00	\$3,529.08

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
11	1103	2	2110360	W0010	Railway Station Grounds - Maintenance	\$15,692.00	\$14,530.00	\$10,385.78
11	1103	2	2110360	W0013	Golf Course Maintenance	\$541.00	\$503.00	\$41.42
11	1103	2	2110360	W0014	Warugar Camping Ground	\$3,000.00	\$2,750.00	\$1,421.25
11	1103	2	2110360	W0015	Yalgoo Cemetery Maintenance	\$0.00	\$0.00	\$1,207.91
11	1103	2	2110360	W0016	Shire Office Garden	\$0.00	\$0.00	\$2,105.88
11	1103	2	2110360	W0017	Maintenance At Non Shire Locations	\$0.00	\$0.00	\$861.72
11	1103	2	2110360	W0018	General Yalgoo Street Maintenance (Parks & Gardens)	\$0.00	\$0.00	\$207,980.37
11	1103	2	2110365		REC - Parks & Gardens Maintenance/Operations	\$0.00	\$0.00	\$2,821.86
11	1103	2	2110366		REC - Town Oval Maintenance/Operations	\$0.00	\$0.00	\$0.00
11	1103	2	2110388		REC - Building Operations			
11	1103	2	2110388	BO006	Railway Station Building (Operating Expenses)	\$0.00	\$0.00	\$2,480.56
11	1103	2	2110389		REC - Other Rec Facilities Building Maintenance			
11	1103	2	2110389	BM006	Railway Station Building (Maintenance)	\$59,435.00	\$55,047.00	\$72,610.10
11	1103	2	2110389	BM014	Rifle Range Gun Club Shed And Toilet (Maintenance)	\$1,881.00	\$1,727.00	\$1,175.30
11	1103	2	2110389	BM015	Paynes Find Community Centre - Building Maintenance	\$22,296.00	\$20,649.00	\$3,327.97
11	1103	2	2110389	BM034	Mens Shed (Maintenance)	\$1,661.00	\$1,566.00	\$579.86
11	1103	2	2110389	BM035	Water Park (Maintenance)	\$22,342.00	\$20,482.00	\$19,460.57
11	1103	2	2110389	BM037	Core Pavilion (Sports Stadium) - Building Maintenance	\$57,848.00	\$53,399.00	\$41,483.27
11	1103	2	2110392		REC - Depreciation	\$179,640.00	\$164,670.00	\$69,751.07
11	1103	2	2110399		REC - Administration Allocated	\$78,730.00	\$72,171.00	\$64,365.11
					<b>Operating Expenditure Total</b>	<b>\$514,338.00</b>	<b>\$473,346.00</b>	<b>\$596,374.59</b>
11	1103	3	3110311		REC - Grants - CSRFF	(\$16,000.00)	(\$16,000.00)	(\$16,327.00)
11	1103	3	3110312		REC - Grants - Regional Talent Program	(\$15,692.00)	(\$15,692.00)	\$0.00
11	1103	3	3110320		REC - Fees & Charges	(\$150.00)	(\$143.00)	\$0.00
11	1103	3	3110321		REC - Core Stadium Hire	(\$400.00)	(\$363.00)	\$0.00
11	1103	3	3110322		REC - Oval/Reserve Hire	(\$300.00)	(\$275.00)	\$0.00
11	1103	3	3110324		REC - Mens Shed Hire Fees	(\$200.00)	(\$200.00)	\$0.00
					<b>Operating Income Total</b>	<b>(\$32,742.00)</b>	<b>(\$32,673.00)</b>	<b>(\$16,327.00)</b>
11	1103	4	4110309		REC - Other Rec Land (Capital)	\$127,766.00	\$117,117.00	\$3,050.79
11	1103	4	4110310		REC - Other Rec Facilities Building (Capital)			
11	1103	4	4110310	BC006	Railway Station Building (Capital)	\$0.00	\$0.00	\$0.00
11	1103	4	4110310	BC037	Core Pavilion (Sports Stadium) - Building (Capital)	\$0.00	\$0.00	\$3,954.55
11	1103	4	4110330		REC - Plant & Equipment (Capital)			
11	1103	4	4110330	8018	Mower	\$35,000.00	\$35,000.00	\$29,197.77
11	1103	4	4110330	8019	Fertilizer Spreader	\$2,000.00	\$2,000.00	\$0.00

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
11	1103	4	4110370		REC - Infrastructure Parks & Gardens (Capital)			
11	1103	4	4110370	BC039	Tennis Court (Capital)	\$100,000.00	\$91,663.00	\$0.00
11	1103	4	4110370	PC007	Stadium Fence Relocate	\$47,077.00	\$43,153.00	\$0.00
11	1103	4	4110370	PC010	Water Treatment Railway Bore	\$60,000.00	\$55,000.00	\$0.00
11	1103	4	4110390					
11	1103	4	4110390	8020	Excercise Equip, Seating & Bbq	\$22,000.00	\$0.00	\$0.00
<b>Capital Expenditure Total</b>						<b>\$393,843.00</b>	<b>\$343,933.00</b>	<b>\$36,203.11</b>
<b>Other Recreation And Sport Total</b>						<b>\$875,439.00</b>	<b>\$784,606.00</b>	<b>\$616,250.70</b>
11	1104	2	2110430		TV RADIO - Insurance Expenses	\$0.00	\$0.00	\$0.00
11	1104	2	2110465		TV RADIO - Re-Broadcasting Maintenance/Operations	\$3,000.00	\$2,750.00	\$6,423.12
11	1104	2	2110486		TV RADIO - Expensed Minor Asset Purchases	\$0.00	\$0.00	\$0.00
11	1104	2	2110487		TV RADIO - Other Expenses	\$152.00	\$152.00	\$151.87
11	1104	2	2110499		TV RADIO - Administration Allocated	\$7,873.00	\$7,216.00	\$6,437.12
<b>Operating Expenditure Total</b>						<b>\$11,025.00</b>	<b>\$10,118.00</b>	<b>\$13,012.11</b>
<b>Tv And Radio Re-Broadcasting Total</b>						<b>\$11,025.00</b>	<b>\$10,118.00</b>	<b>\$13,012.11</b>
11	1105	2	2110516		LIBRARY - Postage and Freight	\$500.00	\$462.00	\$0.00
11	1105	2	2110587		LIBRARY - Other Expenses	\$3,500.00	\$3,212.00	\$20.00
11	1105	2	2110599		LIBRARY - Administration Allocated	\$78,730.00	\$72,171.00	\$64,365.11
<b>Operating Expenditure Total</b>						<b>\$82,730.00</b>	<b>\$75,845.00</b>	<b>\$64,385.11</b>
<b>Libraries Total</b>						<b>\$82,730.00</b>	<b>\$75,845.00</b>	<b>\$64,385.11</b>
11	1106	2	2110641		HERITAGE - Subscriptions & Memberships	\$3,000.00	\$2,750.00	\$0.00
11	1106	2	2110652		HERITAGE - Consultants	\$50,500.00	\$46,288.00	\$0.00
11	1106	2	2110687		HERITAGE - Other Expenses	\$12,000.00	\$11,000.00	\$0.00
11	1106	2	2110688		HERITAGE - Building Operations			
11	1106	2	2110688	BO004	Museum And Gaol (Operating Expenses)	\$0.00	\$0.00	\$269.22
11	1106	2	2110689		HERITAGE - Building Maintenance			
11	1106	2	2110689	BM003	Chapel (Maintenance)	\$7,446.00	\$6,926.00	\$1,913.65
11	1106	2	2110689	BM004	Museum And Gaol (Maintenance)	\$17,281.00	\$15,984.00	\$3,325.60
11	1106	2	2110689	BM013	Anglican Church - Building Maintenance	\$6,761.00	\$6,326.00	\$1,671.36
11	1106	2	2110692		HERITAGE - Depreciation	\$0.00	\$0.00	\$9,587.22
11	1106	2	2110699		HERITAGE - Administration Allocated	\$23,619.00	\$21,648.00	\$19,310.18
<b>Operating Expenditure Total</b>						<b>\$120,607.00</b>	<b>\$110,922.00</b>	<b>\$36,077.23</b>
11	1106	3	3110620		HERITAGE - Sale of History Books	(\$100.00)	(\$88.00)	(\$123.62)
<b>Operating Income Total</b>						<b>(\$100.00)</b>	<b>(\$88.00)</b>	<b>(\$123.62)</b>
<b>Heritage Total</b>						<b>\$120,507.00</b>	<b>\$110,834.00</b>	<b>\$35,953.61</b>

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
11	1107	2	2110700		OTH CUL - Employee Costs	\$180,201.00	\$165,560.00	\$126,953.01
11	1107	2	2110712		OTH CUL - ANZAC Day	\$0.00	\$0.00	\$208.36
11	1107	2	2110717		OTH CUL - Community Arts	\$0.00	\$0.00	\$15,299.93
11	1107	2	2110724		OTH CUL - Artwork Purchases	\$0.00	\$0.00	\$3,791.73
11	1107	2	2110725		OTH CUL - Festival & Events	\$10,676.00	\$9,790.00	\$7,477.58
11	1107	2	2110741		OTH CUL - Subscriptions & Memberships	\$0.00	\$0.00	\$0.00
11	1107	2	2110743		OTH CUL - Other Festival Events	\$0.00	\$0.00	\$0.00
11	1107	2	2110789		OTH CUL - Building Maintenance			
11	1107	2	2110789	BM033	Yalgoo Art Centre - Building Maintenance	\$0.00	\$0.00	\$9,369.24
11	1107	2	2110792		OTH CUL - Depreciation	\$17,615.00	\$16,148.00	\$83,820.37
11	1107	2	2110799		OTH CUL - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$224,238.00</b>	<b>\$205,930.00</b>	<b>\$259,793.21</b>
11	1107	3	3110701		OTH CUL - Reimbursements	\$0.00	\$0.00	(\$1,829.88)
11	1107	3	3110702		OTH CUL - Commissions	\$0.00	\$0.00	(\$475.51)
11	1107	3	3110720		OTH CUL - Sales Arts and Cultural Centre	(\$4,000.00)	(\$3,663.00)	(\$4,157.08)
11	1107	3	3110721		OTH CUL - Chapel and Museum Fees	(\$1,000.00)	(\$913.00)	(\$924.08)
<b>Operating Income Total</b>						<b>(\$5,000.00)</b>	<b>(\$4,576.00)</b>	<b>(\$7,386.55)</b>
<b>Other Culture Total</b>						<b>\$219,238.00</b>	<b>\$201,354.00</b>	<b>\$252,406.66</b>
<b>Recreation &amp; Culture Total</b>						<b>\$1,548,814.50</b>	<b>\$1,377,905.50</b>	<b>\$927,858.07</b>
12	1201	3	3120110		ROADC - Regional Road Group Grants (MRWA)	(\$420,000.00)	(\$120,000.00)	(\$120,000.00)
12	1201	3	3120111		ROADC - Roads to Recovery Grant	(\$754,586.00)	\$0.00	\$0.00
12	1201	3	3120130		ROADC - Other Grants - Flood Damage	\$0.00	\$0.00	\$0.00
12	1201	3	3120136		ROADC - Road Use Agreement EMR	(\$150,000.00)	\$0.00	\$0.00
12	1201	3	3120137		ROADC - Road Use Agreement Doray Delfector	(\$80,000.00)	(\$73,337.00)	(\$104,928.94)
<b>Operating Income Total</b>						<b>(\$1,404,586.00)</b>	<b>(\$193,337.00)</b>	<b>(\$224,928.94)</b>
12	1201	4	4120110		ROADC - Building (Capital)			
12	1201	4	4120110	BC005	Works Depot (Capital)	\$60,000.00	\$60,000.00	\$0.00
12	1201	4	4120110	BC043	Depot Storage Shed	\$16,000.00	\$16,000.00	\$11,345.45
12	1201	4	4120140		ROADC - Roads Built Up Area - Sealed - Council Funded			\$0.00
12	1201	4	4120140	RC005	Henty St	\$40,000.00	\$26,666.00	\$0.00
12	1201	4	4120140	RC050	Piesse Street	\$100,000.00	\$66,666.00	\$0.00
12	1201	4	4120140	RC075	Paynes Find Town Rd	\$130,000.00	\$86,666.00	\$0.00
12	1201	4	4120141		ROADC - Roads Outside BUA - Sealed - Council Funded			
12	1201	4	4120141	RC008	Yalgoo - Ninghan Rd (Capital)	\$732,110.00	\$671,099.00	\$401,409.29
12	1201	4	4120141	RC076	Morawa - Yalgoo Rd (Capital)	\$834,586.00	\$771,702.00	\$0.00

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
12	1201	4	4120143		ROADC - Roads Outside BUA - Formed - Council Funded			
12	1201	4	4120143	RC056	Joker Mine Rd (Capital)	\$40,000.00	\$33,335.00	\$0.00
12	1201	4	4120143	RC088	Cemetery Rd (Capital)	\$0.00	\$0.00	\$0.00
12	1201	4	4120145		ROADC - Roads Outside BUA - Sealed - Roads to Recovery			
12	1201	4	4120145	R2R008	Yalgoo - Ninghan Rd (R2R)	\$0.00	\$0.00	\$25,908.17
12	1201	4	4120149		ROADC - Roads Outside BUA - Sealed - Regional Road Group			
12	1201	4	4120149	RRG008	Yalgoo - Ninghan Rd (Rrg)	\$450,000.00	\$450,000.00	\$450,000.00
12	1201	4	4120158		ROADC - Roads Outside BUA - Gravel - Flood Damage			
12	1201	4	4120158	RFD091	Paynes Find Community Centre Rd - Flood Damage	\$0.00	\$0.00	\$0.00
12	1201	4	4120159		ROADC - Roads Outside BUA - Formed - Flood Damage			
12	1201	4	4120159	RFD025	Maranalgo Rd - Flood Damage	\$0.00	\$0.00	\$0.00
12	1201	4	4120165		ROADC - Drainage Built Up Area (Capital)	\$45,000.00	\$41,250.00	\$0.00
12	1201	4	4120190		ROADC - Infrastructure Other (Capital)			
12	1201	4	4120190	6000	Tourist Projects As Per Plan	\$35,000.00	\$29,165.00	\$0.00
12	1201	4	4120190	ES001	Paynes Find Entry Statement	\$18,652.00	\$12,434.00	\$0.00
12	1201	4	4120190	FS001	Various Flood Stabilisation & Mitigation	\$100,000.00	\$66,666.00	\$0.00
12	1201	4	4120190	SL001	Street Lighting	\$22,000.00	\$14,666.00	\$0.00
12	1201	4	4120190	WF001	Wayfinding Signage	\$15,000.00	\$15,000.00	\$0.00
12	1201	4	4140192		ROADC - Concrete Floor Depot	\$0.00	\$0.00	\$0.00
<b>Capital Expenditure Total</b>						<b>\$2,638,348.00</b>	<b>\$2,361,315.00</b>	<b>\$888,662.91</b>
<b>Construction - Streets, Roads, Bridges &amp; Depots Total</b>						<b>\$1,233,762.00</b>	<b>\$2,167,978.00</b>	<b>\$663,733.97</b>
12	1202	2	2120211		ROADM - Road Maintenance - Built Up Areas			
12	1202	2	2120211	RM000	Budget Only	\$130,465.00	\$119,603.00	\$0.00
12	1202	2	2120211	RM001	Gibbons St - Road Maintenance	\$0.00	\$0.00	\$1,165.98
12	1202	2	2120211	RM003	Campbell St - Road Maintenance	\$0.00	\$0.00	\$233.22
12	1202	2	2120211	RM004	Weeks St - Road Maintenance	\$0.00	\$0.00	\$25.59
12	1202	2	2120211	RM075	Paynes Find Town Rd - Road Maintenance	\$0.00	\$0.00	\$297.39
12	1202	2	2120212		ROADM - Road Maintenance - Sealed Outside BUA			
12	1202	2	2120212	RM008	Yalgoo - Ninghan Rd - Road Maintenance	\$0.00	\$0.00	\$225,030.54
12	1202	2	2120212	RM054	Golden Grove Nth Acc Rd (P) - Road Maintenance	\$0.00	\$0.00	\$1,685.22
12	1202	2	2120212	RM076	Morawa - Yalgoo Rd - Road Maintenance	\$0.00	\$0.00	\$82,400.20
12	1202	2	2120212	RM999	Budget Only	\$1,512,079.00	\$1,386,066.00	\$0.00
12	1202	2	2120213		ROADM - Road Maintenance - Gravel Outside BUA			
12	1202	2	2120213	RM012	Paynes Find - Sandstone Rd - Road Maintenance	\$0.00	\$0.00	\$7,234.75
12	1202	2	2120213	RM051	Dalgaranga - Mount Magnet Rd - Road Maintenance	\$0.00	\$0.00	\$11,536.97

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
12	1202	2	2120213	RM053	Uanna Hill Rd - Road Maintenance	\$0.00	\$0.00	\$1,514.49
12	1202	2	2120213	RM080	Meteorite Rd - Road Maintenance	\$0.00	\$0.00	\$801.82
12	1202	2	2120214		ROADM - Road Maintenance - Formed Outside BUA			
12	1202	2	2120214	RM009	Yalgoo North Rd - Road Maintenance	\$0.00	\$0.00	\$185,523.40
12	1202	2	2120214	RM010	Gabyon - Tardie Rd - Road Maintenance	\$0.00	\$0.00	\$24,822.30
12	1202	2	2120214	RM013	Dalgaranga - Cue Rd - Road Maintenance	\$0.00	\$0.00	\$15,057.19
12	1202	2	2120214	RM014	Old Warriedar Rd - Road Maintenance	\$0.00	\$0.00	\$3,999.10
12	1202	2	2120214	RM016	Burnerbinmah - Nalbarra Rd - Road Maintenance	\$0.00	\$0.00	\$38,963.93
12	1202	2	2120214	RM017	Paynes Find - Wagga Wagga Rd - Road Maintenance	\$0.00	\$0.00	\$3,563.48
12	1202	2	2120214	RM018	Dalgaranga Rd - Road Maintenance	\$0.00	\$0.00	\$35,183.20
12	1202	2	2120214	RM019	Barnong - Wurarga Rd - Road Maintenance	\$0.00	\$0.00	\$7,456.86
12	1202	2	2120214	RM021	Barnong Rd - Road Maintenance	\$0.00	\$0.00	\$770.68
12	1202	2	2120214	RM022	Gabyon - Pindathuna Rd - Road Maintenance	\$0.00	\$0.00	\$6,896.01
12	1202	2	2120214	RM023	Bunnawarra Rd - Road Maintenance	\$0.00	\$0.00	\$25.60
12	1202	2	2120214	RM025	Maranalgo Rd - Road Maintenance	\$0.00	\$0.00	\$21,669.04
12	1202	2	2120214	RM026	Ningham Rd - Road Maintenance	\$0.00	\$0.00	\$21,408.70
12	1202	2	2120214	RM027	Mt Gibson Rd - Road Maintenance	\$0.00	\$0.00	\$9,228.40
12	1202	2	2120214	RM031	Badja Rd - Road Maintenance			\$1,425.39
12	1202	2	2120214	RM032	Badja Woolshed Rd - Road Maintenance	\$0.00	\$0.00	\$2,749.44
12	1202	2	2120214	RM036	Goodingnow Rd - Road Maintenance	\$0.00	\$0.00	\$2,107.45
12	1202	2	2120214	RM037	Narndee West Rd - Road Maintenance	\$0.00	\$0.00	\$5,669.93
12	1202	2	2120214	RM044	Melangata Rd - Road Maintenance	\$0.00	\$0.00	\$3,257.43
12	1202	2	2120214	RM045	Burnerbinmah Rd - Road Maintenance	\$0.00	\$0.00	\$14,152.91
12	1202	2	2120214	RM048	Thundelarra Rd - Road Maintenance	\$0.00	\$0.00	\$16,846.01
12	1202	2	2120214	RM058	Paynes Find Battery Rd - Road Maintenance	\$0.00	\$0.00	\$1,394.76
12	1202	2	2120214	RM077	Paynes Find - Thundelarra Rd - Road Maintenance	\$0.00	\$0.00	\$20,216.39
12	1202	2	2120214	RM081	Wurarga - Gullewa Loop Rd - Road Maintenance	\$0.00	\$0.00	\$95.00
12	1202	2	2120214	RM083	Ningham Access Ne Rd - Road Maintenance	\$0.00	\$0.00	\$1,303.80
12	1202	2	2120217		ROADM - Ancillary Maintenance - Built Up Areas	\$5,000.00	\$4,587.00	\$0.00
12	1202	2	2120221		ROADM - Road Maintenance Flood Damage - Gravel Outside BUA	\$5,000,000.00	\$3,333,334.00	\$47,087.89
12	1202	2	2120234		ROADM - Street Lighting	\$10,000.00	\$9,163.00	\$13,529.73
12	1202	2	2120235		ROADM - Traffic Signs/Equipment (Safety)	\$0.00	\$0.00	\$0.00
12	1202	2	2120236		ROADM - Street Trees and Watering	\$5,000.00	\$4,587.00	\$0.00
12	1202	2	2120237		ROADM - Signs Repaired /Replaced	\$5,000.00	\$4,587.00	\$6,532.63
12	1202	2	2120239		ROADM - Other Road Maintenance - Vegetation & Weed Control	\$15,000.00	\$13,750.00	\$10,000.00



Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
12	1202	2	2120241		ROADM - Road Inspections after rain	\$5,000.00	\$4,587.00	\$0.00
12	1202	2	2120242		ROADM - Roman Expenses	\$7,500.00	\$6,875.00	\$7,863.42
12	1202	2	2120252		ROADM - Consultants	\$15,000.00	\$13,750.00	\$0.00
12	1202	2	2120288		ROADM - Depot Building Operations			
12	1202	2	2120288	BO005	Works Depot (Operating Expenses)	\$0.00	\$0.00	\$109.07
12	1202	2	2120288	BO038	Depot - Parks & Gardens (Operating Expenses)	\$0.00	\$0.00	\$65.28
12	1202	2	2120288	W9996	Trips To Geraldton	\$0.00	\$0.00	\$31,167.80
12	1202	2	2120288	W9997	Union Meeting	\$0.00	\$0.00	\$1,510.28
12	1202	2	2120288	W9998	Community Emergency Service (Ambulance Officer)	\$0.00	\$0.00	\$1,597.85
12	1202	2	2120289		ROADM - Depot Building Maintenance			
12	1202	2	2120289	BM005	Works Depot (Maintenance)	\$0.00	\$0.00	\$86,907.93
12	1202	2	2120289	BM038	Depot - Parks & Gardens (Maintenance)	\$0.00	\$0.00	\$8,671.97
12	1202	2	2120292		ROADM - Depreciation	\$821,242.00	\$752,807.00	\$545,904.24
12	1202	2	2120299		ROADM - Administration Allocated	\$78,730.00	\$72,171.00	\$64,365.11
<b>Operating Expenditure Total</b>						<b>\$7,610,016.00</b>	<b>\$5,725,867.00</b>	<b>\$1,601,025.77</b>
12	1202	3	3120210		ROADM - Direct Road Grant (MRWA)	(\$182,398.00)	(\$182,398.00)	(\$182,398.00)
12	1202	3	3120201		ROADM - Road Contribution Income	(\$5,000,000.00)	(\$3,333,334.00)	\$0.00
<b>Operating Income Total</b>						<b>(\$5,182,398.00)</b>	<b>(\$3,515,732.00)</b>	<b>(\$182,398.00)</b>
<b>Maintenance - Streets, Roads, Bridges &amp; Depots Total</b>						<b>\$7,427,618.00</b>	<b>\$5,543,469.00</b>	<b>\$1,418,627.77</b>
12	1203	2	2120391		PLANT - Loss on Disposal of Assets	\$10,300.00	\$9,438.00	\$0.00
<b>Operating Expenditure Total</b>						<b>\$10,300.00</b>	<b>\$9,438.00</b>	<b>\$0.00</b>
12	1203	3	3120390		PLANT - Profit on Disposal of Assets	(\$126,687.00)	(\$116,127.00)	(\$352,733.96)
12	1203	3	3120350		PLANT - Proceeds on Disposal of Assets.	\$0.00	\$0.00	\$0.00
<b>Operating Income Total</b>						<b>(\$126,687.00)</b>	<b>(\$116,127.00)</b>	<b>(\$352,733.96)</b>
12	1203	4	4120330		PLANT - Plant & Equipment (Capital)			
12	1203	4	4120330	8001	Gensets	\$10,500.00	\$0.00	\$10,500.00
12	1203	4	4120330	8002	Slasher With Catcher	\$40,000.00	\$40,000.00	\$0.00
12	1203	4	4120330	8003	Multi Tyred Roller	\$250,000.00	\$250,000.00	\$165,000.00
12	1203	4	4120330	8004	Prime Mover	\$315,909.00	\$315,909.00	\$339,953.09
12	1203	4	4120330	8005	Grader	\$475,000.00	\$475,000.00	\$475,000.00
12	1203	4	4120330	8006	Side Tipping Trailer	\$230,909.00	\$230,909.00	\$232,236.36
12	1203	4	4120330	8007	Utility Dual Cab	\$59,500.00	\$59,500.00	\$52,804.01
12	1203	4	4120330	8008	Utility Works Supervisors	\$105,000.00	\$105,000.00	\$102,187.54
12	1203	4	4120330	8009	Utility Works Crew	\$59,500.00	\$59,500.00	\$52,804.01
12	1203	4	4120330	8010	Box Top Trailer	\$5,500.00	\$0.00	\$0.00



Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
12	1203	4	4120330	8011	Sat Phones & Vehicle Tracking	\$55,000.00	\$55,000.00	\$35,597.48
12	1203	4	4120330	8017	Cranes X 3	\$19,000.00	\$0.00	\$0.00
<b>Capital Expenditure Total</b>						<b>\$1,625,818.00</b>	<b>\$1,590,818.00</b>	<b>\$1,466,082.49</b>
12	1203	5	5120350		PLANT - Proceeds on Disposal of Assets	\$0.00	\$0.00	\$0.00
<b>Capital Income Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Road Plant Purchases Total</b>						<b>\$1,509,431.00</b>	<b>\$1,484,129.00</b>	<b>\$1,113,348.53</b>
12	1205	2	2120504		LICENSING - Training & Development	\$0.00	\$0.00	\$1,403.20
12	1205	2	2120587		LICENSING - Other Expenses	\$0.00	\$0.00	\$0.00
<b>Operating Expenditure Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,403.20</b>
12	1205	3	3120502		LICENSING - Transport Licensing Commission	\$0.00	\$0.00	(\$3,992.74)
12	1205	3	3120501		LICENSING - Reimbursements	\$0.00	\$0.00	(\$2,088.95)
<b>Operating Income Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$6,081.69)</b>
<b>Traffic Control (Vehicle Licensing) Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,589.54)</b>
12	1206	2	2120665		AERO - Airstrip & Grounds Maintenance/Operations			
12	1206	2	2120665	AP001	Yalgoo Airstrip & Grounds Maintenance/Operations	\$19,000.00	\$17,572.00	\$12,241.65
12	1206	2	2120665	AP002	Paynes Find Airstrip & Grounds Maintenance/Operations	\$25,000.00	\$23,237.00	\$5,044.39
12	1206	2	2120687		AERO - Other Expenses Relating To Aerodromes	\$3,000.00	\$2,750.00	\$0.00
12	1206	2	2120689		AERO - Building Maintenance			
12	1206	2	2120689	BM040	Yalgoo Airstrip Building Maintenance	\$6,000.00	\$5,500.00	\$14,616.10
12	1206	2	2120692		AERO - Depreciation	\$47,255.00	\$43,318.00	\$22,538.14
12	1206	2	2120699		AERO - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$116,001.00</b>	<b>\$106,809.00</b>	<b>\$67,313.27</b>
<b>Aerodromes Total</b>						<b>\$116,001.00</b>	<b>\$106,809.00</b>	<b>\$67,313.27</b>
<b>Transport Total</b>						<b>\$5,286,812.00</b>	<b>\$5,969,051.00</b>	<b>\$3,258,345.05</b>
13	1301	2	2130101		RURAL - Contribution - Southern Rangelands Pastoral	\$10,000.00	\$10,000.00	\$10,000.00
13	1301	2	2130112		RURAL - Dog Bounty	\$2,000.00	\$1,837.00	\$1,000.00
13	1301	2	2130165		RURAL - MRVC	\$36,881.00	\$33,803.00	\$36,881.00
13	1301	2	2130187		RURAL - Other Expenses	\$10,000.00	\$9,163.00	\$0.00
13	1301	2	2130199		RURAL - Administration Allocated	\$31,492.00	\$28,864.00	\$25,746.08
<b>Operating Expenditure Total</b>						<b>\$90,373.00</b>	<b>\$83,667.00</b>	<b>\$73,627.08</b>
<b>Rural Services Total</b>						<b>\$90,373.00</b>	<b>\$83,667.00</b>	<b>\$73,627.08</b>
13	1302	2	2130200		TOUR - Employee Costs	\$159,546.00	\$146,797.00	\$109,571.95
13	1302	2	2130204		TOUR - Training & Development	\$0.00	\$0.00	\$1,379.48
13	1302	2	2130211		TOUR - Tourism Promotion	\$50,000.00	\$45,837.00	\$51,682.19

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
13	1302	2	2130212		TOUR - Emu Cup Event	\$0.00	\$0.00	\$0.00
13	1302	2	2130213		TOUR - Jokers Tunnel Maintenance			
13	1302	2	2130213	W0001	Jokers Tunnel - Maintenance	\$4,423.00	\$4,054.00	\$4,199.42
13	1302	2	2130214		TOUR - Yalgoo Lookout Maintenance	\$1,367.00	\$1,249.00	\$44.14
13	1302	2	2130240		TOUR - Public Relations & Area Promotion	\$0.00	\$0.00	\$2,086.39
13	1302	2	2130242		TOUR - Festivals & Events	\$50,000.00	\$45,837.00	\$16,963.48
13	1302	2	2130252		TOUR - Consultants	\$0.00	\$0.00	\$0.00
13	1302	2	2130253		TOUR - Town Entry Statements	\$5,375.00	\$4,949.00	\$378.29
13	1302	2	2130265		TOUR - Maintenance/Operations	\$0.00	\$0.00	\$0.00
13	1302	2	2130266		TOUR - Caravan Park General Maintenance	\$0.00	\$0.00	\$1,165.56
13	1302	2	2130267		TOUR - Caravan Park General Operation	\$101,009.00	\$92,782.00	\$92,139.74
13	1302	2	2130270		TOUR - Website Development	\$12,000.00	\$10,000.00	\$0.00
13	1302	2	2130271		TOUR - Yalgoo Races Contribution	\$32,991.00	\$30,239.00	\$0.00
13	1302	2	2130288		TOUR - Building Operations	\$4,585.00	\$4,373.00	\$25.01
13	1302	2	2130289		TOUR - Building Maintenance			
13	1302	2	2130289	BM007	Caravan Park (Maintenance)	\$46,019.00	\$42,257.00	\$38,624.56
13	1302	2	2130290		TOUR - Healthy Community Activities	\$59,002.00	\$54,211.00	\$0.00
13	1302	2	2130292		TOUR - Depreciation	\$74,127.00	\$67,947.00	\$78,126.95
13	1302	2	2130293		TOUR - Healthy Community Activities Others	\$33,000.00	\$30,250.00	\$37,971.21
13	1302	2	2130294		TOUR - Healthy Community Project Vehicle Expenses	\$10,000.00	\$9,163.00	\$3,217.74
13	1302	2	2130296		TOUR - Healthy Community Projects	\$0.00	\$0.00	\$261.80
13	1302	2	2130297		TOUR - Wuranga Dam Maintenance	\$0.00	\$0.00	\$0.00
13	1302	2	2130298		TOUR - Staff Housing Costs Allocated	\$15,714.00	\$14,410.00	\$17,482.03
13	1302	2	2130299		TOUR - Administration Allocated	\$78,709.00	\$72,149.00	\$64,349.09
					<b>Operating Expenditure Total</b>	<b>\$737,867.00</b>	<b>\$676,504.00</b>	<b>\$519,669.03</b>
13	1302	3	3130200		TOUR - Contributions & Donations	(\$54,000.00)	\$0.00	\$0.00
13	1302	3	3130202		TOUR - Commissions	\$0.00	\$0.00	\$0.00
13	1302	3	3130203		TOUR - Healthy Community Projects Grants - Silverlake	(\$4,000.00)	(\$3,663.00)	(\$4,000.00)
13	1302	3	3130221		TOUR - Caravan Park Tourism Sales (Shirts and Store)	(\$500.00)	(\$462.00)	(\$115.08)
13	1302	3	3130222		TOUR - Caravan Park Chalet Revenue	(\$132,000.00)	(\$121,000.00)	(\$108,750.16)
13	1302	3	3130223		TOUR - Caravan Park Shop Sales	\$0.00	\$0.00	(\$3,480.53)
13	1302	3	3130224		TOUR - Prospecting Permits	(\$2,000.00)	(\$1,826.00)	(\$999.90)
13	1302	3	3130225		TOUR - Caravan Park Camp Site Fees	(\$53,000.00)	(\$48,587.00)	(\$73,143.24)
13	1302	3	3130228		TOUR - Tourism Sales	\$0.00	\$0.00	(\$85.00)
13	1302	3	3130229		TOUR - Grants MWDC and Members Local Government	(\$10,085.00)	\$0.00	\$0.00

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
<b>Operating Income Total</b>						<b>(\$255,585.00)</b>	<b>(\$175,538.00)</b>	<b>(\$190,573.91)</b>
13	1302	4	4130210		TOUR - Building (Capital)			
13	1302	4	4130210	BC007	Caravan Park (Capital)	\$167,000.00	\$153,087.00	\$17,424.23
13	1302	4	4130230		TOUR - Plant & Equipment (Capital)	\$40,000.00	\$36,663.00	\$0.00
13	1302	4	4130290		TOUR - Infrastructure Other (Capital)	\$35,000.00	\$23,334.00	\$0.00
<b>Capital Expenditure Total</b>						<b>\$242,000.00</b>	<b>\$213,084.00</b>	<b>\$17,424.23</b>
<b>Tourism And Area Promotion Total</b>						<b>\$724,282.00</b>	<b>\$714,050.00</b>	<b>\$346,519.35</b>
13	1303	2	2130350		BUILD - Contract Building Services	\$16,500.00	\$15,125.00	\$1,805.68
13	1303	2	2130399		BUILD - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$32,246.00</b>	<b>\$29,557.00</b>	<b>\$14,678.67</b>
13	1303	3	3130302		BUILD - Commissions - BSL & CTF	(\$500.00)	(\$462.00)	(\$887.44)
13	1303	3	3130320		BUILD - Fees & Charges (Licences)	(\$1,000.00)	(\$913.00)	(\$3,141.30)
<b>Operating Income Total</b>						<b>(\$1,500.00)</b>	<b>(\$1,375.00)</b>	<b>(\$4,028.74)</b>
<b>Building Control Total</b>						<b>\$30,746.00</b>	<b>\$28,182.00</b>	<b>\$10,649.93</b>
13	1305	4	4130510		NURSERY - Building (Capital)	\$15,000.00	\$13,750.00	\$0.00
<b>Capital Expenditure Total</b>						<b>\$15,000.00</b>	<b>\$13,750.00</b>	<b>\$0.00</b>
<b>Plant Nursery Total</b>						<b>\$15,000.00</b>	<b>\$13,750.00</b>	<b>\$0.00</b>
13	1306	2	2130602		ECON DEV - Fuel Station Maintenance	\$2,785.00	\$2,577.00	\$288.55
13	1306	2	2130699		ECON DEV - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$18,531.00</b>	<b>\$17,009.00</b>	<b>\$13,161.54</b>
<b>Economic Development Total</b>						<b>\$18,531.00</b>	<b>\$17,009.00</b>	<b>\$13,161.54</b>
13	1308	2	2130899		OTH ECON - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
13	1308	2	2130855		OTH ECON - Community Bus	\$0.00	\$0.00	\$0.00
<b>Operating Expenditure Total</b>						<b>\$15,746.00</b>	<b>\$14,432.00</b>	<b>\$12,872.99</b>
13	1308	3	3130834		OTH ECON - Other Fees & Charges	(\$7,500.00)	(\$6,875.00)	\$0.00
<b>Operating Income Total</b>						<b>(\$7,500.00)</b>	<b>(\$6,875.00)</b>	<b>\$0.00</b>
<b>Other Economic Services Total</b>						<b>\$8,246.00</b>	<b>\$7,557.00</b>	<b>\$12,872.99</b>
<b>Economic Services Total</b>						<b>\$887,178.00</b>	<b>\$864,215.00</b>	<b>\$456,830.89</b>
14	1401	2	2140199		PRIVATE - Administration Allocated	\$15,746.00	\$14,432.00	\$12,872.99
<b>Operating Expenditure Total</b>						<b>\$15,746.00</b>	<b>\$14,432.00</b>	<b>\$12,872.99</b>
14	1401	3	3140120		PRIVATE - Private Works Income	\$0.00	\$0.00	\$4,322.34
<b>Operating Income Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,322.34</b>
<b>Private Works Total</b>						<b>\$15,746.00</b>	<b>\$14,432.00</b>	<b>\$17,195.33</b>
14	1402	2	2140200		ADMIN - Employee Costs	\$362,000.00	\$331,837.00	\$329,577.70

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
14	1402	2	2140201		ADMIN - Salaries & Wages	\$220,463.00	\$202,092.00	\$216,448.55
14	1402	2	2140202		ADMIN - Superannuation	\$104,696.00	\$95,975.00	\$54,859.46
14	1402	2	2140203		ADMIN - Uniforms	\$0.00	\$0.00	\$0.00
14	1402	2	2140204		ADMIN - Training & Development	\$10,000.00	\$9,163.00	\$26,179.63
14	1402	2	2140205		ADMIN - Recruitment	\$13,000.00	\$11,913.00	\$2,103.85
14	1402	2	2140206		ADMIN - Fringe Benefits Tax (FBT)	\$45,000.00	\$41,250.00	\$45,615.00
14	1402	2	2140208		ADMIN - Other Employee Expenses	\$0.00	\$0.00	\$0.00
14	1402	2	2140209		ADMIN - Travel & Accommodation	\$4,000.00	\$3,663.00	\$6,357.44
14	1402	2	2140210		ADMIN - Motor Vehicle Expenses	\$13,500.00	\$12,375.00	\$60,412.28
14	1402	2	2140215		ADMIN - Printing and Stationery	\$6,500.00	\$5,962.00	\$5,846.34
14	1402	2	2140216		ADMIN - Postage and Freight	\$2,000.00	\$1,837.00	\$2,702.81
14	1402	2	2140217		ADMIN - Computer Maintenance and Support	\$53,000.00	\$48,587.00	\$58,079.46
14	1402	2	2140218		ADMIN - Leave Accruals	\$14,867.00	\$13,629.00	\$0.00
14	1402	2	2140219		ADMIN - Staff Amenities	\$1,000.00	\$913.00	\$0.00
14	1402	2	2140220		ADMIN - Communication Expenses	\$0.00	\$0.00	\$218.00
14	1402	2	2140223		ADMIN - Bank Charges	\$5,000.00	\$4,587.00	\$5,223.12
14	1402	2	2140226		ADMIN - Office Equipment Mtce	\$13,500.00	\$12,375.00	\$9,117.41
14	1402	2	2140227		ADMIN - Records Management	\$30,000.00	\$27,500.00	\$0.00
14	1402	2	2140229		ADMIN - Software Licencing	\$35,000.00	\$32,087.00	\$43,046.15
14	1402	2	2140230		ADMIN - Insurance Expenses (Other than Bldg and W/Comp)	\$68,414.00	\$68,414.00	\$79,825.91
14	1402	2	2140231		ADMIN - Electricity	\$5,000.00	\$4,587.00	\$2,265.87
14	1402	2	2140240		ADMIN - Advertising and Promotion	\$4,000.00	\$3,663.00	\$598.81
14	1402	2	2140241		ADMIN - Subscriptions and Memberships	\$34,000.00	\$31,163.00	\$29,256.11
14	1402	2	2140252		ADMIN - Consultants	\$150,000.00	\$137,500.00	\$72,269.36
14	1402	2	2140263		ADMIN - Courses Seminars & Conference	\$6,000.00	\$5,500.00	\$3,013.00
14	1402	2	2140264		ADMIN - License & Permits	\$0.00	\$0.00	\$1,085.00
14	1402	2	2140276		ADMIN - Occupational Health & Safety	\$5,000.00	\$4,587.00	\$4,006.55
14	1402	2	2140279		ADMIN - Telephone & Internet	\$30,000.00	\$27,500.00	\$33,278.78
14	1402	2	2140280		ADMIN - Water	\$2,000.00	\$1,837.00	\$593.95
14	1402	2	2140282		ADMIN - Bad Debts Expense	\$3,000.00	\$2,750.00	\$0.00
14	1402	2	2140284		ADMIN - Audit Fees	\$90,000.00	\$82,500.00	\$0.00
14	1402	2	2140285		ADMIN - Legal Expenses	\$25,000.00	\$22,913.00	\$32,672.82
14	1402	2	2140287		ADMIN - Other Expenses	\$10,000.00	\$9,163.00	\$14,516.57
14	1402	2	2140288		ADMIN - Building Operations	\$0.00	\$0.00	\$0.00
14	1402	2	2140289		ADMIN - Building Maintenance			

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
14	1402	2	2140289	BM001	Administration Office - 37 (Lot 173) Gibbons St	\$25,000.00	\$23,326.00	\$46,574.28
14	1402	2	2140292		ADMIN - Depreciation	\$66,991.00	\$61,413.00	\$32,702.62
14	1402	2	2140298		ADMIN - Admin Staff Housing Costs Allocated	\$31,671.00	\$29,029.00	\$18,274.58
14	1402	2	2140299		ADMIN - Administration Reallocated	(\$1,489,602.00)	(\$1,365,485.00)	(\$1,236,721.47)
<b>Operating Expenditure Total</b>						<b>\$0.00</b>	<b>\$6,105.00</b>	<b>(\$0.06)</b>
14	1402	3	3140201		ADMIN - Reimbursements	(\$3,000.00)	(\$2,750.00)	(\$2,755.37)
14	1402	3	3140202		ADMIN - Commissions	(\$1,500.00)	(\$1,375.00)	(\$372.44)
14	1402	3	3140220		ADMIN - Fees & Charges	(\$100.00)	(\$88.00)	\$836.36
14	1402	3	3140235		ADMIN - Other Income Relating to Administration	\$0.00	\$0.00	(\$48,769.03)
14	1402	3	3140290		ADMIN - Profit on Disposal of Assets	(\$14,250.00)	(\$13,068.00)	(\$42,454.54)
<b>Operating Income Total</b>						<b>(\$18,850.00)</b>	<b>(\$17,281.00)</b>	<b>(\$93,515.02)</b>
14	1402	4	4140230		ADMIN - Plant and Equipment (Capital)			
14	1402	4	4140230	8012	Motor Vehicle (Rav4 Replace)	\$70,000.00	\$70,000.00	\$0.00
14	1402	4	4140230	8013	Motor Vehicle (Mfin)	\$45,000.00	\$45,000.00	\$0.00
14	1402	4	4140230	8014	Computer Hardware System Upgrades & Phone Replace	\$10,000.00	\$10,000.00	\$1,741.73
14	1402	4	4140230	8015	Conference Equipment	\$8,500.00	\$0.00	\$0.00
14	1402	4	4140230	8016	External Monitor Display	\$21,602.00	\$21,602.00	\$0.00
14	1402	4	4140231		ADMIN - Furniture & Equipment (Capital)	\$5,000.00	\$5,000.00	\$4,207.82
14	1402	4	4140290		ADMIN - Infrastructure Other (Capital)	\$40,000.00	\$40,000.00	\$0.00
<b>Capital Expenditure Total</b>						<b>\$200,102.00</b>	<b>\$191,602.00</b>	<b>\$5,949.55</b>
<b>General Administration Overheads Total</b>						<b>\$181,252.00</b>	<b>\$180,426.00</b>	<b>(\$87,565.53)</b>
14	1403	2	2140300		PWO - Employee Costs	\$185,107.00	\$173,386.00	\$174,373.02
14	1403	2	2140304		PWO - Training & Development	\$20,000.00	\$18,326.00	\$33,832.96
14	1403	2	2140305		PWO - Recruitment	\$5,000.00	\$4,587.00	\$0.00
14	1403	2	2140307		PWO - Protective Clothing	\$7,000.00	\$6,413.00	\$10,334.10
14	1403	2	2140308		PWO - Other Employee Expenses	\$0.00	\$0.00	\$3,585.24
14	1403	2	2140309		PWO - Travel & Accommodation	\$0.00	\$0.00	\$9,191.65
14	1403	2	2140310		PWO - Motor Vehicle Expenses	\$10,500.00	\$9,625.00	\$29,855.80
14	1403	2	2140323		PWO - Sick Pay	\$33,297.00	\$30,525.00	\$15,286.04
14	1403	2	2140324		PWO - Annual Leave	\$83,242.00	\$76,307.00	\$147,769.57
14	1403	2	2140325		PWO - Public Holidays	\$39,956.00	\$36,630.00	\$54,224.30
14	1403	2	2140326		PWO - Long Service Leave	\$0.00	\$0.00	\$5,066.10
14	1403	2	2140328		PWO - Supervision	\$0.00	\$0.00	\$0.00
14	1403	2	2140329		PWO - Insurance Expenses (Except Workers Comp)	\$0.00	\$0.00	\$0.00
14	1403	2	2140330		PWO - OHS and Toolbox Meetings	\$15,000.00	\$13,750.00	\$12,569.98

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
14	1403	2	2140342		PWO - Accrued Leave	\$30,770.00	\$28,204.00	\$0.00
14	1403	2	2140344		PWO - Superannuation	\$221,063.00	\$202,642.00	\$43,980.33
14	1403	2	2140362		PWO - Asset Management	\$0.00	\$0.00	\$0.00
14	1403	2	2140363		PWO - Traffic Management Signs	\$5,000.00	\$4,587.00	\$0.00
14	1403	2	2140364		PWO - Satellite Phone Expenses	\$2,000.00	\$1,837.00	\$2,269.00
14	1403	2	2140365		PWO - Maintenance/Operations	\$32,314.00	\$29,889.00	\$4,134.95
14	1403	2	2140379		PWO Bldg Mtce - Motor Vehicle Expenses	\$0.00	\$0.00	\$14,528.47
14	1403	2	2140380		PWO - Bldg Mtce - Expendable Tools	\$0.00	\$0.00	\$0.00
14	1403	2	2140387		PWO - Other Expenses	\$8,000.00	\$7,326.00	\$222.72
14	1403	2	2140393		PWO - LESS Allocated to Works (PWO's)	(\$778,249.00)	(\$713,405.00)	(\$466,352.53)
14	1403	2	2140398		PWO - Staff Housing Costs Allocated	\$181,091.00	\$166,001.00	\$84,704.79
14	1403	2	2140399		PWO - Administration Allocated	\$81,737.00	\$74,921.00	\$77,068.69
					<b>Operating Expenditure Total</b>	<b>\$182,828.00</b>	<b>\$171,551.00</b>	<b>\$256,645.18</b>
14	1403	3	3140301		PWO - Other Reimbursements	(\$3,000.00)	(\$2,750.00)	(\$13,624.57)
					<b>Operating Income Total</b>	<b>(\$3,000.00)</b>	<b>(\$2,750.00)</b>	<b>(\$13,624.57)</b>
					<b>Public Works Overheads Total</b>	<b>\$179,828.00</b>	<b>\$168,801.00</b>	<b>\$243,020.61</b>
14	1404	2	2140400		POC - Internal Plant Repairs - Wages & O/Head	\$3,000.00	\$2,750.00	\$1,214.66
14	1404	2	2140401		POC - Blades & Tynes	\$10,000.00	\$9,163.00	\$0.00
14	1404	2	2140411		POC - External Parts & Repairs	\$120,000.00	\$110,000.00	\$129,677.31
14	1404	2	2140412		POC - Fuels and Oils	\$160,000.00	\$146,663.00	\$190,079.42
14	1404	2	2140413		POC - Tyres and Tubes	\$20,000.00	\$18,337.00	\$17,569.77
14	1404	2	2140415		POC - Workshop Consumables	\$0.00	\$0.00	\$9,389.06
14	1404	2	2140416		POC - Licences/Registrations	\$0.00	\$0.00	\$0.00
14	1404	2	2140417		POC - Insurance Expenses	\$118,081.00	\$109,577.00	\$100,624.70
14	1404	2	2140418		POC - Expendable Tools / Consumables	\$20,000.00	\$18,337.00	\$10,168.17
14	1404	2	2140420		POC - Carbon Offset For Fuel	\$10,000.00	\$9,163.00	\$0.00
14	1404	2	2140492		POC - Depreciation	\$120,000.00	\$110,000.00	\$295,713.61
14	1404	2	2140494		POC - LESS Allocated to Works	(\$649,081.00)	(\$595,001.00)	(\$303,533.76)
14	1404	2	2140499		POC - Administration Allocated	\$69,477.00	\$63,690.00	\$65,460.62
					<b>Operating Expenditure Total</b>	<b>\$1,477.00</b>	<b>\$2,679.00</b>	<b>\$516,363.56</b>
14	1404	3	3140401		POC - Reimbursements	(\$5,000.00)	(\$4,587.00)	(\$10,949.11)
14	1404	3	3140410		POC - Fuel Tax Credits Grant Scheme	(\$32,500.00)	(\$29,788.00)	(\$12,722.00)
14	1404	3	3140420		POC - Fees & Charges	\$0.00	\$0.00	\$0.00
					<b>Operating Income Total</b>	<b>(\$37,500.00)</b>	<b>(\$34,375.00)</b>	<b>(\$23,671.11)</b>
					<b>Plant Operating Costs Total</b>	<b>(\$36,023.00)</b>	<b>(\$31,696.00)</b>	<b>\$492,692.45</b>

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
14	1405	2	2140500		SAL - Gross Salary and Wages	\$2,152,066.00	\$1,972,729.00	\$0.00
14	1405	2	2140501		SAL - LESS Salaries & Wages Allocated	(\$2,152,066.00)	(\$1,972,729.00)	\$0.00
<b>Operating Expenditure Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Salaries And Wages Total</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
14	1407	2	2140760		UNCLASS - Unclassified Expenditure	\$4,211.00	\$0.00	\$0.00
<b>Operating Expenditure Total</b>						<b>\$4,211.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
14	1407	4	4140781		UNCLASS - Transfers to Reserve	\$2,278,722.00	\$2,088,834.00	\$2,194,812.50
<b>Capital Expenditure Total</b>						<b>\$2,278,722.00</b>	<b>\$2,088,834.00</b>	<b>\$2,194,812.50</b>
14	1407	5	5140781		UNCLASS - Transfers from Reserve	(\$200,000.00)	(\$183,337.00)	\$0.00
<b>Capital Income Total</b>						<b>(\$200,000.00)</b>	<b>(\$183,337.00)</b>	<b>\$0.00</b>
<b>Unclassified Total</b>						<b>\$2,082,933.00</b>	<b>\$1,905,497.00</b>	<b>\$2,194,812.50</b>
<b>Other Property &amp; Services Total</b>						<b>\$2,423,736.00</b>	<b>\$2,237,460.00</b>	<b>\$2,860,155.36</b>
<b>Grand Total</b>						<b>\$8,554,069.50</b>	<b>\$9,135,746.50</b>	<b>\$5,642,710.00</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED, 31 MAY 2024**

**Variance Reported at Sub Program Level**



Code	NAME	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Comments
		\$	\$	\$	\$	%	
0301	Rates	2,869,574.00	2,868,286.00	2,916,065.09	47,779	2%	
0302	Other General Purpose Funding	707,306.00	209,222.00	206,116.87	(3,105)	(1%)	
0501	Fire Prevention	36,000.00	36,000.00	44,149.31	8,149	23%	
0502	Animal Control	2,250.00	2,087.00	1,425.82	(661)	(32%)	
0505	Emergency Services Levy - Bush Fire Brigade	0.00	0.00	4,000.00	4,000		
0704	Preventative Services - Inspection/Admin	400.00	400.00	185.00	(215)	(54%)	
0807	Other Welfare	11,348.00	11,348.00	4,900.00	(6,448)	(57%)	
0901	Staff Housing	16,000.00	14,663.00	15,178.40	515	4%	
1001	Sanitation - General	9,750.00	9,750.00	11,150.00	1,400	14%	
1002	Sanitation - Other	3,500.00	3,500.00	3,500.00	0	0%	
1006	Town Planning & Regional Development	2,000.00	1,837.00	0.00	(1,837)	(100%)	
1007	Other Community Amenities	2,200.00	2,013.00	3,036.38	1,023	51%	
1101	Public Halls and Civic Centres	300,000.00	300,000.00	144,303.64	(155,696)	(52%)	▼ Grant Funding
1103	Other Recreation And Sport	32,742.00	32,673.00	16,327.00	(16,346)	(50%)	▼ Grant Funding
1106	Heritage	100.00	88.00	123.62	36	40%	
1107	Other Culture	5,000.00	4,576.00	7,386.55	2,811	61%	
1201	Construction - Streets, Roads, Bridges & Depots	1,404,586.00	193,337.00	224,928.94	31,592	16%	▲ Road User Agreement in excess of budget
1202	Maintenance - Streets, Roads, Bridges & Depots	5,182,398.00	3,515,732.00	182,398.00	(3,333,334)	(95%)	▼ Includes Flood Damage Exp Delayed
1203	Road Plant Purchases	126,687.00	116,127.00	352,733.96	236,607	204%	▲ Will Correct When assets disposals processed
1205	Traffic Control (Vehicle Licensing)	0.00	0.00	6,081.69	6,082		
1302	Tourism and Area Promotion	255,585.00	175,538.00	190,573.91	15,036	9%	
1303	Building Control	1,500.00	1,375.00	4,028.74	2,654	193%	
1308	Other Economic Services	7,500.00	6,875.00	0.00	(6,875)	(100%)	
1401	Private Works	0.00	0.00	-4,322.34	(4,322)		
1402	General Administration Overheads	18,850.00	17,281.00	93,515.02	76,234	441%	▲ Will Correct When assets disposals processed
1403	Public Works Overheads	3,000.00	2,750.00	13,624.57	10,875	395%	▲ Will Correct at year end
1404	Plant Operating Costs	37,500.00	34,375.00	23,671.11	(10,704)	(31%)	▼ Will Correct Off Road Deisel Usage Delay in recoup
		<b>10,998,276.00</b>	<b>7,525,458.00</b>	<b>4,441,410.17</b>	<b>(3,084,048)</b>	<b>(41%)</b>	▼

Code	NAME	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Comments
		\$	\$	\$	\$	%	
0301	Rates	(214,130.00)	(196,371.00)	(168,477.30)	27,894	14%	▲ General Under Expenditure
0302	Other General Purpose Funding	(78,730.00)	(72,171.00)	(64,365.11)	7,806	11%	
0401	Members Of Council	(576,562.00)	(493,735.00)	(355,069.50)	138,666	28%	▲ General Under Expenditure
0402	Other Governance	0.00	0.00	0.00	0		
0501	Fire Prevention	(130,651.00)	(117,916.00)	(98,049.91)	19,866	17%	▲ General Under Expenditure
0502	Animal Control	(85,140.00)	(78,045.00)	(72,564.57)	5,480	7%	
0503	Other Law, Order & Public Safety	(18,491.00)	(16,951.00)	(13,531.62)	3,419	20%	
0505	Emergency Services Levy - Bush Fire Brigade	0.00	0.00	(193.62)	(194)		
0704	Preventative Services - Inspection/Admin	(29,446.00)	(23,983.00)	(14,992.03)	8,991	37%	
0705	Preventative Services - Pest Control	(3,500.00)	(3,212.00)	(684.45)	2,528	79%	
0706	Preventative Services - Other	(36,762.00)	(33,693.00)	(7,860.01)	25,833	77%	▲ General Under Expenditure
0707	Other Health	(35,140.00)	(32,453.00)	(34,358.80)	(1,906)	(6%)	
0801	Pre-School	0.00	0.00	0.00	0		
0802	Other Education	(10,373.00)	(9,504.00)	(6,987.12)	2,517	26%	
0807	Other Welfare	(27,094.00)	(24,838.00)	(12,872.99)	11,965	48%	▲ General Under Expenditure
0901	Staff Housing	(1.00)	(947.00)	(113,793.27)	(112,846)	(11916%)	▼ Issue with Reallocation (To Be Corrected)
0902	Other Housing	(34,770.00)	(31,878.00)	(4,186.12)	27,692	87%	▲ General Under Expenditure
1001	Sanitation - General	(94,795.00)	(86,909.00)	(49,755.93)	37,153	43%	▲ General Under Expenditure
1002	Sanitation - Other	(16,000.00)	(14,663.00)	(19,098.49)	(4,435)	(30%)	
1005	Protection of the Environment	(500.00)	(462.00)	0.00	462	100%	
1006	Town Planning & Regional Development	(30,746.00)	(28,182.00)	(12,872.99)	15,309	54%	▲ General Under Expenditure
1007	Other Community Amenities	(146,051.00)	(134,131.00)	(125,818.81)	8,312	6%	
1101	Public Halls and Civic Centres	(88,926.50)	(81,779.50)	(90,153.52)	(8,374)	(10%)	
1102	Swimming Areas and Beaches	0.00	0.00	0.00	0		
1103	Other Recreation And Sport	(514,338.00)	(473,346.00)	(596,374.59)	(123,029)	(26%)	▼ General Over Expenditure
1104	TV and Radio Re-Broadcasting	(11,025.00)	(10,118.00)	(13,012.11)	(2,894)	(29%)	
1105	Libraries	(82,730.00)	(75,845.00)	(64,385.11)	11,460	15%	▲ General Under Expenditure
1106	Heritage	(120,607.00)	(110,922.00)	(36,077.23)	74,845	67%	▲ General Under Expenditure
1107	Other Culture	(224,238.00)	(205,930.00)	(259,793.21)	(53,863)	(26%)	▼ General Over Expenditure
1202	Maintenance - Streets, Roads, Bridges & Depots	(7,610,016.00)	(5,725,867.00)	(1,601,025.77)	4,124,841	72%	▲ General Under Expenditure
1203	Road Plant Purchases	(10,300.00)	(9,438.00)	0.00	9,438	100%	
1205	Traffic Control (Vehicle Licensing)	0.00	0.00	(1,403.20)	(1,403)		
1206	Aerodromes	(116,001.00)	(106,809.00)	(67,313.27)	39,496	37%	▲ General Under Expenditure
1301	Rural Services	(90,373.00)	(83,667.00)	(73,627.08)	10,040	12%	▲ General Under Expenditure
1302	Tourism and Area Promotion	(737,867.00)	(676,504.00)	(519,669.03)	156,835	23%	▲ General Under Expenditure
1303	Building Control	(32,246.00)	(29,557.00)	(14,678.67)	14,878	50%	▲ General Under Expenditure
1306	Economic Development	(18,531.00)	(17,009.00)	(13,161.54)	3,847	23%	
1308	Other Economic Services	(15,746.00)	(14,432.00)	(12,872.99)	1,559	11%	
1401	Private Works	(15,746.00)	(14,432.00)	(12,872.99)	1,559	11%	
1402	General Administration Overheads	0.00	(6,105.00)	0.06	6,105	100%	
1403	Public Works Overheads	(182,828.00)	(171,551.00)	(256,645.18)	(85,094)	(50%)	▼ Issue with O'Heads allocations will correct.
1404	Plant Operating Costs	(1,477.00)	(2,679.00)	(516,363.56)	(513,685)	(19174%)	▼ Issue with Plant Opn allocations will correct.
1405	Salaries and Wages	0.00	0.00	0.00	0		
1407	Unclassified	(4,211.00)	0.00	0.00	0		
		<b>(11,446,088.50)</b>	<b>(9,216,034.50)</b>	<b>(5,324,961.63)</b>	<b>3,891,072.87</b>	<b>42%</b>	<b>▲</b>

Dear Volunteers

### **Spontaneous Volunteers**

Being a volunteer is a great way of giving back and contributing to your community, the Shire values and recognise the important role volunteers play, particularly when it comes to bushfire management. So, on behalf of the community – thank you for all the work you do.

Over the last nine months we have been working with you through bushfire volunteer workshops, bushfire advisory committee (BFAC) meetings and with the bushfire volunteer leadership group to ensure that we provide a safe working / volunteering environment. Resulting from these meetings is a clear action plan of activities which we will start reporting on through the BFAC to keep you informed as to how we are progressing.

One of the issues which has been raised at the various forums is the notion of spontaneous volunteering. This is a matter that has been referenced by volunteers, along with an understanding of how it applies, over the last 9 months. As a result, we have explored this notion of spontaneous volunteering to ensure that you are aware of what it means, and how it applies to you as a volunteer and to the wider community. We will also be communicating this with the broader community to ensure that they are well informed in this area.

The following are the main points raised which have been raised.

#### **1. What is a spontaneous volunteer**

There is no reference to spontaneous volunteers in the Bushfire Act, Emergency Management Act or Fire & Emergency Services Act (FES Act). However, there is a mention of ‘unregistered volunteers’ in the FES Act. Under the FES Act an “unregistered volunteer means a person who is not a registered volunteer but engages in volunteer activities under the direction of a registered volunteer or a member of operational staff”.

#### **2. What does this mean if an unregistered (spontaneous) volunteer wants to assist on the fire ground**

As you know, the fire ground is a high-risk environment. This being the case it is an environment where only trained professionals and trained volunteers should be active. Any volunteer charged with the critical role of incident controller needs to take steps to ensure that

- Spontaneous (unregistered) volunteers should be added to the volunteer register and sign in and out after each shift
- Spontaneous (unregistered) volunteers should be assigned generalist tasks only
- Spontaneous (unregistered) volunteers should NOT be deployed to high-risk activities
- Spontaneous (unregistered) volunteer activities are to be supervised
- Spontaneous (unregistered) volunteers are to be provided with sufficient information to ensure activities are carried out safely

#### **3. What happens if I am a registered volunteer and find myself in a position where I can respond to a fire quickly, but don't have my PPE or the brigade appliance on hand**

You have been trained and understand the necessity for personal protective equipment and appropriate fit for purpose firefighting equipment. The question has been asked of us as to what level of insurance cover would be in place in this circumstance. This a situation where an investigation to obtain the full facts would need to be undertaken to determine an outcome. On the face of it if the scenario was that a volunteer had to travel a “substantial” distance to obtain their PPE and return to fight the fire would not seem practical in the circumstances and was injured, we would need to assess the reasonableness of your actions and whether there have any breaches or serious / wilful misconduct. For example, if it was a case that you jumped into your vehicle in the Shed and the PPE was 5 metres away and you did not take the option to wear it you would suggest there would be consequences as a result of that action.

Your safety is our most important consideration. Under no circumstances would the S... encourage you to attend a fire without the appropriate PPE.



SHIRE OF YALGOO



# DELEGATION REGISTER

Current as at 28<sup>th</sup> June 2024

Template Originally Published: July 2017  
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1 Local Government Act 1995 Delegations

#### 1.1 Council to Committees of Council

##### 1.1.1 Audit and Risk Committee

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees 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> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
<b>Delegate:</b>	<b>Audit and Risk Committee</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<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>a. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and</li> <li>b. 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>Council Conditions on this Delegation:</b>	a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
<b>Express Power to Sub-Delegate:</b>	Nil. Sub-delegation is prohibited by s.7.1B.

<b>Compliance Links:</b>	Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</a>  Audit and Risk Committee Terms of Reference being 4.12 Policy Schedule 1.12 Organisational Risk Management in the Governance and Policy Manual
<b>Record Keeping:</b>	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.1.2 Behaviour Complaints Committee

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
<b>Delegate:</b>	<b>Behaviour Complaints Committee</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)].  In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)].</li> <li>2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> <li>a. take no further action [MCC.cl.12(4(a)); or</li> <li>b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)].</li> </ol> </li> <li>3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. The Committee will make decisions in accordance with the principles and specified requirements established in Councils Code of Conduct Behaviour Complaints Management Policy.</li> <li>b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.</li> <li>c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item.</li> <li>d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance.</li> </ol> <p><b>NOTE TO (c) AND (d):</b> The purpose of these Conditions is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by</p>

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Code of Conduct Behaviour Complaints Management Policy which includes the Behaviour Complaints Committee Terms of Reference Code of Conduct for Council Members, Committee Members and Candidates
<b>Record Keeping:</b>	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2 Council to CEO

#### 1.2.1 Performing Functions Outside the District

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government’s functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
<b>Council Conditions on this Delegation:</b>	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Record Keeping:	Report on outcome to the next ordinary meeting

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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.2 Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <u><a href="#">Local Government Act 1995:</a></u> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency
Record Keeping:	Photos and Copies of Notice of Entry or Warrant to be retained as correspondence and an incident report generated for item 4.

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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.2.3 Declare Vehicle is Abandoned Vehicle Wreck

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
<b>Council Conditions on this Delegation:</b>	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Public Tender or disposal record

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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.4 Confiscated or Uncollected Goods

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	Reported to Council at an Ordinary Meeting

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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.5 Disposal of Sick or Injured Animals

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record Keeping</b>	Reported to Council at an Ordinary Meeting

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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.6 Close Thoroughfares to Vehicles

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> <li>• give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>• consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ul> </li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</li> <li>b. Maintain access to adjoining land [s.3.52(3)] within the Town Common of Yalgoo and Paynes Find.</li> <li>c. An update on the Shire Website or an email is sent where practical to the Shires Road Condition Email List and appropriate signage is placed at the entrances to affected roads.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b> <b>Works Manager/Works Foreman</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	An update on the Shire Website or an email is sent where practical to the Shires Road Condition Email List and appropriate signage is placed at the entrances to affected roads.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Shire Website or Email Contact List

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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.7 Obstruction of Footpaths and Thoroughfares

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in <a href="#">the <i>Local Government (Uniform Local Provisions) Regulations 1996</i></a>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> </ol> </li> </ol>

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping	Notice as correspondence

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.8 Gates Across Public Thoroughfares

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	<p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping:	Register of Gates

### Version Control:

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.9 Public Thoroughfare – Dangerous Excavations

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping:	Photo and Notice of Permission/Decision as correspondence

**Version Control:**

1	Version 1 – July 2021
2	
3	



# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.10 Private Works on, over or under Public Places

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	<p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping:	Notice or correspondence

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.11 Expressions of Interest for Goods and Services

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  <a href="#">WALGA Subscription Service</a> – Procurement Toolkit  Council Policy Purchasing Policy
<b>Record Keeping:</b>	Expressions of interest to be kept with successful purchase order or cancelled orders.

#### Version Control:

1	Version 1 – July 2021 - Revised
2	2.2 Tenders in Version Reviewed 31 <sup>st</sup> July 2020
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.12 Tenders for Goods and Services – Call Tenders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where : <ol style="list-style-type: none"> <li>i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or</li> <li>ii. a current supply contract expiry is imminent; and</li> <li>iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and</li> <li>iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ol> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  <a href="#">WALGA Subscription Service</a> – Procurement Toolkit  Council Purchasing Policy
Record Keeping:	Tender Documentation and Register including advertising

**Version Control:**

1	Version 1 – July 2021 - Revised
2	2.2 Tenders in Version Reviewed 31 <sup>st</sup> July 2020
3	

**1. Local Government Act 1995 Delegations**

**1.2.13 Tenders for Goods and Services –Rejecting Tenders; Exercising Contract Extension Options**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&amp;G.r.18(2)].</li> <li>2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>3. Authority to decline to accept any tender [F&amp;G r.18(5)].</li> <li>4. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</li> <li>5. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 5% variation and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>6. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&amp;G r.20(2)]</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Exercise of authority under F&amp;G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</li> <li>b. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) <b>and</b> that the contractor’s performance has been reviewed and the review evidences the rationale for entering into the extended term.</li> </ol>

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  <a href="#">WALGA Subscription Service</a> – Procurement Toolkit  Council Purchasing Policy
<b>Record Keeping:</b>	Tender Documentation and Register including advertising

**Version Control:**

1	Version 1 – July 2021 - Revised
2	2.2 Tenders in Version Reviewed 31 <sup>st</sup> July 2020
3	

# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.2.14 Disposing of Property

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>(a) the highest bidder at public auction [s.3.58(2)(a)].</li> <li>(b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</li> <li>b. Public tenders not referred to Council are to have been advertised both locally and in a regional newspaper and received at least 3 tender responses.</li> <li>c. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$250,000 or less.</li> <li>d. When determining the method of disposal: <ul style="list-style-type: none"> <li>• Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>○ Reserve price has been set by independent valuation.</li> <li>○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>• Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</li> </ul> </li> </ol>



# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>• Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> <li>○ Negotiate the sale of the property up to a -5% variance on the valuation; and</li> <li>○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded.</li> </ul> </li> </ul> <p>e. Where the market value of the property is determined as being less than \$20,000 (F&amp;G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> <li>• In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.</li> </ul> <p>f. Disposal of Property with a written down value of more than \$5000 must be included in the Annual Budget.</p> <p>g. For the trade-in of property where the purchase is worth less than \$75,000 the CEO can utilise the exemption provided by Local Government (Functions and General) Regulation 30(3).</p>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – s.3.58 Disposal of Property <a href="#">Local Government (Functions and General) Regulations 1995</a> – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	An agenda report is required at the next ordinary meeting detailing the exercise of this delegated authority.

### Version Control:

1	Version 1 – July 2021 - Revised
2	2.3 Disposal of Assets in Version Reviewed 31 <sup>st</sup> July 2020

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.15 Payments from the Municipal or Trust Funds

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
<b>Council Conditions on this Delegation:</b>	a. Authority to make payments is subject to annual budget limitations. b. Payments must be approved jointly by two delegates. c. Credit Card Statements are to be checked and signed off monthly by a second sub-delegate or the Shire President and a monthly summary provided to Council.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b> <b>Rates Officer</b> <b>Executive Support Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. All payment transactions must be approved jointly by two Delegates, one of whom must be the CEO or DCEO else the CEO or DCEO is to have inspected and signed off on the payment or batch. 3. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <a href="#">Local Government (Audit) Regulations 1996</a>
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a> Department of Local Government, Sport and Cultural Industries: <a href="#">Accounting Manual</a>
Record Keeping:	Bank Authorisation and List of Accounts

### Version Control:

1	Version 1 – July 2021 - Revised
2	2.4 Creditor payments in Version Reviewed 31 <sup>st</sup> July 2020

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.16 Defer, Grant Discounts, Waive or Write Off Debts

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Yalgoo [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Yalgoo [s.6.12(1)(b)].</li> <li>3. Write off an amount of money which is owed to the Shire of Yalgoo [s.6.12(1)(c)]</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Write-off a rates or service charge debt up to \$10 or up to \$150 in accordance with the Financial Hardship Policy [s.6.12(1)(c) &amp;(2)].</li> <li>b. This Delegation does not apply to debts incurred by an individual who is a current or past Councillor or their immediate family.</li> <li>c. A debt may only be waived where: <ol style="list-style-type: none"> <li>i. a community group, health, sporting or education service (local, regional or WA based) providing services to Shire residents is requesting use of Shire Facilities or Accommodation in conjunction with the provision of those services. Or where it could be recovered from the Shire during ordinary business ie contract services.</li> </ol> </li> <li>d. A concession may only be granted where: <ol style="list-style-type: none"> <li>i. the concession exists in the Fees and Charges; or</li> <li>ii. the concession has not already been included in that years adopted Schedule of Fees and Charges and directly relates to a hardship this is recorded with the exercise of this delegation and reported to Council.</li> </ol> </li> <li>e. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Yalgoo. <ol style="list-style-type: none"> <li>i. Limited to individual debts valued below \$250 or cumulative debts of a debtor valued below \$500. Write off of debts greater than these values must be referred for Council decision.</li> </ol> </li> </ol>

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Collection of Rates Debts – refer Delegations:  Agreement as to Payment of Rates and Service Charges Recovery of Rates or Service Charges Recovery of Rates Debts – Require Lessee to Pay Rent Recovery of Rates Debts – Actions to Take Possession of the Land
Record Keeping:	a) Report to Council, c) Caravan Park Journal to relevant community account, d) Included in receipting and e) Report to Council

**Version Control:**

1	Version 1 – July 2021 - Revised
2	2.6 Write-off of minor outstanding amounts in Version Reviewed 31 <sup>st</sup> July 2020

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.17 Power to Invest and Manage Investments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management Regulation 19C and Councils Financial Management - Investment Policy.</li> <li>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports or Council Agenda Item.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</p> <p>Council Policy Financial Management - Investment</p>
Record Keeping:	Ordinary Agenda

### Version Control:

1	Version 1 – July 2021 - Revised
2	2.5 Investment of Surplus funds in Version Reviewed 31 <sup>st</sup> July 2020
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.18 Rate Record Amendment

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
<b>Council Conditions on this Delegation:</b>	a. Delegates must comply with the requirements of s.6.40 of the Act.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Rates Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	a. If the change relates to anything other than a Landgate Revaluation or Tenement Death a report to the CEO is required.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record Keeping:</b>	Rates Roll and Interim Notice Folder

#### Version Control:

1	Version 1 – July 2021
2	
3	



# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.19 Agreement as to Payment of Rates and Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must comply with Council Policy Rates Collection and Financial Hardship. b. Agreements must be in writing and, subject to the Council Policy Rates Collection and Financial Hardship.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy Rates Collection and Financial Hardship
<b>Record Keeping:</b>	Rates Record and Correspondence

**Version Control:**

1	Version 1 – July 2021
2	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.20 Determine Due Date for Rates or Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Yalgoo [s.6.50].
<b>Council Conditions on this Delegation:</b>	a. That Administration aims to set the rates and service charges due date in the last week of September or first week of October each year. Where the budget is not adopted early enough it will be set as close to this date as possible while complying with s.6.50.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Rates Notices

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.21 Recovery of Rates or Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must comply with Council Policy Rates Collection and Financial Hardship.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Record Keeping:	Notices and Rates Record

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.23 Recovery of Rates Debts – Require Lessee to Pay Rent

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Yalgoo [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must comply with Council Policy Rates Collection and Financial Hardship.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.  Council Policy Rates Collection and Financial Hardship
<b>Record Keeping:</b>	Notices and Rates Record

#### Version Control:

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.24 Recovery of Rates Debts - Actions to Take Possession of the Land

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> <li>i. lease the land, or</li> <li>ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> <li>I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or</li> <li>II. cause the land to be transferred to the Shire of Yalgoo [s.6.71].</li> </ol> </li> </ol> </li> <li>2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy Rates Collection and Financial Hardship.</li> <li>b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.</li> <li>c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b>	Nil
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

<i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a> – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Council Policy Rates Collection and Financial Hardship.</p>
Record Keeping:	Progress Report to Council

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.25 Rate Record – Objections

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record Keeping:</b>	Notice

#### Version Control:

1	Version 1 – July 2021
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**Delegation Register**  
Shire of Yalgoo



**1. Local Government Act 1995 Delegations**

**1.2.26 Procurement of Goods or Services required to address a State of Emergency**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> <li>1. Determine that particular goods or services with a purchasing value &gt;\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&amp;G r11(3)(b)]; and</li> <li>2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&amp;G r.11(2)(aa)].</li> <li>3. The CEO is Authorised to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires from road maintenance in an emergency situation that is likely to effect lives and homes.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe.</li> <li>b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan.</li> <li>c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8.</li> <li>d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification,</li> </ol>



# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	<p>scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.</p> <p>e. The CEO cannot sub-delegate this authority.</p> <p>f. Function 3 should be done in conjunction with the Shire President or Deputy Shire President if the President is not available and the CESM.</p>
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Compliance Links:	<p><a href="#">Local Government (Functions and General) Regulations 1996</a></p> <p><a href="#">WALGA Subscription Service</a> – Procurement Toolkit</p> <p>Council Policy Purchasing Policy</p>
Record Keeping:	Report to Next Possible Council Meeting, Incident/Bushfire Report

**Version Control:**

1	Version 1 – July 2021 – New with Revised inclusion
2	2.9 Firefighting – Emergency plant hire in Delegation Register reviewed 31 July 2020
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.27 Long Service Leave Applications

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s.5.48 Long service benefits for employees and employees of local government associations
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Long Service Leave) Regulations:</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority and power to consider and decide on applications received from employees under the Local Government (Long Service Leave) Regulations.
<b>Council Conditions on this Delegation:</b>	a. Cannot be exercised in decisions relating to personal Long Service Leave Arrangements. b. The Chief Executive Officer to ensure operations of the Council will not be unduly hindered by the absence of the applicant on long service leave.

<b>Compliance Links:</b>	Local Government (Long Service Leave) Regulations
<b>Record Keeping:</b>	Payroll

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.28 Notices Requiring Certain Things to be Done by Owner or Occupier of Land

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.3.25 Notices requiring certain things to be done by owner or occupier of land s.3.26 Additional powers when notices given
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995 – Division 1</i> <i>Schedule 3.1 Powers under notices to owners or occupiers of land</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Issue a notice in writing to the owner or occupier of land requiring them to do anything specified in Division 1 of Schedule 3.1 of the Local Government Act 1995.</li> <li>2. Do anything that is considered necessary to achieve, so far as practicable, the purpose for which the notice was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices under this delegation are only to be issued by administration where the actual or expected cost is considered by the delegate to be less than \$2000. More complex matters are required to be reported to Council.

Compliance Links:	Local Government Act 1995
Record Keeping:	Notices

#### Version Control:

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

Taken from [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au) as at 16/07/2021

### Division 1 — Things a notice may require to be done

1. Prevent water from dripping or running from a building on the land onto any other land.
2. Place in a prominent position on the land a number to indicate the address.
3. Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule 9.1, clause 8, or repair any damage caused to the public thoroughfare or other public place mentioned in that clause.
4. (1) Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law —
  - (a) is suitably enclosed to separate it from the public place; and
  - (b) where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand or other matter coming from the land onto the public place.
- (2) The notice cannot be given to an occupier who is not an owner.
5. (1) Ensure that unsightly land is enclosed, to the satisfaction of the local government, with a fence or other means suitable to prevent the land, so far as is practicable, from being unsightly.
- (2) In this item —
 

**unsightly**, in relation to land, means having an appearance that, because of the way in which the land is used, does not conform with the general appearance of other land in the locality.
- (3) The notice cannot be given to an occupier who is not an owner.
- 5A. (1) Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy.
- (2) In this item —
 

**disused material** includes disused motor vehicles, old motor vehicle bodies and old machinery.
- [5B. Deleted: No. 16 of 2016 s. 41.]
6. Take specified measures for preventing or minimising the movement of sand, silt, clay or rocks on or from the land if, in the opinion of the local government, that movement would be likely to adversely affect other land.
7. Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law is not overgrown.
8. Remove all or part of a tree that is obstructing or otherwise prejudicially affecting a thoroughfare that is under the local government's control or management and adjoins the land where the tree is situated.
9. Ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.
10. Take specified measures for preventing or minimizing —
  - (a) danger to the public; or

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

- (b) damage to property,  
which might result from cyclonic activity.
11. Remove bees that are likely to endanger the safety of any person or create a serious public nuisance.
  12. Ensure that an unsightly, dilapidated or dangerous fence or gate that separates the land from land that is local government property is modified or repaired.
  13. Take specific measures to prevent —
    - (a) artificial light being emitted from the land; or
    - (b) natural or artificial light being reflected from something on the land,  
creating a nuisance.
  14. (1) Remove or make safe anything that is obstructing or otherwise prejudicially affecting a private thoroughfare so that danger to anyone using the thoroughfare is prevented or minimised.  
(2) In this item —  
**private thoroughfare** has the same meaning as in Schedule 9.1 clause 7(1).

*[Division 1 amended: Gazette 29 Apr 1997 p. 2144; amended: No. 49 of 2004 s. 72; No. 17 of 2009 s. 46; No. 16 of 2016 s. 41.]*

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.2.29 Use of the Common Seal

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.9.49A Execution of Documents
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995</i> s.9.49A(4)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Council delegates authority to the President and the CEO to affix the Common Seal without prior approval by Council.
<b>Council Conditions on this Delegation:</b>	<ul style="list-style-type: none"> <li>a. Where the document is a renewal or extension of an original document, and there is not a significant variation in clauses or conditions in the renewal.</li> <li>b. Where the legal document is an agreement to provide funding to the Shire and the project/item to be funded is included in the Forward Capital Works Plan and/or disclosed in the budget and/or previously approved by Council.</li> <li>c. Where Council has resolved to enter into an agreement or delegated to the Chief Executive Officer to finalise and execute an agreement regardless of the motion being silent on the use of the common seal.</li> </ul>

Compliance Links:	Local Government Act 1995
Record Keeping:	Agreement/Contract – Common Seal Register

#### Version Control:

1	Version 1 – July 2021 – revised
2	2.1 in Delegation Register reviewed 31 July 2020
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3 CEO to Employees

#### 1.3.1 Determine if an Emergency for Emergency Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> 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> s.3.34(2) Entry in emergency
<b>Delegate/s:</b>	<b>Works Foreman/Manager of Works and CESM</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
<b>CEO Conditions on this Delegation:</b>	a. To inform the CEO as soon as is practicable.
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Incident/Bushfire Report

#### Version Control:

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3.2 Electoral Enrolment Eligibility Claims and Electoral Roll

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> 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> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
<b>Delegate/s:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)].</li> <li>2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].</li> <li>3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)].</li> <li>4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].</li> <li>5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)].</li> <li>6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].</li> <li>7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</li> <li>8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</li> <li>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</li> <li>10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day</li> </ol>



# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	which is less than 100 days since the last election day [s.4.37(3)].
<b>CEO Conditions on this Delegation:</b>	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>
<b>Record Keeping:</b>	Electoral Roll and Electors Returns Folder

### Version Control:

1	Version 1 – July 2021
2	
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3.3 Destruction of Electoral Papers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
<b>Delegate/s:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>
<b>Record Keeping:</b>	Destruction of Records Register

#### Version Control:

1	Version 1 – July 2021
2	
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3.4 Appoint Authorised Persons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> 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> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
<b>Delegate:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: <ol style="list-style-type: none"> <li>(a) <a href="#">Local Government Act 1995</a> and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act.</li> <li>(b) <i>Caravan Parks and Camping Grounds Act 1995</i>;</li> <li>(c) <i>Cat Act 2011</i>;</li> <li>(d) <i>Cemeteries Act 1986</i>;</li> <li>(e) <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</li> <li>(f) <i>Dog Act 1976</i>;</li> <li>(g) <a href="#">Graffiti Vandalism Act 2016</a> – refer s.15; and</li> <li>(e) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</li> </ol> </li> <li>2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, <u>as a precondition</u> for appointment as authorised officers in accordance with Regulation 70(2) of the <a href="#">Building Regulations 2012</a> and section 6(b) of the <i>Criminal Procedure Act 2004</i>.</li> <li>3. Authority to appoint honorary inspectors under the Litter Act.</li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. A register of Authorised Persons is to be maintained as a Local Government Record.</li> <li>b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>NIL.</i>

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>

### Version Control:

1	Version 1 – July 2021 - Revised
2	2.8 Appointment of Authorised Officer in Version Reviewed 31 <sup>st</sup> July 2020
3	

# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3.5 Information to be Available to the Public

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
<b>Delegate/s:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)].</li> <li>2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)].</li> <li>3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> <li>4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government’s resources away from its other functions [s5.95(1)(b)].</li> <li>5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

Record Keeping:	Email to the CEO
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**Version Control:**

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3.6 Financial Management Systems and Procedures

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
<b>Delegate/s:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> <li>i. Collection of money owed to the Shire of Yalgoo;</li> <li>ii. Safe custody and security of money collected or held by the Shire of Yalgoo;</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>vi. Making of payments in accordance with Delegated Authority 1.2.23;</li> <li>vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ol> </li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a>
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

	<a href="#"><u>Local Government (Financial Management) Regulations 1996</u></a> <a href="#"><u>Local Government (Audit) Regulations 1996</u></a> Department of Local Government, Sport and Cultural Industries <a href="#"><u>Operational Guideline No.11 – Use of Corporate Credit Cards</u></a>
Record Keeping:	Policy Manual, Financial System Documents and Ordinary Agendas

### Version Control:

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3.7 Audit – CEO Review of Systems and Procedures

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
<b>Delegate/s:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Yalgoo's systems and procedures in relation to <ol style="list-style-type: none"> <li>i. risk management; and</li> <li>ii. internal controls; and</li> <li>iii. legislative compliance [r.17(1)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Audit) Regulations 1996</a>
Record Keeping:	Report to CEO or Council on Reg 17

#### Version Control:

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 1. Local Government Act 1995 Delegations

### 1.3.8 Infringement Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> 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> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
<b>Delegate/s:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to consider an owner of a vehicle’s submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)].</li> <li>2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].</li> <li>3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.</li> <li>b. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an “Approved Officer” in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices::                     <ol style="list-style-type: none"> <li>(i) <b>Building Surveyor/Contract Building Surveyor</b></li> </ol> <p><b>NOTE: Delegates must also be appointed as an “Approved Officer” – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</b></p> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Notice/Correspondence

# Delegation Register

Shire of Yalgoo



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## 1. Local Government Act 1995 Delegations

### Version Control:

1	Version 1 – July 2021
2	
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**2. Building Act 2011 Delegations**

**2 Building Act 2011 Delegations**

**2.1 Council to CEO**

**2.1.1 Grant a Building Permit**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegated authority should be undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Building Surveyor/Contract Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Authority to perform Function 1.

Compliance Links:	<p><a href="#">Building Act 2011</a></p> <p>s.119 Building and demolition permits – application for review by SAT                  s.23 Time for deciding application for building or demolition permit                  s.17 Uncertified application to be considered by building surveyor</p> <p><a href="#">Building Regulations 2012</a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i></p> <p><i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	Notice/Correspondence and Permits

**Version Control:**

1	Version 1 – July 2021
2	
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**Delegation Register**  
Shire of Yalgoo



**2. Building Act 2011 Delegations**

**2.1.2 Demolition Permits**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  Building Regulations 2012 r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23].             <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegated authority should be undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Building Surveyor/Contract Building Surveyor</b>
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# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Authority to perform Function 1.
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Compliance Links:	<p><a href="#">Building Act 2011</a>                  s.119 Building and demolition permits – application for review by SAT                  s.23 Time for deciding application for building or demolition permit</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	Notice/Correspondence and Permits

**Version Control:**

1	Version 1 – July 2021
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**2. Building Act 2011 Delegations**

**2.1.3 Occupancy Permits or Building Approval Certificates**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegated authority should be undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Building Surveyor/Contract Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Authority to perform Function 1.

<b>Compliance Links:</b>	<u><i>Building Act 2011</i></u> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT
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# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

	<i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Notices/Correspondence and Permits

### Version Control:

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

### 2.1.4 Designate Employees as Authorised Persons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol> <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<u><a href="#">Building Act 2011:</a></u> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Letter of Authorisation and Register

#### Version Control:

1	Version 1 – July 2021 - Revised
2	2.8 Appointment of Authorised Officer in Version Reviewed 31 <sup>st</sup> July 2020

**Delegation Register**  
Shire of Yalgoo



**2. Building Act 2011 Delegations**

**2.1.5 Building Orders**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to:                         <ol style="list-style-type: none"> <li>a. Building work</li> <li>b. Demolition work</li> <li>c. An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>3. Authority to revoke a building order [s.117].</li> <li>4. If there is non-compliance with a building order, authority to cause an authorised person to:                         <ol style="list-style-type: none"> <li>a. take any action specified in the order ; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> <li>6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegated authority should be undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i>

# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

	s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p><u><a href="#">Building Act 2011:</a></u></p> <ul style="list-style-type: none"> <li>Section 111 Notice of proposed building order other than building order (emergency)</li> <li>Section 112 Content of building order</li> <li>Section 113 Limitation on effect of building order</li> <li>Section 114 Service of building order</li> <li>Part 9 Review - s.122 Building orders – application for review by SAT</li> </ul>
Record Keeping:	Notice/Correspondence and Permits

**Version Control:**

1	Version 1 – July 2021
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**2. Building Act 2011 Delegations**

**2.1.6 Inspection and Copies of Building Records**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DECO Rates Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Email notification to the CEO

Compliance Links:	<a href="#">Building Act 2011</a> - s.146 Confidentiality
Record Keeping:	If not the owner a copy of the application on the property file. Inspection Register

**Version Control:**

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

### 2.1.7 Referrals and Issuing Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.145A Local Government functions
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegated authority should be undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012 for Function 2.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Building Surveyor/Contract Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Authority to perform Function 1.

Compliance Links:	
Record Keeping:	Notice/Correspondence

**Version Control:**

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

### 2.1.8 Smoke Alarms – Alternative Solutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegated authority should be undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Notice/Correspondence

#### Version Control:

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 2. Building Act 2011 Delegations

### 2.1.9 Appointment of approved officers and authorised officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>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).</p> <p><i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i></p> <p>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).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i></p>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Authorised Officers Register

#### Version Control:

1	Version 1 – July 2021 - Revised
2	2.8 Appointment of Authorised Officer in Version Reviewed 31 <sup>st</sup> July 2020



# Delegation Register

Shire of Yalgoo



## 3 Bush Fires Act 1954 Delegations

### 3.1 Council to CEO, President and Bush Fire Control Officer

#### 3.1.1 Make Request to FES Commissioner – Control of Fire

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Yalgoo that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
<b>Council Conditions on this Delegation:</b>	a. Undertaken in consultation with the Community Emergency Services Manager (CESM).
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Correspondence with DFES

#### Version Control:

1	Version 1 – July 2021
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3	

## Delegation Register

Shire of Yalgoo



### 3.1.2 Prohibited Burning Times - Vary

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>President and Chief Bush Fire Control Officer (jointly)</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
<b>Council Conditions on this Delegation:</b>	a. Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. Undertaken in consultation with the Community Emergency Services Manager (CESM).
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Firebreak Notice and Advertising on the Shire Website

#### Version Control:

1	Version 1 – July 2021 - Revised
2	3.1 Alteration to Restricted and Prohibited Burning Periods in Delegation Register reviewed 31 July 2020
3	

## Delegation Register

Shire of Yalgoo



### 3.1.3 Prohibited Burning Times – Control Activities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of Yalgoo or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

# Delegation Register

Shire of Yalgoo



Compliance Links:	
Record Keeping:	Permit Book, Notifications

**Version Control:**

1	Version 1 – July 2021
2	3.1 Alteration to Restricted and Prohibited Burning Periods in Delegation Register reviewed 31 July 2020
3	

## Delegation Register

Shire of Yalgoo



### 3.1.4 Restricted Burning Times – Vary and Control Activities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<p><i>Bush Fires Act 1954:</i></p> <p>s.18(5), (11) Restricted burning times may be declared by FES Commissioner</p> <p>s.22(6) and (7) Burning on exempt land and land adjoining exempt land</p> <p>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions</p> <p>s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954:</i></p> <p>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</p> <p>r.15C Local Government may prohibit burning on certain days</p> <p>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</p> <p>r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> <li>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> </ol>

# Delegation Register

Shire of Yalgoo



	<p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Yalgoo or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Incident/Bushfire Report

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 3.1.5 Control of Operations Likely to Create Bush Fire Danger

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from:                         <ol style="list-style-type: none"> <li>a. a person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>c. a person using explosives [r.39D(2)].</li> <li>d. a person using fireworks [r.39E(3)]</li> </ol> </li> <li>2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Permits and Incident/Bushfire Report

**Version Control:**

1	Version 1 – July 2021
2	
3	

**Delegation Register**  
Shire of Yalgoo



**3.1.6 Burning Garden Refuse / Open Air Fires**

<p><b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p><b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i></p>	<p><i>Bush Fires Act 1954:</i> s.48 Delegation by local government</p>
<p><b>Express Power or Duty Delegated:</b></p>	<p><i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25</p> <p><i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of</p>
<p><b>Delegate:</b></p>	<p><b>Chief Executive Officer</b></p>
<p><b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> <li>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].             <ol style="list-style-type: none"> <li>a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:             <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)].</li> <li>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> <li>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</li> </ol>



# Delegation Register

Shire of Yalgoo



<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Notice/Permit

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 3.1.7 Firebreaks

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Yalgoo:                         <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].                         <ol style="list-style-type: none"> <li>a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Notice, Incident/Bushfire Report

**Version Control:**

1	Version 1 – July 2021
2	
3	

## Delegation Register

Shire of Yalgoo



### 3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> <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 Yalgoo [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> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Register of Authorised Persons

#### Version Control:

1	Version 1 – July 2021 - Revised
2	2.8 Appointment of Authorised Officer in Version Reviewed 31 <sup>st</sup> July 2020
3	

## Delegation Register

Shire of Yalgoo



### 3.1.9 Control and Extinguishment of Bush Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].             <ol style="list-style-type: none"> <li>a. Where it is proposed that the fire will be lit on land within 3km of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	Notice, Incident/Bushfire Report

#### Version Control:

1	Version 1 – July 2021
2	
3	

## Delegation Register

Shire of Yalgoo



### 3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Yalgoo or those on behalf of the Shire of Yalgoo to do [s.58].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	Debtors and Incident/Bushfire Report

#### Version Control:

1	Version 1 – July 2021
2	
3	

## Delegation Register

Shire of Yalgoo



### 3.1.11 Prosecution of Offences

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Bush Fire Control Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].</li> <li>2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
<b>Record Keeping:</b>	Infringement

#### Version Control:

1	Version 1 – July 2021
2	
3	

## 4 Cat Act 2011 Delegations

### 4.1 Council to CEO

#### 4.1.1 Cat Registrations

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b> <b>Rates Officer</b> <b>Administration Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> <li>a. To notify the CEO of any action other than the granting or renewing of a cat registration.</li> <li>b. Function 5 is only extended to the DCEO</li> </ol>

<b>Compliance Links:</b>	Cat Regulations 2012
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# Delegation Register

Shire of Yalgoo



	<p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	Cat Registration Folder

**Version Control:**

1	Version 1 – July 2021
2	
3	



## Delegation Register

Shire of Yalgoo



### 4.1.2 Cat Control Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO Ranger/Contract Ranger</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Regulations 2012 – r.20</i> Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Cat Registration Folder

#### Version Control:

1	Version 1 – July 2021
2	
3	

## Delegation Register

Shire of Yalgoo



### 4.1.3 Approval to Breed Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. Authority to cancel an approval to breed cats [s.38].</li> <li>4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	<i>Cat Regulations 2012:</i>  r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
<b>Record Keeping:</b>	Cat Registration Folder

#### Version Control:

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 4.1.4 Recovery of Costs – Destruction of Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Cat Registration Folder, Debtors

**Version Control:**

1	Version 1 – July 2021 - Revised
2	2.8 Appointment of Authorised Officer in Version Reviewed 31 <sup>st</sup> July 2020

## Delegation Register

Shire of Yalgoo



### 4.1.5 Applications to Keep Additional Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require any document or additional information required to determine an application [r.8(3)]</li> <li>2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Cat Registration Folder

#### Version Control:

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 4.1.6 Reduce or Waiver Registration Fee

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
<b>Council Conditions on this Delegation:</b>	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Cat Registration Folder

**Version Control:**

1	Version 1 – July 2021
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## Delegation Register

Shire of Yalgoo



### 4.2 Cat Act Delegations - CEO to Employees

#### 4.2.1 Infringement Notices – Extensions and Withdrawals

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
<b>Delegate/s:</b>	<b>DCEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64].</li> <li>Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
<b>Record Keeping:</b>	Cat Registration Folder

#### Version Control:

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**5. Dog Act 1974 Delegations**

**5 Dog Act 1974 Delegations**

- **S.31 Control of dogs in certain public places**
  - (2B) A local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a place where dogs are prohibited —
    - (a) at all times; or
    - (b) at specified times.
  
  - (3A) A local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.

**5.1 Dog Act Delegations Council to CEO**

**5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$300 [s.10A(1)(a) and (3)].</li> <li>2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. If a veterinary student program has been organised by the Shire for that year all instances of sterilisation hardship are to be referred to the program.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
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# Delegation Register

Shire of Yalgoo



## 5. Dog Act 1974 Delegations

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
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Compliance Links:	
Record Keeping:	Dog Registration Folder

**Version Control:**

1	Version 1 – July 2021
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# Delegation Register

Shire of Yalgoo



## 5. Dog Act 1974 Delegations

### 5.1.2 Refuse or Cancel Registration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].</li> <li>2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept</li> <li>iv. the dog is required to be microchipped but is not microchipped; or</li> <li>v. the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)].</li> <li>4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> <li>i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]</li> </ol> </li> </ol>

# Delegation Register

Shire of Yalgoo



## 5. Dog Act 1974 Delegations

<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
<b>Record Keeping:</b>	Dog Registration Folder

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# Delegation Register

Shire of Yalgoo



## 5. Dog Act 1974 Delegations

### 5.1.3 Kennel Establishments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Dog Registration Folder

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# Delegation Register

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## 5. Dog Act 1974 Delegations

### 5.1.4 Recovery of Moneys Due Under this Act

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. 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)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
<b>Record Keeping:</b>	Dog Registration Folder

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# Delegation Register

Shire of Yalgoo



## 5. Dog Act 1974 Delegations

### 5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Dog Registration Folder, Debtors

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# Delegation Register

Shire of Yalgoo



## 5. Dog Act 1974 Delegations

### 5.1.6 Declare Dangerous Dog

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Dog Registration Folder

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# Delegation Register

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## 5. Dog Act 1974 Delegations

### 5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> <li>i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Dog Registration Folder

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## 5. Dog Act 1974 Delegations

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# Delegation Register

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## 5. Dog Act 1974 Delegations

### 5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Dog Registration Folder

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# Delegation Register

Shire of Yalgoo



## 5. Dog Act 1974 Delegations

### 5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. 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)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>DCEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Dog Registration Folder

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# Delegation Register

Shire of Yalgoo



## 6. Food Act 2008 Delegations

### 6 Food Act 2008 Delegations

#### 6.1 Council to CEO

##### 6.1.1 Determine Compensation

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$250. Compensation requests above this value are to be reported to Council.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Creditors

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## 6. Food Act 2008 Delegations

### 6.1.2 Prohibition Orders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Delegate:</b>	<b>CEO</b> <b>Environmental Health Officer</b> <b>Contract Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Health File/Notice

**Version Control:**

1	Version 1 – July 2021
2	

# Delegation Register

Shire of Yalgoo



## 6. Food Act 2008 Delegations

### 6.1.3 Food Business Registrations

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Delegate:</b>	<b>CEO</b> <b>Environmental Health Officer</b> <b>Contract Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</li> <li>Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</li> <li>WA Priority Classification System</li> <li>Verification of Food Safety Program Guideline</li> </ul>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Food License

#### Version Control:

1	Version 1 – July 2021
2	

**6. Food Act 2008 Delegations**

**6.1.4 Appoint Authorised Officers and Designated Officers**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Delegate:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [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> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <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> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	Register of Authorised Persons

**Version Control:**

1	Version 1 – July 2021 -Revised
2	2.8 Appointment of Authorised Officer in Version Reviewed 31 <sup>st</sup> July 2020
	3.2 Environmental Health in Delegation Register reviewed 31 July 2020

# Delegation Register

Shire of Yalgoo



## 6. Food Act 2008 Delegations

### 6.1.5 Debt Recovery and Prosecutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
<b>Delegate:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</li> <li>2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	Debtors/Correspondence

#### Version Control:

1	Version 1 – July 2021
2	
3	



# Delegation Register

Shire of Yalgoo



## 6. Food Act 2008 Delegations

### 6.1.6 Food Businesses List – Public Access

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
<b>Delegate:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	Shire Website

**Version Control:**

1	Version 1 – July 2021
2	
3	



# Delegation Register

Shire of Yalgoo



## 7. Graffiti Vandalism Act 2016 Delegations

### 7 Graffiti Vandalism Act 2016 Delegations

#### 7.1 Council to CEO

##### 7.1.1 Give Notice Requiring Obliteration of Graffiti

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Notice, Debtors

#### Version Control:

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 7. Graffiti Vandalism Act 2016 Delegations

### 7.1.2 Notices – Deal with Objections and Give Effect to Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to deal with an objection to a notice [s.22(3)].</li> <li>2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> <li>i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and</li> <li>ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Correspondence

#### Version Control:

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 7. Graffiti Vandalism Act 2016 Delegations

### 7.1.3 Obliterate Graffiti on Private Property

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
<b>Council Conditions on this Delegation:</b>	a. Subject to exercising Powers of Entry.
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Notice

**Version Control:**

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 7. Graffiti Vandalism Act 2016 Delegations

### 7.1.4 Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	Notice

#### Version Control:

1	Version 1 – July 2021
2	
3	

# Delegation Register

Shire of Yalgoo



## 8. Public Health Act 2016 Delegations

### 8 Public Health Act 2016 Delegations

#### 8.1 Council to CEO

##### 8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
<b>Express Power or Duty Delegated:</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. 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)].
<b>Council Conditions on this Delegation:</b>	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
<b>Express Power to Sub-Delegate:</b>	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	Register of Authorised Officers

#### Version Control:

1	Version 1 – July 2021
2	3.2 Environmental Health in Delegation Register reviewed 31 July 2020
3	

# Delegation Register

Shire of Yalgoo



## 8. Public Health Act 2016 Delegations

### 8.1.2 Enforcement Agency Reports to the Chief Health Officer

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
<b>Delegate:</b>	<b>Contract Environmental Health Officer – William Atyeo</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Yalgoo [s.22(1)]</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Report to the Chief Health Officer

#### Version Control:

1	Version 1 – July 2021
2	
3	

**8. Public Health Act 2016 Delegations**

**8.1.3 Designate Authorised Officers**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul 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 other specified Act</li> <li>iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act.</li> </ul> <p>Including:</p> <ul 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> </ul>
<b>Council Conditions on this Delegation:</b>	<ul 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> </ul>
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Compliance Links:</b>	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> <li>s.20 Conditions on performance of functions by enforcement agencies.</li> <li>s.25 Certain authorised officers required to have qualifications and experience.</li> <li>s.26 Further provisions relating to designations</li> <li>s.27 Lists of authorised officers to be maintained</li> <li>s.28 When designation as authorised officer ceases</li> <li>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</li> </ul>
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**8. Public Health Act 2016 Delegations**

	<p>s.30 Certificates of authority                  s.31 Issuing and production of certificate of authority for purposes of other written laws                  s.32 Certificate of authority to be returned.                  s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i></p>
Record Keeping:	Register of Authorised Officers

**Version Control:**

1	Version 1 – July 2021 - Revised
2	3.2 Environmental Health in Delegation Register reviewed 31 July 2020
3	



# Delegation Register

Shire of Yalgoo



## 8. Public Health Act 2016 Delegations

### 8.1.4 Determine Compensation for Seized Items

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.264 Compensation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
<b>Council Conditions on this Delegation:</b>	a. Compensation is limited to a maximum value of \$500 with any proposal for compensation above this value to be referred for Council's determination.
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Compliance Links:</b>	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record Keeping:</b>	Debtors

#### Version Control:

1	Version 1 – July 2021
2	
3	

## 9 Statutory Authorisations and Delegations to Local Government from State Government Entities

### 9.1 Environmental Protection Act 1986

#### 9.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
[Previous](#) [Close](#) [Next](#)

No. 47. 19-Mar-2004  
Page: 919 [Pdf](#) - 476kb

**EV401**

#### **ENVIRONMENTAL PROTECTION ACT 1986**

##### **Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

# Delegation Register

Shire of Yalgoo



## 9.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
[Previous](#) [Close](#) [Next](#)

No. 232. 20-Dec-2013  
Page: 6282 Pdf - 3Mb

**EV402**

### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
  - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

# Delegation Register

Shire of Yalgoo



## 9.1.3 Noise Management Plans – Construction Sites

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
[Previous](#) [Close](#) [Next](#)

No. 71. 16-May-2014  
Page: 1548 [Pdf](#) - [2Mb](#)

**EV405**

### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

## Delegation Register

Shire of Yalgoo



### 9.2 Planning and Development Act 2005

Removal of 2.7 Planning Consent due to limited use and extremely limited scope.  
Version 2.7 Planning Consent in Version Reviewed 31<sup>st</sup> July 2020

#### 9.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

#### PLANNING AND DEVELOPMENT ACT 2005

#### INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2<sup>nd</sup> day of June 2016

A handwritten signature in black ink, appearing to read "Donald Redman", written over a horizontal line.

HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS

**SCHEDULE**

**This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005***

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cunderdun Shire of Cuse Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dornbrook-Rainup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p>	<p>In accordance with and subject to approved Government Land policies.</p>
<ul style="list-style-type: none"> <li>a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road.</li> </ul>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cunderdun Shire of Cuse Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dornbrook-Rainup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p>	<p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>
<p>in respect of development applications being made under or referred to in:</p>		
<p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p>		
<p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p>		
<p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p>		
<p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p>		
<p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p>		
<p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p>	<p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Geraldton Shire of Hall Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalbarrie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	
<p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>		



# Delegation Register

Shire of Yalgoo



Shire of Nannup  
 Shire of Narembeen  
 Shire of Narrogin  
 Town of Narrogin  
 City of Nedlands  
 Shire of Ngaanyerjarraku  
 Shire of Northam  
 Shire of Northampton  
 Shire of Nungarin  
 Shire of Peppermint Grove  
 Shire of Perenjori  
 City of Perth  
 Shire of Pingelly  
 Shire of Plantagenet  
 Town of Port Hedland  
 Shire of Quairading  
 Shire of Ravensthorpe  
 City of Rockingham  
 Shire of Roebourne  
 Shire of Sandstone  
 Shire of Serpentine Jarrahdale  
 Shire of Shark Bay  
 City of South Perth  
 City of Stirling  
 City of Subiaco  
 City of Swan

Shire of Tammin  
 Shire of Three Springs  
 Shire of Toodyay  
 Shire of Trayning  
 Shire of Upper Gascoyne  
 Town of Victoria Park  
 Shire of Victoria Plains  
 Town of Vincent  
 Shire of Wagin  
 Shire of Wandering  
 City of Warneeroo  
 Shire of Waroona  
 Shire of West Arthur  
 Shire of Westonia  
 Shire of Wickiepin  
 Shire of Williams  
 Shire of Wiluna  
 Shire of Wongan-Ballidu  
 Shire of Woodanilling  
 Shire of Wyalkatchem  
 Shire of Wyndham-East Kimberley  
 Shire of Yalgoo  
 Shire of Yilgarn  
 Shire of York

HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS

*2nd* ..... day of *June* ..... 2016

## 9.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

### PLANNING AND DEVELOPMENT ACT 2005

#### INSTRUMENT OF DELEGATION

#### Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

#### Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

#### Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

#### Schedule 1

#### 1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
  - i. a type of development; and/or
  - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

#### 2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

#### 3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.



## Delegation Register

Shire of Yalgoo



### 9.3 Main Roads Act 1930

#### 9.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/authorised-bodies-events/>

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

RELATING TO  
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (*Insert name of Local Government*) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

# Delegation Register

Shire of Yalgoo



Dated:

**THE COMMON SEAL OF THE** )  
**COMMISSIONER OF MAIN ROADS** )  
 WAS AFFIXED BY )  
 )  
**COMMISSIONER OF MAIN ROADS** )  
 )  
 FOR THE TIME BEING IN THE )  
 PRESENCE OF: )

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

### ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe, perform and be bound by the above conditions.

**THE COMMON SEAL of** )  
 )  
 )  
 )  
 \_\_\_\_\_ )  
 [*Insert name of Local Government*] )  
 )  
 Was hereunto affixed pursuant to a )  
 resolution of the Council in the )  
 presence of. )  
 )

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

## Delegation Register

Shire of Yalgoo



### 9.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises ..... (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

# Delegation Register

Shire of Yalgoo



Dated:

THE COMMON SEAL OF THE )  
 COMMISSIONER OF MAIN ROADS )  
 WAS AFFIXED BY )  
 )  
 )  
 COMMISSIONER OF MAIN ROADS )  
 FOR THE TIME BEING IN THE PRESENCE OF: )

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

### ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE )  
 )  
 ..... )  
 WAS AFFIXED PURSUANT TO A RESOLUTION )  
 OF THE COUNCIL IN THE PRESENCE OF )

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Witness

## Delegation Register

Shire of Yalgoo



### 9.4 Road Traffic (Vehicles) Act 2012

#### 9.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia  
Department of Transport  
Driver and Vehicle Services

#### **ROAD TRAFFIC (VEHICLES) ACT 2012**

*Road Traffic (Vehicles) Regulations 2014*

**RTVR-2017-202046**

#### **APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES**

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

#### **CONDITIONS**

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:



# Delegation Register

Shire of Yalgoo



Government of **Western Australia**  
Department of **Transport**

**Driver and Vehicle Services**

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

A handwritten signature in blue ink, appearing to read "C. Davers", written over a horizontal line.

Christopher Davers  
Assistant Director, Strategy and Policy  
Driver and Vehicle Services  
Department of Transport

Dated the 5<sup>th</sup> day of September 2017

*[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](http://transport.wa.gov.au)  
Extracted on line on 15 March 2021*

## Delegation Register

Shire of Yalgoo



### 9.5 5.43. Limits on delegations to CEO 28

Local Government Act 1995

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended: No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23; No. 16 of 2019 s. 23.]

## 7.1 Purchasing Policy

Introduction	The LGA Financial Management Regulations prescribe the financial management duties of the CEO and bind the CEO to establish efficient systems and processes to ensure proper authorisation for the incurring of liabilities and the making of payments. Employees must be properly authorised before they can commit funds / incur a Shire expense to purchase goods and services that they require to carry out their functions and duties.		
Objective	To limit the authority and allow certain employees to commit budgeted funds / incur a Shire expense for the purchase of goods and services that they require to carry out their duties.		
Statutory Context	Local Government (Financial Management) Regulations 1996 <ul style="list-style-type: none"> <li>- r.5.(1) (e) Financial Management Duties of the CEO – systems for proper authorisation for the incurring of liabilities</li> <li>- r.11 (2) – A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant <i>debt was incurred by a person who was properly authorised to do so.</i></li> </ul>		
Related Policy and Delegations	<ul style="list-style-type: none"> <li>- Delegations 2.2 – 2.6</li> <li>- 7.3 Credit Cards</li> <li>- Any other delegation, policy, procedure, guideline or instruction as may be force at any time</li> </ul>		
History	Adopted	21 August 2008	
	Replaced	20 February 2014	C2014-0239
		31 July 2020	C2020-0708

## Policy Statement

### Legislation and Exemptions

The requirements that must be complied with by Local Governments, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and in addition for the Shire of Yalgoo this Purchasing Policy. This Policy should be read in conjunction with the Local Government Act 1995 and associated legislation.

Purchasing that is below \$250,000 in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender unless a regulatory Tender exemption is utilised by the Local Government. Tender exemptions apply in the following instances:

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector.



- The purchase is supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or a Regional Local Government or another Local Government;
- The purchase is under auction that has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 that apply.

Determining purchasing value is to be based on the following considerations:

1. The actual or expected value of a contract over the full contract period (including all options to extend); or
2. The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

*WALGA Note: When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes.*

*The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.*

## **Officer Considerations when Incurring Liability**

### **Ethics**

Officers are to follow their applicable Code of Conduct, Yalgoo Shire Policies and comply with relevant legislation or audit requirements.

Officers are to act in an honest and professional manner that encompasses the following principles:

- Impartiality – fairness and consistency that results in a competitive process
- Accountability – based on value for money (efficient and effective use of public money)
- Transparency - adequate reporting of decisions that is free from bias (actual or perceived conflicts of interest are appropriately managed)
- Privacy – supplier information is commercial-in-confidence unless permission is obtained from the supplier or dictated by legislation

## **Value for Money – Cost, Quality and Sustainability**

Best value for money is the most advantageous combination of Cost, Quality and Sustainability. A Life Cycle Assessment that is appropriate to the scale of a purchase should be performed.

### **Cost**

An Officer shall consider all relevant Whole of Life Costs for both goods and services. These may include but are not limited to; transaction costs associated with acquisition, delivery,

distribution, holding costs, consumables, deployment, maintenance and disposal. It is important to note that obtaining the lowest price is not more important than Specification or Sustainability.

### **Quality**

Officers are to assess the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. Products and suppliers should be assessed on the following basis:

- The product or service is fit for purpose
- The supplier has a demonstrated financial viability and capacity to deliver the goods or services without risk (or an acceptable mitigated risk)
- That the goods or services offered are competitive when compared to the market (a sufficient number of quotations needs to be obtained)

### **Sustainability**

The Shire of Yalgoo is committed to sustainable procurement of goods and services that have less environmental and negative social impacts than competing products and services.

Officers shall endeavour to procure products and services that –

- Demonstrate environmental best practice in efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling (Energy, Water, Emissions)
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy to produce
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste

Renewable energy options and safe, energy efficient materials should be seriously considered for any new construction or building redevelopments.

Motor vehicles shall be fit for purpose and within budget. Significant weighting shall be given to fuel efficiency, emission type and volume.

### **Buy Local**

Where the opportunity exists to purchase goods or services of a comparable quality locally, the officer is to have due regard for additional costs arising from a non local purchase such as:

- Freight
- Fuel
- Staff travel
- Project/staff downtime

Support shall be provided to local businesses in the following way:

1. Ensure that specifications are not determined which unfairly disadvantage local business, unless those specifications could be perceived as avoidance of a tender

and would contravene Section 12 of the Local Government (Functions and General) Regulations 1996 – Anti-avoidance provision.

2. Ensure that procurement plans address local business capability and local content.
3. Regularly approach local businesses to bid for work and actively seek capability statements so that opportunities to provide work locally are not missed.
4. All weighted criteria used for the evaluation of a tender will include a category of no less than 10% for Tenderers to demonstrate utilization of local labour or purchases through local businesses.

### **Purchasing Thresholds - Requirements**

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Local Government:

#### **Purchasing Thresholds (ex GST) Up to \$1,000**

Obtain one (1) verbal or written quotation from suppliers supported by evidence of the quotation (eg email, fax, website print screen or record of quotation) in each instance. Verbal quotations should be written on the Purchase Order by the Officer. Officers should regularly test the market by obtaining other quotes or by comparing to similar requests for goods or services.

#### **Purchasing Thresholds (ex GST) \$1,000 - \$9,999**

Obtain at least two (2) verbal or written quotations from suppliers supported by evidence of the quotation (eg email, fax, website print screen or record of quotation) in each instance. All quotations from suppliers should be in writing.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts using a simple quotation process either through eQuotes or directly in writing.

#### **Purchasing Thresholds (ex GST) \$10,000 - \$249,999**

Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

#### **Purchasing Thresholds (ex GST) \$250,000 and above**

Conduct a public Tender process in accordance with this policy and the WALGA Procurement Toolkit (if there is no access to the Toolkit refer to the Local Government Act 1995 and Tender specific Regulations). The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.

OR

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

**The Tender Process is to be conducted in accordance with the Local Government Act 1995 and subsidiary legislation – Specifically Part 4 – Provision of Goods and Services of the Local Government (Functions and General) Regulations 1996.**

**The preparation of tender documents and calling of a tender must be conducted by way of delegated authority. This decision should be based on a previously adopted Council Resolution which includes the adoption of a budget capital project.**

### **Purchase Orders and Incurring Liability**

#### WALGA Notes

Incurring liabilities is not described in the Local Government Act or Regulations as an express power or duty, rather it is only described as a requirement for the Local Government and the CEO to control by developing “systems and procedures” [see FM Regs 5 and 11].

Incurring liabilities is therefore not an express (written) power or duty which is capable of being delegated.

Therefore the CEO must establish systems and written procedures which give effect to compliance with legislation and purchasing policy and provide appropriate internal controls and risk mitigation for incurring liabilities.

Issuing a Requisition – the Requisition is only a proposal to purchase (FM Regs 5 & 11), describing the goods or services required to enable a decision to issue a Purchase Order. It does not incur a liability as the goods / services may only be provided on the basis of an appropriately issued Purchase Order.

A decision to issue a requisition and therefore Purchase Order, is informed by other, previous Council decisions, for example – the Budget adopted by Council, Council decisions to approve projects or implement policies.

The decision to incur a liability is in fact and in operation a method of implementing a Council decision and therefore accords with the CEO’s duties under s.5.41(c) to cause council decisions to be implemented.

Issuing a Purchase Order – The Purchase Order, creates a contract between the supplier and the Local Government. It incurs a liability (FM Regs.5 & 11), provided that the goods or services are ultimately supplied in accordance with the requirements specified in the purchase order. Administrative procedures should establish which positions are authorised to issue Purchase Orders, with pre-requisite requirements for a Purchase Order to only be issued, where due diligence confirms:

- a) Compliance with the Purchasing Policy
- b) The committal value of the Purchase Order is within an appropriate and available budget allocation.
- c) The proposed goods / services are within the scope of implementing a Council decision either specific or generally.

Using Credit or Transaction Cards (store card, fuel card or corporate credit card) are a method of incurring a liability, with the goods or services received and a monthly statement provided to the Local Government for acquittal (verification of a liability) on a monthly basis. Please refer to the Credit Card Policy.

**Verification of Liability**

Goods / Services Received – Officers are required to check packing slips and follow up directly any discrepancies. Reports and evidence of goods/services are to be kept as per the Shires Record Keeping Plan.

Verification of Invoice or Transaction Card Statement – Officers, their Manager or the CEO are to ensure that charges align with the accepted quote or the contracted schedule or rates and are to sign all such invoices as being both Received and Authorised for payment.

Council through its Audit Committee, may form an opinion as to its satisfaction with the procedures prepared in accordance with FM 11, when it undertakes the review of Internal Controls in accordance with Audit Reg. 17(1)(b).

**Internal Controls**

The Shire of Yalgoo utilises a Synergy Purchase Order Software Module distributed by Ready Tech.

All Municipal and Trust Payments require dual authorisation so that if a payment batch contains an invoice approved by an officer with Delegation of “Payments from the Municipal or Trust Funds” there is a second officer separating the roles of verifying the liability and approving the payment.

Payment batches require each of the following for a payment to a creditor:

- Quotes or exemption explanations
- A valid purchase order
- Invoice
- An “authorising/received” signature from the issuer of the Purchase Order or their Manager/ the CEO.
- A “checked” signature showing that a second officer has entered the Invoice and compared it to the Purchase Order.
- A signature and date from a Financial Manager or Chief Executive Officer agreeing with the total amount of the batch and its allocations including the allocation of GST.

**All purchase orders require the following:**

- (i) The date authorised (prior to the services, goods and invoice being received).
- (ii) The appropriate number of supporting quotes or the relevant contract as per the Purchasing Policy. This includes a description of an exemption if it applies such as “Fuel”.
- (iii) An allocation that is within budget or variance. Officers are required to regularly check and operate within adopted budget allocations.
- (iv) The cost of the work (goods or services) - actual or a maximum estimation that is below that particular officers liability threshold.
- (v) A brief description of the services and an itemised list of goods – reference can be made to a quote for itemised descriptions but all other requirements (i) to (v) must be included on the purchase order.
- (vi) The signature of the officer showing that they accept, on behalf of the Shire of Yalgoo, liability for the purchase of the detailed goods or services.

- If instances arise where it is impractical to obtain the requisite number of quotations, the reasons should be recorded and attached to the purchase order at the time of the purchase being made.
- Any quotes obtained verbally should be recorded by the officer on the purchase order that is made out to the successful supplier.

**Purchase Order Threshold**

Position thresholds based on position titles may be updated via memo by the CEO and placed on an employees file. This excludes the CEO threshold or positions that do not exist under the workforce plan.

≤ \$300,000	≤ \$150,000	≤ \$20,000	≤ \$9,999	≤ \$500
CEO	Works Manager / Foreman	Community Development Officer	Rates Officer	Admin Assistants
	DCEO	Executive Assistant	Administration Officer	Supervisor Parks, Gardens & Town Maintenance
			Caravan Park Manager	

The CEO is to report at the first potential meeting any purchasing near or above the Tender threshold. Any lump sum purchase over the tender threshold including from preferred suppliers will be the decision of Council.

An Officer may, with the verbal or written permission of another officer provide Purchase Orders above their threshold for requested items, that will be countersigned by the requesting officer at the earliest possible opportunity and is not above the Purchase Threshold for the requesting officer.

Officers may provide a Purchase Order above their threshold for a payment that was directly approved via minuted Council Resolution at the verbal or written request of the CEO.

The Council Resolution number and/or WALGA preferred supplier contract number must appear in the purchase order description.

Nothing in this policy authorises an employee to commit the Shire to a loan of money.

Authorising officers are responsible for attaching all supporting documentation to a purchase order.